

Whitelees Primary School and Nursery Class

Parent Council Meeting AGM- Minutes

Thursday 28th August 2025 – 18.30



IN ATTENDANCE:

Dawn Macpherson, Elaine Stewart, Aileen Lewis, Danielle Scott, Deborah Brass, Emily Sands, Kirsty Bowman, Kirsty Mackenzie, Katie McGarvie, Lynsey Wright, Alix Menzies and Sandi Rankin

WPS & NC- Carol Stewart, Gioia McAuley, Louise MacKenzie and Amanda Ronald

Apologies: Kim Bell, Fiona Kerr, Eve Tennant

Minutes agreed by: Dawn Macpherson

Minutes seconded by: Emily Sands

The meeting was held in school and hosted by Dawn Macpherson. The meeting was started with a warm welcome to everyone and a thank you to everyone for attending.

CHAIRPERSONS REPORT

Thank you to everyone for attending tonight and welcome to our AGM for 2025!

In attendance tonight firstly we have our WPS Senior Management team. We would like to congratulate Miss Mackenzie on joining the management team as Acting Principal Teacher while Mrs Murdoch is away also, Mrs McAuley and Mrs Stewart in continuing to share the Acting Head Teacher role. Not forgetting our wonderful Amanda Ronald, 1 of 2 of our Clerical staff, keeping the Whitelees cogs turning.

We also have members of the current Parent Council from last year and welcome to everyone here who has expressed an interest in joining for this year. We are delighted to welcome you along tonight! Fresh new faces with hopefully some fresh new ideas too!

We have apologies from Kim Bell, Fiona Kerr & Eve Tennant, these girls are long-term members but as life has it they have unfortunately bid us a farewell (for now!). So we, of course, wish them all the best.

I would like to start my report with a huge thank you to each and every member of the PC for their contribution this/last year! Last year started with lots of hope and promise, after losing a lot of long term members as they moved forward with their children moving on to high school.

We had, I would say, a pretty successful year! Lots more fundraising. Our Autumn disco, the fabulous as always Team Whitelees Christmas Fayre, Spring disco and all the little bits in between. Our treasurer report will fill in the blanks of just how well our fundraising efforts were.

The BIGGIE was us being able to secure and have installed our brand-new playground equipment and the bonus of the tarmac getting painted with those wonderful games. The children, (staff and some parents too!) have taken full advantage of these. The parent forum was able to finally see where their money and volunteering efforts had went to over the past few years! So, this year has some living up to do!

The priority of the Parent Council at Whitelees is to give the children experiences well beyond their school day and experiences that make lifelong memories. This also means that no child ever goes without and we have adopted that policy. Our aim is to make a truly equitable school that ensure children experience a world beyond their own community without having to leave it. Community engagement is high on our agenda and this will continue as the community is at the heart of all the children.

Onwards, upwards and beyond for Team Whitelees!

TREASURER'S REPORT

Whitelees PS Parent Council Treasurer Report August 2025

During the academic year 2024-2025 a number of activities were held by the parent council throughout the year to generate funds. Our focus was to complete on plans to improve the playground for all Whitelees pupils after years of fundraising and saving.

In February we seen the instalment of the trim trail which has been a massive hit with all the Whitelees kids, the hard work and organising has well and truly paid off and it is so nice to see the kids getting enjoyment out of it. On top of this we were very lucky to be able to get the playground markings done in April of this year, they have certainly brightened up the playground and are being well used from the nursery kids all the way up to P7.

Alongside this we had also made agreements at the start of the year to purchase welcome gifts for the new P1 pupils, contribute towards the P7 leaver hoodies, fund the ice cream van for sports day and make a contribution to all school trips to try and reduce costs for parents/carers.

To raise funds we held 2 discos throughout the school term, our annual Christmas fayre was a massive hit and we also held refreshment stalls at the Christmas show, sports day and summer shows.

	Event	Profit	Activity
1	PJ Disco	£809.67	Entry to disco and pocket money stall
2	Christmas fayre	£2,600.34	Sale of personalised merchandise
3	Christmas Cards	£334.60	Stalls, raffle, tombola, café
4	Christmas Shows	£381.97	Refreshment and snack stall
5	February Disco	£703.52	Entry to disco and pocket money stall
6	Frozen Friday	£199.71	Ice lolly sale
7	Summer Shows	£343.20	Refreshment and snack stall
8	Sports Day	£136.00	Refreshment and snack stall

Starting balance in back for this year **£3455.67**

HEAD TEACHERS REPORT

Back to School

We have had a positive start back to school with our primary 1's settling in well. Our buddies are enjoying looking after them. We will be inviting our primary 7's to apply for Team Captains soon and our recent Meet the Teacher event was well attended.

Staffing Update

Louise MacKenzie has taken on the role of Acting Principal Teacher whilst Laura continues her secondment at Cumbernauld Primary School. Carol Stewart and Gioia McAuley continue as Acting Head Teacher.

Improvement Plan

Priority 1 – Focus on Teaching and Learning

We will carry out self-evaluation and assessment. We will participate in the Young Leaders programme this year which is aimed at primary 6. This will involve visiting other schools and other schools visiting us where we can showcase our school. This will involve a small group of primary 6 children who can apply to take part.

We will utilise the new resources created by the Literacy Base and look at different books and resources for the children with a view to promoting reading for enjoyment.

Additional Support

We will target individual support, Louise MacKenzie is working on targeted interventions for children who are inconsistent or not on track. Miss Krabbe will run 3 to 4 50 minute sessions of Read, Write, Ink per week. Jill Allan will work with primary 2 children who are not as confident with their initial sounds and phonemes. We will be tracking these across the year to ensure their effectiveness. Parental consent will be sought for those children who will be taking part.

Attendance

Attendance monitoring will continue with the North Lanarkshire Council target being set at 95%. Any children who fall below 95% will be tracked and parents contacted to see if there is any support we can offer to help increase attendance.

We are developing inclusive practices for children working with the Educational Psychologist.

Visions, Values and Aim

We asked our children what they thought should be our vision, values and aims and they said kindness, respect, relationships with peers/adults and aspirations to achieve and do well.

Priority 2 – Focus on skills-based learning

We will continue to embed meta skills this year focusing on one per week and awarding a weekly certificate. We will introduce digital profiling which will follow children onto high school. This will link to skills developed through their school years. This will be in digital format for the upper school and paper initially for the lower school.

We will continue to strengthen our outdoor provision with Love Outdoor Learning back again this year. Louise will lead on this. The teachers who received the training last year are outside more often. This year the training will focus on P2, P2/3, P3/4, P4/5 and P6/7. We have received good feedback from Carol Murdoch from Love Outdoor Learning.

We currently have 30 children in our nursery which is enabling us to give staff time out for training to develop nurture and play based response.

We will be taking part in Glee again this year. Louise will be lead on this with help from Sarah Bradley. There are 35 spaces in the team which is set by the competitors. We have a lot of interest and will be running four after school taster sessions starting on Monday 1st September. This will be restricted to P5 – P7 to keep numbers manageable. The theme this year is old school to new cool, there is one set song and we choose another song. The Parent Council were asked if they might provide funding for t-shirts for this year.

PARENT COUNCIL 2024-2025

Current Council – 15 Members

Kim Bell, Eve Tennant, Elaine Stewart, Emily Sands, Kirsty MacKenzie, Deborah Brass, Fiona Kerr, Danielle Scott, Dawn Macpherson, Aileen Lewis, Kirsty Bowman, Katie McGarvie, Susan Graham, Lynsey Wright, Sandi Rankin

Year 2 in post:

Kirsty MacKenzie, Deborah Bass, Danielle Scott, Dawn MacPherson, Aileen Lewis, Kirsty Bowman, Katie McGarvie, Susan Graham, Lynsey Wright and Sandi Rankin

Year 2 step down's:

Fiona Kerr, Kim Bell, Eve Tennant, Elaine Stewart and Emily Sands

New Member Submissions:

Elaine Stewart, Emily Sands, Alex Menzies

2025/2026 Parent Council

Elaine Stewart, Emily Sands, Kirsty Mackenzie, Danielle Scott, Dawn Macpherson, Deborah Brass, Aileen Lewis, Kirsty Bowman, Katie McGarvie, Susan Graham, Lynsey Wright, Alex Menzies and Sandi Rankin

Office Bearers 2024/2025

Chairperson – Emily Sands

Vice Chairperson – Dawn Macpherson

Secretary – Deborah Brass

Social Media – Kirsty Bowman

Treasurer – Elaine Stewart

Vice Treasurer – Susan Graham

AOB

Parent Council Profits Distribution for 25-26

Suggestions included:

- Monetary donation to classes for outdoor classroom boxes
- Development of loose parts area
- Seating area at the bottom of the playground
- Dig In Day – this will be organised on Paige's return from maternity leave. It was suggested this may be better attended if this was held on a Friday afternoon started at 2.00pm within the school and parents can join their children at 3.00pm. SLT will put a survey out to parents to gauge interest for a Thursday or Friday.
- Large playground games such as Connect 4 and Chess. These could be stored in the outdoor classroom.

- The infants would love some new plastic houses, even if they were second hand. The PC said they would keep an eye out on Marketplace and Gumtree for these.

SLT will arrange a padlet for the children to complete a wish list.

PC Constitution

Everyone agreed to the changes to the Parent Council Constitution. Changes consisted of 15 members instead of 14, ensuring a termly newsletter is distributed and attendance at meetings.

It was agreed that further PC meetings would now start at 6.00pm instead of 6.30pm. It was also decided that they would all take place in person.

It was agreed that there would be no theme for the Autumn disco. An alternative to a disco was discussed such as a movie night or games night with separate ones for the younger ones and older children. The PC will put together ideas of what's manageable and the school will survey the children. This would be in addition to a disco.

The PC discussed how they could make this work. Carol Stewart suggested they could use a MS Form for events which parents could complete prior to the event. This would include the child's name, allergy information, dietary requirements and the PC bank information which parents could use to pay for the event using their child's name as a reference. Children could still pay at the door if they wish. There would be separate lines for cash and online payments making the entry process much quicker. Children would be given bands which they would swap for their treats with children with allergies having a different coloured band. The PC agreed to think about this as an option for future events.

Christmas Cards

It was asked if the PC would prefer online orders or cash payments as in previous years for the Christmas cards. There isn't an option to have a mixture of both. It was decided to trial online ordering this year which will significantly reduce the amount of work involved.

Christmas Fayre

The Christmas Fayre will be held on Saturday 29th November 2025.

All meetings will be held in person at 18:00 on the following dates. Amanda will adjust the school lets to reflect this.

30th October 2025

29th January 2026

14th May 2026