

Whitelees Primary School and Nursery Class

Parent Council Meeting - Minutes

Thursday 30th October 2025 – 18.00



IN ATTENDANCE:

Dawn Macpherson, Aileen Lewis, Deborah Brass, Emily Sands, Kirsty Bowman, Kirsty Mackenzie, Lynsey Wright, Sandi Rankin and Alix Menzies

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

Apologies: Elaine Stewart, Susan Graham, Danielle Scott, Katie McGarvie and Adam Smith (Councillor)

Minutes agreed by: Deborah Brass

Minutes seconded by: Dawn Macpherson

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

CHAIRPERSONS REPORT

Thank you all for coming tonight to our first meeting since forming the 2025/2026 Whitelees Parent Council at our August AGM.

We've had a positive start to the year, with the Autumn Disco being held at the beginning of October for P1 to P7. This was well attended, despite the P7 high school event date clash. We raised £678.71 and it was a successful event for all involved, with the children enjoying the dancing, games, glitter tattoos and pocket money stall.

Dawn and I met with Mrs McAuley and Mrs Stewart on Tuesday of this week to agree spending commitments for the year with management team, thank you for your time on that.

We have committed to our usual contributions towards P1 and P7 gifts, the ice cream van at Sports Day and a contribution towards school trips. We have also agreed to look to fund some further outdoor resources, building on the fantastic work in developing the playground last year. School Pupil Council members will help put together a wish list of ideas for this, which we can use to inform our spending.

Our current priority is now to organise the school Christmas Fayre, always a well-attended and busy event, on Saturday 29th November. Plans are now well underway and thanks to Dawn especially, for all her hard work in obtaining raffle prizes, as the raffle is always a great fundraiser. Thanks also to Whitelees staff for agreeing to donate a hamper for the raffle. Pre-sale for the Christmas raffle will go out w/c 14.11.25 with Children in Need day at the end of that week which is also our big donations drive for Fayre stock.

All PC members are and will be involved in Fayre planning and in conjunction with the school, hopefully we can work well together to put on another great event for Whitelees.

Whitelees PS Parent Council

Treasurer Report August 2025

Due to the absence of the treasurer and Vice Treasurer there was no Treasurer report however, Emily let us know that there are no changes from the meeting last month except the addition of the profits from the Disco which were £678.71.

	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
9	October Disco	£678.71	Entry to disco and pocket money stall

Starting balance in back for this year **£4134.38**

HEAD TEACHERS REPORT

Current Events

Newsletters have been sent out from each class and the school.

As in previous years for Children in Need children can dress down on the day and bring a donation for the Christmas Fayre. These can be stored in the pink room. A donation will be made to Children in Need from the funds raised at the Christmas Fayre.

We have arranged for an in-house pantomime for nursery to primary 3 which is on the morning of Wednesday 3rd December. Nursery children do not need to go, they can go if they wish. For those who don't want to attend they can have a relaxed film option in the nursery.

Primary 4 – primary 7 are going to the Lanternhouse Theatre on the morning of Thursday 4th December.

Christmas Lunch will be on Friday 5th December. Children are welcome to wear Christmas jumpers on all 3 days.

Our Christmas show will take place on Wednesday 10th and Thursday 11th December.

The Countdown to Christmas will be put together very soon and issued to parents.

Visions, Values and Aims

We have been working on refreshing our visions, values and aims over the last year with input from children, parents, staff and other stakeholders. These have been updated on our website.

This has been shared with the children in assembly using our child friendly version. Our visions, values and aims are kindness, respect, aspiration and relationships. Mrs Stewart shared some amazing poems from P5/6 about our new visions, values and aims.

To support this we felt adding another certificate was too much. Lousie has designed stickers to be given out to children showing our school values. Those with a sticker can talk about it at assembly on a Friday if they wish. These will be given out sparingly. This information will be communicated to parents to enable discussion about this at home.

Our visions, values and aims will be our starting point for restorative conversations.

SIP Update – Priority 1

Attendance monitoring is ongoing with procedures and policies in place to support this. There has been a dip due to holidays out with the October holiday. This is a natural trend we see year on year.

Literacy interventions are still ongoing and we have invested heavily in books. The children have requested more non-fiction books and we have arranged some training on teaching of non-fiction. We are also looking to top up our PM books for primary 1 and 2. We are planning to hold an evening with parents to share our VVA.

SIP Update – Priority 2

We continue to promote our meta skills focusing on one skill each week. Children can enter themselves for a certificate if they feel they have achieved the weekly meta skill and can put this on our padlets which we are using to gather evidence.

Carol Murdoch from Love Outdoors is supporting teachers this year again and has asked for some of our staffs' lessons to include in her programme. Outdoor learning is becoming a part of our school day and we are looking to develop our loose parts outside.

Primary 7 are developing play and using Padlets to evidence.

SSE

School Self Evaluation was undertaken in September, this week and again in February. This is used to make improvements.

Pupil Parliament

We have established a Pupil Parliament with a representative from each class. We had our first meeting this week which was amazing. The children had a discussion about what we could spend money on. Initially they requested more iPads however we have a healthy stock of iPads and they are expensive. They then asked for play doh and outdoor toys including a range of toys suitable for older children. They would like outdoor games such as snakes and ladders and connect 4. The PC were asked if they would contribute to these. The Parliament shared their concern about them being looked after and their solution was to form committees with one Pupil Parliament member per committee who will collect children from around the school to help them. They intend to form committees for:

- Litter
- Garden
- Irn Bru grant/factory
- ICT – freeing up storage on iPads every 2 weeks
- Outdoor toys – bringing out and putting them away daily.

They also discussed the school's 50th Birthday which will be next year and had a discussion about planting a tree with a plaque for this. It was decided to take this back to the classes and ask the rest of the children.

One of our trees has been significantly cut back and it was suggested that a bench which goes round the tree trunk might be good for part of our 50th celebrations. This will provide a seating area under some tree cover.

The Pupil Parliament will meet monthly.

Young Leaders

This year we are participating in a programme called Young Leaders of Learning. This involves children from primary 6 who can then become mentors to those in primary 6 next year. We had our first meeting this week. We are buddied up with Kildrum Primary School. Our Young Leaders will look at our school evaluation and decide what we do well and what they think we need to work on. We then visit our buddy school to showcase our school and vice versa. There will be training for our Young Leaders who have not yet decided on their change.

School Fundraiser

We will be having a school fundraiser on 19th November similar to last year's workout challenge. The children deemed it too easy last year so we will be making it slightly harder this time. This was a great success last year so we are hoping to repeat this. Money raised will go into our School Fund which is used to provide and enhance experiences for our children such as cooking, reading books, resources etc.

Glee is well under way and we are making great progress. The sectionals are held in February and we are hoping to make it to the regionals. The final is on a Sunday in Dundee at the end of June. The PC were asked if they could provide funding for costumes for our children. The PC asked for costings. The theme this year is Old School to New Cool which is artists who have hits spanning 3 decades. There is a song that every team must sing and then we can sing another song of our choice. We have chosen a mash up of Thriller and Heads Will Roll. A few members of the team have been tasked with learning to moon walk!

AOB

Disclosures Update

Dawn has now researched through calls and email discussions with Pauline Foley & Fiona Walker from Volunteer Scotland.

The conclusion is that there is a THIN line with the Parent Council members needing to have a PVG check & Disclosure membership. After Emily and Dawn had a mini meeting with our school senior management, it was decided to move forward with the application process, sooner rather than later.

Dawn was previously assigned to take the “lead” on this process. Sarah Bradley (former Chairperson) was our Lead Signatory for VSDS but as she is no longer with us, this had to be changed.

Dawn has already put this all together and as of yesterday is now on the system as Lead Signatory for our Parent Council for Disclosure Scotland.

This basically means that she would be collecting and safe-guarding everyone’s information. Keeping in line with GDPR policies VSDS have guidelines stating we need to have our own GDPR policy and agree to it as an organisation. Dawn has made this policy up using the template from VSDS. (*see GDPR Policy for WLPC*)

PC personal information HAS to be recorded and locked away. During discussions with senior management, it was decided that the school has a locked filing cabinet that only our Clerical staff member Amanda Ronald has access to, so if ALL are in agreement, this is where our “safe place” will be and this will be added into our Policy document on GDPR and into our Constitution too. Everyone who was in attendance agreed.

Next steps

As lead signatory, Dawn will have to have her PVG processed first. Then we will process our Office bearers and so on. The timeline, from Dawn’s discussions with VSDS themselves is;

- 5Five application processed in one submission
- *Fourteen days* VSDS take to be processed
- You will within this time, receive a link by email, to complete YOUR part of the application. You have **14 DAYS** to fill this in and send back (the quicker the better)
- On completion you will receive another email with a reference number (*Tnumber*) for you to track your application progress.
- *14 days* VSDS take to assess your full application
- You will receive an email when your application has been assessed and you use your reference number (*Tnumber*) & DOB to access your results. You have access to these for exactly 14 days.

If 14 days pass without the link being completed the process will have to start at the beginning again. The PC will try to get as many through as possible before the February disco. If any member has had a PVG at any point only an update is required. PVG’s are free for volunteers

FYI, as Lead Signatory, Dawn also has access to the application process/tracking (**not the actual application!**). Dawn will also get an email when the results are ready and have access to this for 15minutes. At this point Dawn will take the certificate and store as agreed.

Christmas Cards

Online ordering for Christmas cards closed on 29th November. We have received 145 orders which is a decrease on last year however this may be due to the closing date being before pay day for some parents. It was also noted that the products had changed this year and there was no value pack. Profits of £313.50 made.

All orders will be delivered to the school by 18th November at the latest.

Lunch time rules

It was brought to our attention that some of the upper school felt like they weren't getting enough time to eat their lunch in the lunch hall and were being sent out before finishing. The PC were reassured that this would never happen. It was perhaps being confused with quiet lunch which is from 12.30pm until 12.50pm and supervised by teaching staff who are giving up part of their lunch break to facilitate quiet lunch. If any child in quiet lunch has not finished by 12.50pm they are then sent to finish in the dining hall.

It was explained that we have two sittings for lunch, the first at 12.30pm and the second at 12.50pm. Quiet lunch line up first then P1 – P3 at the first sitting with an additional class which rotates each day of the week. Children are never sent outside if they have not finished their lunch.

The catering service are running an incentive from the authority for school lunches. Any child who doesn't take advantage of the school lunch service will be given a "home packed lunch" to take home. This week it was the turn of primary 1, next will be primary 2 and so on.

Christmas Fayre

The Christmas Fayre will be held on Saturday 29th November 2025. It has been agreed with management that Santa will be in the nest this year. The PC visited the nest. It was mentioned that the PC would need extensions if they wanted to put up fairy lights for Santa's grotto.

The PC can come in on Friday 28th November after lunch to set up and the building will be open until 6.00pm. The PC requested help from primary 6 and 7 to set up.

The doors to get behind the stage are now locked so if anything is needed from behind the PC were advised to get the keys from the office.

Playground

The PC asked about the area of the playground that was taped off. They were informed this has now been removed and was not taped off for safety reasons but because children couldn't be seen in the overgrown plants. A member of our Parent Forum has offered to clear this area when they get a chance.

The sulphur smell out in the playground was brought to the attention of management. This has been an ongoing issue for a number of years. Management suggested parents call Scottish Water to complain about the smell as the last time this happened they came out to investigate. Former PC members Lindsay and Fiona may have contact details for Scottish water. It was also mentioned about the flooding of the underpasses when there is heavy rain.

All meetings will be held in person at 18:00 on the following dates.

29th January 2026

14th May 2026