

# Whitelees Primary School and Nursery Class

## Parent Council AGM - Minutes

### 1<sup>st</sup> February 2024 – 18.30



#### IN ATTENDANCE:

Parent Council – Lindsay Wingate, Sarah Bradley, Deborah Brass, Emily Sands, Eve Tennant, Fiona Kerr, Kirsty MacKenzie, Kim Bell, Laura Ridley, Debbie Welsford, Elaine Stewart, Adam Smith  
Cumbernauld East Councillor

WPS & NC- Laura Murdoch, Carol Stewart, Gioia McAuley, Amanda Mollan - Clerk

**Apologies:** Donna Waddell, Dawn Macpherson, Danielle Scott, Gioia McAuley

**Absent :**

**Minutes agreed by:** Deborah Brass

**Minutes seconded by:** Kim Bell

The meeting was held in person and hosted by the chairperson, Lindsay. The meeting was started with a warm welcome to everyone and introductions.

#### CHAIRPERSONS REPORT

The PC have been busy undertaking a variety of tasks:

Lindsay provided an updated Chair Person Report. Lindsay advised that the PC have been very busy since the last meeting which was held on the 16th November 2023. The PC have hosted and helped at a number of events since the last meeting.

#### *Christmas Fayre*

All parties agreed that the Christmas Fayre was a great success and it felt like one of the busiest Christmas Fayre to date. The response from the local community and school community was incredible and feedback which followed was also very positive. Lindsay advised that Elaine will provide a breakdown of funds raised in the Treasurer Report. We were delighted to offer fully inclusive Santa visits at no costs to local families which again included a little gift plus a memorable photograph to keep. Special thanks to Dawn as her photographs proved very popular on social media news feeds. The fire brigade also made a great addition, proving very popular with both young and old.

#### *Christmas Show*

The PC also supported the school shows by providing refreshments and some other festive goodies. The school put on another amazing show so well done to everyone for pulling that off. A break down in the funds raised will be detailed in the Treasurer Report. Thank you so much to everyone for giving up their own time to support such events, it really is appreciated. It is not an easy task with some spending a huge amount of time and effort to make these events possible. We also appreciate our amazing parent forum who offer help at such events, their support is greatly appreciated.

### *Grant Funding*

Special thanks also to Kim & Debbie who volunteered to complete an application for funding and a reminder to everyone if you see any relevant applications for funding to share it with the wider group. A discussion took place about future applications and it was agreed that we would apply for funding to purchase industrial paint to decorate the playground so that both the nursery and school can enjoy an appealing outdoor space.

Councillor Adam Smith told us of potential funding grants of £1000 from Councillors and up to £5000 from Cornerstone.

### *The Constitution*

Lindsay advised that there has been no objections to the constitution which was previously circulated within the group. This will now be shared with the wider parent forum. Lindsay highlighted that the biggest change made was that if PC members miss two consecutive meetings without giving apologies they will be asked to step down from their position. Members also not playing an active role within the group including attending meetings and helping at events etc will also be asked to step down. The reasons for this change is that over the years this matter has continually been raised within the group particularly when the group are making decisions/voting on important matters therefore it is imperative that members play an active role on the board to ensure they are making informed decisions on behalf of the wider parent forum. We also have a number of parents who participate at events who are keen to join the PC so this would give other active parties an opportunity to step up. Lindsay reminded all members to ensure they give their apologies when necessary and also contribute when asked to vote etc.

### *Fundraising*

Lindsay advised that she recently had a brief discussion with Laura regarding future fundraising opportunities and committed spend. It was agreed that it would be a great help to both parents and the school budget if we organised a specific event to raise funds towards the cost of the summer school trips as transport is now very expensive. It was suggested that possibly an afternoon tea which could double up as an engagement opportunity for parents. This idea was received well by the PC.

Committed spend to date includes P7 hoodies and sports Day - ice cream treat - £300.

### *February Disco*

Lindsay advised that the next event coming up is the Feb disco. It will be the same set up as usual and the PC agreed to discuss plans following tonight's meeting.

### *PVG's*

As Sarah won't be on the PC next year she is looking to hand over PVG Scheme. Deborah Brass volunteered to take this over. Deborah already has a PVG and should pass her PVG number to Sarah.

PVG applications can be done online for up to 5 people at one time. PVG's are required for anyone whose is out of date and for our new members.

## HEAD TEACHERS REPORT

Ordering of the primary 7 leavers hoodies will be started soon. Mrs Mollan will send out a digital form in the next week and order sample sizes from Scotcrest.

For the installation of equipment in our outdoor area we should use the NLC procurement framework which will make the maintenance of the equipment much easier. Mrs Murdoch spoke to Michael Dolan recently regarding this. It will be worth the time taken to process through the procurement framework.

We have now launched our new Teams system in the school. The children chose our theme and have gone with the elements: fire, water, air and earth and have decided on the prizes. The children are very motivated by the token system in place. A coloured token is worth 1 point and a gold star is worth 10 points. The children now sit in their teams in assembly and the team badges have arrived which the children will wear on their school tie or jumper. We will start off this year looking for primary 7 team captains. Applications for this will consist of a presentation at assembly after which the school will vote anonymously. Next year we will have primary 7 Team Captains primary 6 Vice Captains. The Nursery have been receiving tokens and are building them up. All staff except senior management are in teams. Tokens will be counted 4 weekly as a trial. We are still using dojo and It's Good to be Me for weekly individual awards, Good to be Us for team awards and our Team Whitelees Be Kind award along with our Senior Management awards.

## TREASURER'S REPORT

### Financial Report – 1<sup>st</sup> February 2024

Starting balance	£8,993.63
Wonka Disco	£805.70
Card Commission	£407.40
Christmas Fayre	£2,658.24
School Show Stall	£353.72
Profits made from events	£4,225.04
Current balance	£13,302.69 (£84 GIFT)

### Activities

- **Wonka Disco** – In house disco with a Whitelees Wonka theme. We maintained of GIFT approach, ensuring the disco was inclusive from all. After review of previous discos, it was agreed that Gift would cover entry costs. During the evaluation of previous discos, a conscious effort was made to reduce overheads for the disco
- **Card Commission** - Another successful year of Christmas card/stationery order in 2023 with a higher commission made than previous year
- **Christmas Fayre** – Outstanding event for the school and the full community, was as busy as ever. PC raised funds over a number of stalls including café, tombola, raffle, snowman, pocket money stall, preloved toys, adopt a teddy (new for this year and it was a massive hit), lucky

dip. We had an inclusive Santa for all this year which included a free gift. We were lucky again this year to receive a number of donations toward the Fayre which helped us reduce costs; Hot dog rolls from Warburtons for the café, Farm food vouchers used for food items, donation from Tunnock's and more.

- **School Show Stall** – PC ran a stall with refreshments, sweet treats Christmas and some pocket money toys. Stall was set up for both primary performances and nursery performances. The stall was a massive hit with all attending the show and the kids. It was especially noted that those attending the nursery performance really appreciated having the stall made available to them this year.

### Grant Applications

- Debbie is in the process of applying to the Tesco Blue Token team – updates will be given if we are successful
- Debbie and Kim will be applying for the community empowerment grant through North Lanarkshire council, again updates will be provided.

### AOB:

Councillor Adam Smith advised he had received complaints about flooding at the underpass at Maple Road. He reported that he has spoken to the Council about clearing the drains. He was advised that the tunnel at Lilac also floods regularly. The PC said there was a blocked drain smell outside the school again. This smell was reported last year, Scottish Water dealt with it and it was better for approximately a year but the smell has come back again.

Councillor Smith also brought up the future change to school transport boundaries but was advised we have no children who get transport to school. He updated us that in August this year any secondary pupil who lives more than 3 miles from school and any primary pupil who lives more than 2 miles from school will be entitled to free school transport. The Council have employed contractors to look at walking routes and letters will be sent to parents. The report will be available later this month with what routes they deem to be safe. Anyone who is not happy with the outcome can appeal.

Councillor Smith was asked about the drains at the bridge from Wardpark to Whitelees which is also regularly flooded. Councillor Smith advised this had been reported to NLC.

He also advised that there is a current survey for a traffic light junction on Forest Road to Wardpark, he was asked about lighting on the Wardpark Road.

Councillor Smith was asked about lighting being installed in Cumbernauld Glen but he advised the Scottish Wildlife Trust owns the glen. It was also mentioned that there are no bins in the glen but were advised that as the Scottish Wildlife Trust is a charity they have no resources to empty bins regularly. AS will ask NLC about the solar stud lights in the footpath at Cumbernauld House park.

### Playground Improvement Project

Fiona enquired about how the playground equipment will be maintained, this is unknown at the moment until we have quotations from companies on the framework. The companies asked to quote will also be asked about a maintenance package. The framework requires us to ask for three quotes and then choose the best value. We will know more about maintenance once we have 3 quotes. The Facilities Officer will also help to maintain the equipment.

### ***Nature garden***

It was asked if we would be having a Dig In day this year for the nature garden. A parent has been looking after the nature garden but has stopped for the Winter. We have a lovely donated vehicle planter which we could use. The Parent Council will ask for volunteers on their Facebook page. We were awarded a Food for Thought Grant amounting to £2693. With this grant Kirsty Rodman will grow vegetables and has purchased new cooking and gardening equipment.

### ***PC Meetings***

2<sup>nd</sup> May 2024 – In school