Friends of Portmoak Primary School

Minutes: Thursday 30th April. 7:30pm.
Virtual – teams link

	Parent/Carer Members	Present		School staff	Present	
	Chair: Shona Matthews (SM)	Yes		Anna Nesbitt (AN)	Yes	
	Vice Chair: Susan Baxter (SB)	Yes		Sean Dowling (SD)	Yes	
	Secretary: Kath Johnston (KaJ)	Yes				
	Fiona Horsfield (FH)	Yes		**Community representatives**	**Present**	
	Kirsty Johnston (KiJ)	Yes		Norma Smith (NS)	Yes	
	Lucy Johnson (LJ)	Yes				
	Maj Sjoblom (MS)	Yes				

Apologies:
Lucia Lowrey (LL), Lucia Craig (LC), Milda Pupsyte (MP), Anas Smaali (AS), Dannii Roberts (DR), Fiona Smaali (FS), Georgina Smythe (GS), Hannah Dalgety (HDa), Hannah Duncan (HDu), Inga Puerto (IP), Nicola Aitken (NA), Nicola Cassidy (NC), Stu Byers (SB), Katrina Macpherson (KM)

Minutes

1. Welcome and Chair Update

SM welcomed attendees to the meeting and noted apologies.

SM recorded thanks to Milda and family for their significant work in sourcing and arranging delivery of the new picnic benches to the school, which are already being well used by pupils. An oven has also been purchased and delivered by the Parent Council to support baking activities in school.

SM shared updates from the recent PKC Parent Council Chairs' meeting, including:

- School inspections: A valuable learning session was held on the role of Parent Councils during school inspections. Inspection models are currently under review, and a further update will be provided in due course. SM will collate the experiences shared into a short resource for future office bearers, with consideration given to where this could be stored, potentially as part of a FoPs handbook.

- Curriculum Improvement Cycle: Updates were provided on the current Curriculum Improvement Cycle, which is an ongoing national process, with further information expected in September. AN confirmed that the primary curriculum target date for change is currently 2028, and that Portmoak's improvement plan for the next academic year will include staff continuing to engage with the changes that are coming.

- Consequences guidance: Guidance is currently under development to support clarity and consistency when things go wrong, with a focus on reflection, restoration and nurturing approaches rather than punishment.

- Attendance resources: While attendance is not a current issue for Portmoak, materials shared included useful support around key transition points, such as starting primary school and moving to secondary school. SM will share the transition resource with the P7 group, and the Parent Council will consider wider signposting through the updated parent guide (see later discussion point).

- PVG requirements: The Chairs' meeting discussed whether Parent Councils may need to review their approach to PVGs. It was noted that Parent Councils are viewed as separate from schools, and that where a Parent Council runs an event independently of the school, PVG checks for volunteers may be

required. This would be considered on a case-by-case basis. It was noted that FoPs does not currently run events in this way, as activities are delivered via the school.

Actions:
- Share guidance and documents discussed at the PKC Parent Council Chairs' meeting with the FoPs Parent Council (Shona)

2. Minutes and Actions

The minutes of the meeting held on 9 March 2026 were approved.

Members reviewed progress against a number of open actions:
- Review of the FoPs constitution: KaJ confirmed that she will begin an initial review of the constitution, benchmarking against best-practice guidance (including Connect) and other Parent Council constitutions. The intention is to circulate an early draft to a small group for comment before bringing it back to the Parent Council. SB offered support with the review if helpful.

- Fundraising and raffle licensing: KaJ provided an update on behalf of GS. It was confirmed that the cost of applying for a raffle licence is £40, with an annual £10 renewal fee thereafter. The Parent Council was supportive of applying for a licence, with the cost to be met from PKC administration funds. AN confirmed she will discuss the potential music event before the summer break to determine next steps.

- Raising awareness of the Parent Council: AN confirmed that she would issue a reminder for the meeting scheduled on 5 May. AN will share the date of the new P1 parents' Stay and Play meeting with KM and LJ to confirm whether they are able to attend, and agreed to cover Parent Council information with new P1 parents as an alternative if required. SM is finalising leaflets following confirmation of the new school mascot.

Members confirmed there were no additional updates on other current open actions.

Actions:
- Progress raffle licence and confirm funding requirement with the Treasurer (Georgina)

3. Finance Update

SM provided the finance update.

The current bank balance is £3,352.60. Committed and ring-fenced spend to the end of June 2026 is approximately £1,075, covering items including the culture fund, leavers' hoodies and remaining licences, some of which have already been paid.

A second-hand laptop has been purchased using PKC administration funds. This is a Parent Council asset and will currently be held by the Secretary. It will be made available for use by other Parent Council members as required and handed on in the event of a change of office bearer.

After committed spend, the estimated remaining surplus is £2,277. A full breakdown of income and expenditure will be included in the year-end accounts.

Members discussed the importance of ensuring documents and records are securely stored and accessible for continuity.

Actions:
- Confirm and implement an approach for secure storage and sharing of Parent Council documents and records, including consideration of a shared repository, cloud storage and back-up (Kath)

4. Headteacher Update

AN shared an update from the school.

- Spring Assembly: AN noted that the recent Spring Assembly was a real highlight. Very positive feedback was received from families, and pupils performed confidently and enthusiastically, showcasing their hard work and teamwork. AN thanked pupils, staff and families for their support in making the event such a success.

- School Environment: AN confirmed that interior painting works are now complete, with the refreshed spaces making a noticeable difference to classrooms and shared areas. A small amount of final clearing and organising remains, with a skip scheduled for the end of May, after which spaces will be fully reset and ready for use.

- Quality Improvement Planning: AN advised that the school has begun the early stages of Quality Improvement Planning (QIP) for the coming session. Priorities will be shaped by reflecting on strengths, identifying areas for development, using attainment data, and seeking feedback from parents, carers and pupils.

  One planned improvement priority will focus on digital learning and teaching, involving collaborative work with cluster schools. Staff will also continue to engage with national guidance and local authority advice to ensure the curriculum remains aligned with the ongoing national Curriculum Improvement Cycle. Families will be kept involved and informed as planning continues.

- Homework Survey: AN shared an update on the homework survey, noting that 53 responses were received. There was strong agreement that reading is important and valued. Families feel that effective homework is short, manageable, can be completed independently, and is clearly linked to classroom learning. Areas identified as causing stress included homework becoming parent-led, unclear instructions or deadlines, too many tasks in the same week, and children being tired after long school days and activities.

  Across responses, families asked for clearer communication, greater consistency across classes, flexibility when needed, and homework that supports confidence and learning rather than creating stress. Staff have not yet reviewed the feedback in detail, and this will form part of the next stage of work.

- Breakfast and After-School Provision: AN advised that the draft Scottish Government Budget for 2026/27 includes a commitment to expand breakfast clubs across all primary schools from August 2027. PKC is currently awaiting further information to begin authority-level planning, after which this can be considered at school level. AN will keep the Parent Council updated as further details become available.

Actions:
- Add updates on Quality Improvement Planning, approach to homework, and breakfast club to the future items log for follow-up discussion (Kath)

5. Community Update

NS provided an update on community activities. Artwork has now been received.

NS noted that additional volunteers are required for Kinnesswood in Bloom, and that volunteers will also be needed to support activities at the Gala. NS will be in touch to help coordinate and allocate roles.

It was noted that the tombola had been a great success at last year's Gala. LJ confirmed she is happy to support with this again. KiJ and MS also confirmed they would be willing to support. LJ will contact members via the Parent Council WhatsApp group to confirm any further volunteers and will respond to the Gala Committee to confirm arrangements.

Actions:
- Finalise volunteers to support the tombola at this year's Gala and respond to the Gala Committee to confirm arrangements (Lucy)

6. Other Items

Sports Day

FH shared feedback that the current Sports Day format may not suit all pupils equally, noting that some children consistently enjoy and succeed in competitive races, while others may feel less confident or engaged. Members agreed that Sports Day should remain appropriately competitive, but that children may benefit from greater choice and variety.

AN confirmed that staff are open to making changes. Feedback has already been discussed with staff, and pupil views have been sought, including suggestions from P6/7 pupils. It was agreed that small adjustments will be made to this year's Sports Day, with broader feedback gathered from pupils immediately after the event to inform a more holistic review for future years. It was also suggested that sports representatives who have previously spoken with ASL representatives could attend to share examples of Sports Day approaches used in other schools.

Members discussed potential ideas for future consideration, including a wider range of activities (such as jumping and throwing), more team-based events, more fun events, and offering pupils greater choice over which activities they participate in.

Actions:
- Progress next steps on the Sports Day format, including gathering pupil feedback following this year's event (Anna)

Parent Handbook

SM confirmed that she will make an initial start on developing an outline for a Parent Handbook. The handbook would set out key experiences, milestones and expectations by year group (for example, swimming lessons, cycling and inter-school activities), along with top tips for each stage. It is intended to be a simple, living document that can be added to and kept up to date over time.

SM outlined an initial idea that, ideally, one parent/carer from each year group could take responsibility for collating and maintaining information relevant to their year group, with this responsibility being handed on as pupils move through the school.

Members agreed this would be a helpful resource for families. AN noted that this could potentially link to wider thinking she has been developing around future school supporting information.

Actions:
- Draft an initial Parent Handbook outline and share for input (Shona)

Outdoor Classroom / Covered Area

KaJ provided an update on progress to explore the development of an outdoor classroom / covered area. Four local firms were initially approached, with two responses received to date, alongside contact with the company that built the structure at Dunkeld Primary School. Site visits were undertaken during the Easter break, and indicative dimensions were discussed based on both the current footprint at Portmoak and the comparable structure at Dunkeld.

Initial quotes received indicate a range of potential options, depending on design, size and provider. It was noted that some elements of the existing structure may be reusable to help reduce costs. AN noted that, should the Parent Council make a donation to the school and the school make the purchase, VAT would

not be payable. Based on experiences shared by other schools, it may also be possible to secure grant funding to support the project, including opportunities linked to renewable energy or windfarm funding sources.

Proposed next steps include securing a further quote to enable like-for-like comparison, exploring funding options, and then seeking views from the Parent Council, the school and the wider parent/carer community once the likely fundraising requirement is clearer.

It was also discussed that repair or replacement of the existing flat benches should be considered as part of the same project. KaJ confirmed that she will seek quotes for this work from the same firms.

KaJ will provide a short update to AN for inclusion in the school newsletter and to encourage families to view the proposed site on Sports Day, so they can see the area under consideration.

Actions:
- Progress outstanding quotes for the outdoor classroom project, including options for repairing or replacing the flat benches (Kath)
- Investigate potential grant funding opportunities to support the outdoor classroom project (Outdoor Classroom working group)
- Provide an update for inclusion in the school newsletter and signpost the proposed site on Sports Day (Kath)

Fundraising

Pre-loved Uniform Sales

Plans were confirmed to continue pre-loved uniform sales linked to P1 visits and Sports Day. It was noted that KiJ has led the organisation of these sales to date and would ideally hand over responsibility during the coming year.

The Parent Council discussed the need to identify volunteers to support the upcoming sales, as well as a parent/carer who could take on the lead role going forward, with a view to ensuring continuity year-on-year. This may be the same person who supports the events this year. It was noted that pupils are again happy to help support the sales.

Sports Day Refreshments Stall

The Parent Council agreed to run the refreshments stall again at Sports Day, noting that it had been a good success previously. Volunteers will be required to support set-up, running and tidy-up on the day. MS and KaJ confirmed they are happy to help, and additional volunteers would be very welcome.

Members also discussed the value of having a named Parent Council lead for the refreshments stall each year, to ensure planning and organisation are kept in mind and not missed in future years.

Actions:
- Confirm volunteers to support the pre-loved uniform sales at the P1 visits and Sports Day, and identify a parent/carer to take on the lead role from KM (Shona / Kirsty)
- Confirm volunteers for the Sports Day refreshments stall and identify a Parent Council lead to oversee this activity in future years (Shona)

7. Any Other Business

Cost of the School Day

Members noted that *Cost of the School Day* has been requested as a standing agenda item. It was agreed that Parent Council members should, through conversations with other parents and carers and their own experiences, remain mindful of any cost pressures or pinch points affecting families. Where appropriate, issues can be raised and explored further at future meetings.

Actions:

- Note *Cost of the School Day* as a standing agenda item every parent council meeting (Kath)

National Consultation – Growing Up in the Online World

Members noted a national consultation launched by the Government on *Growing Up in the Online World*, including proposals relating to children's access to social media. A parent survey has already been shared via class WhatsApp groups and the Parent Council group.

Members discussed whether further promotion would be helpful to ensure that parents and carers have the opportunity to share their views. KaJ agreed to re-share the survey via the Parent Council WhatsApp group, with members also encouraged to continue sharing the survey through class groups.

Actions:

- Share the national consultation survey via Parent Council channels and encourage wider sharing through class groups (Kath)

Date of Next Meetings

- Tuesday 9 June 2026 – 6:00pm (in person, school)
- Tuesday 15 September 2026 – 6:00pm (AGM, in person, school)
- Monday 9 November 2026 – 7:30pm (virtual)

Standing agenda items:

1. Chair update (Chair)
2. Minutes and actions (Secretary)
3. Finance update (Treasurer)
4. School update (Headteacher)
5. Additional Support for Learning update (ASL representative)
6. Community update (Community representative)
7. Other items to discuss:
    a. Cost of the school day
8. AOB

Log of future ideas to bring for discussion or update:

1. Explore generating a Top 10 list of short, medium and long term priorities/wish list items or projects. Could be generated from school improvement plan, parent and pupil feedback, role in the community. Ranging from small easy items to long term significant ones.

2. Explore establishing small working groups within the parent council to spread the load and focus on key themes, eg:
    a. FoPs operations group
    b. Comms & engagement group
    c. Projects & events group
    d. Fundraising group

3. Explore potential of having a private Facebook page (or other forum) where we can share parent council information. Could add all new parents to the group on joining / remove on leaving. Kinross and Fossoway parent councils both seem to use facebook groups in this way.

4. Outdoor classroom / covered area updates (Kath/Georgina/Milda/Hannah)

5. Items for future update or discussion from Anna:
    a. Approach to Homework
    b. Sports Day – future plans
    c. Quality Improvement Planning
    d. Outdoor Education Act changes
    e. Breakfast Club

Action log – open actions

Action no.	Year	Action	Owner	Updates
30.09.01	2025	Look into MS offer for charities to ease document / hub sharing	Lucia	
30.09.02	2025	Explore registering for Gift Aid	Lucia	
30.09.03	2025	Need a new charity bank account	Lucia	
30.09.04	2025	Investigate available grant funding	Lucia?	
30.09.05	2025	Review of constitution. Looking for volunteer/s to review and recommend improvements to the FoPS constitution.	Kath	KaJ/SB will do an initial review of the constitution and circulate to a small group for comment before bringing it back to the Parent Council.
30.09.06	2025	Produce a FoPs 'playbook' / calendar of regular parent council organised / funded events that happen throughout the year. Including a detailed support booklet/information for each activity, and tasks needed. This could then be passed to new parent council members or role holders to ensure activities can continue.	Shona	
09.03.01	2026	Consider Chair succession planning for the next academic year, including identifying potential future Chairs and opportunities for shadowing	Shona	
09.03.03	2026	Include message on Active Schools and encouragement for parent/carer involvement in the school newsletter	Anna	
09.03.06	2026	Profile parent council to encourage new members to join: • Finalise and produce leaflet for distribution in school bags • Draft short appeal messages to be sent by school email and class WhatsApp groups • Attend new P1 parents' welcome meeting to promote the Parent Council • Schedule/ attend school coffee morning to promote the Parent Council	 Shona Kirsty/Kath Lucy/Katrina Lucy/Katrina	 Complete and issued. AN sharing the date. Scheduled for 5th May. Detailed in newsletter. Complete.
09.03.07	2026	Explore arranging a music event / concert as a fundraising opportunity, potentially linking to harvest assembly, and including a hamper raffle	Anna/Georgina	New action raised to arrange raffle licence. AN to discuss plans and next steps for even before summer break.
09.03.10	2026	Confirm whether current person verifying FoPs accounts is willing to continue. Explore alternative verification with another Parent Council if required	Shona / Lucia / Georgina	
30.04.01	2026	Share guidance and documents discussed at the PKC Parent Council Chairs' meeting with the FoPs Parent Council	Shona	
30.04.02	2026	Progress raffle licence and confirm funding requirement with the Treasurer	Georgina	

30.04.03	2026	Confirm and implement an approach for secure storage and sharing of Parent Council documents and records, including consideration of a shared repository, cloud storage and back-up	Kath	
30.04.05	2026	Finalise volunteers to support the tombola at this year's Gala and respond to the Gala Committee to confirm arrangements	Lucy	
30.04.06	2026	Progress next steps on the Sports Day format, including gathering pupil feedback following this year's event	Anna	
30.04.07	2026	Draft an initial Parent Handbook outline and share for input	Shona	
30.04.08	2026	Progress outstanding quotes for the outdoor classroom project, including options for repairing or replacing the flat benches	Kath	
30.04.09	2026	Investigate potential grant funding opportunities to support the outdoor classroom project	Outdoor Classroom working group	
30.04.10	2026	Provide an update for inclusion in the school newsletter and signpost the proposed site on Sports Day	Kath	
30.04.11	2026	Confirm volunteers to support the pre-loved uniform sales at the P1 visits and Sports Day, and identify a parent/carer to take on the lead role from KiJ	Shona / Kirsty	
30.04.12	2026	Confirm volunteers for the Sports Day refreshments stall and identify a Parent Council lead to oversee this activity in future years	Shona	
30.04.14	2026	Share the national consultation survey via Parent Council channels and encourage wider sharing through class groups	Kath	

Action log – closed actions with updates

Action no.	Year	Action	Owner	Updates
30.04.04	2026	Add updates on Quality Improvement Planning, approach to homework, and breakfast club to the future items log for follow-up discussion	Kath	Added to future items log. Close
30.04.13	2026	Note *Cost of the School Day* as a standing agenda item for every parent council meeting	Kath	Noted – close.
09.03.05	2026	Arrange volunteer support for artwork installation before the gala, and for organising the gala raffle	Shona/Norma	NS will be in touch to coordinate and allocate roles.