

Clovenfords Primary Parent Council

Minutes of Meeting

Date: Monday, 3 November 2025

Time: 6:30 PM

Location: Online (Microsoft Teams)



1. Attendance

Present: Lena Hadwiger (Chair), Katie Finlay (Secretary), Isla Young (Co-Treasurer), Angela McGlinchey, Gemma Forrester (Treasurer), Lynda Davie, Ashley Sharp, Samantha Kellock, Alison Saxon, Lana Curran, Karen Seaton, Gemma Crawshaw

Apologies: Fiona Bayne, Elaine Wilson, Ainsley Heriot

2. Previous Minutes & Matters Arising

- **P7 Leavers Event:** Underway.
- **P7 Hoodies:** Angela to contact Fiona Bayne for supplier details and liaise with Elaine. Approx. cost last year £25 per hoodie. Option to review suppliers and compare prices.
- **Basketball Hoops:** Delivered but not installed.
- **Playground Map of Scotland:** Deferred pending SBC playground improvement survey. **Katie to email Gareth (SBC); Lena to chase progress of playground painting** by Community Benefits Wishlist contractor.

3. Financial Report

- **Balance:** £6,236.71
- **Ring-fenced funds:**
 - Asda Outdoor Learning: £366
 - Lego Club: Remaining balance TBD
 - Garden Fund: £1,125
 - Nursery Fund: £266
- **Available funds:** ~£4,000 for new projects.
- **Upcoming costs:** Floats for Bingo/Quiz Night; £50 contribution for P4–5 trip transport.

- **Proposal:** Increase per-pupil trip subsidy from £2 to £5 due to rising transport costs.

Decision: Agreed unanimously to increase to £5 per pupil.

4. Head Teacher's Report

- Halloween scavenger walk successful.
- Family-friendly overviews and weekly updates published.
- Stay & Learn sessions ongoing.
- Christmas shows and nursery events planned.
- CPR training delivered with Scottish Ambulance Service and Police Scotland.
- STEM event for P6–7 well received.
- P7 Bingo & Quiz Night scheduled for 14 November.
- Clubs: Two lunchtime activity clubs and netball after-school club running.
- Library reorganisation underway; focus on cosy reading spaces.
- Nurture room renamed “The Nest.”
- ELC enrolment week: 17–21 November – can Parent Council promote this in the community with communications. **Katie to action.**

5. Communication

- Improve clarity and planning for events (e.g., Halloween).
- Agreement to set event dates before summer holidays and create working groups for each event.
- Emphasis on sharing responsibility beyond Parent Council members and clear messaging to wider parent community.
- Improve communication of Parent Council role and responsibilities with regards to school events, increasing awareness of limitations and managing parents' expectations.
- Update Parent Council Information Pack and make available to families. **Katie to action and distribute – add to school website, social media etc.**
- Remind families that Parent Council events can be held at the village hall.

6. Constitution Review

- Due for renewal (5-year cycle).

- Issues identified:
 - Flexibility for composite classes vs. year groups.
 - Clarify minimum/maximum membership.
 - Office bearers as bank signatories – review necessity. At present there are 3 signatories and 2 are always required for cheques to be signed.
- **Lena to draft amendments and circulate for feedback.**

7. Out-of-School Care Update

- Forest School: Interest from 7 families; costs currently prohibitive. Grant applications ongoing.
- Sports sessions: Interest from 14 families; awaiting provider confirmation.
- Breakfast Club: Positive response (8 families). Proposed start January; £3 per session; sign-up for full term required.
- Parent Council have been asked to review any further interest from families using their communication channels. Katie to action on social media and ask school to include in weekly update.

8. Music Lessons

- Border School of Music proposal revisited.
- School emphasised music activities already taking place within the school as part of the curriculum.
- **Action: School to survey parental interest and confirm availability/costs (~£40/month).**

9. School Grounds

- Community Benefit painting incomplete; consider parent volunteer session to finish. **Lena to contact SBC to chase up external contractor.**
- Parent offer to trim overhanging trees welcomed; school supportive. **Lena to contact parent helper and arrange date for clean up.**

10. Mission Christmas / Charity

- Discussion on continuing Mission Christmas vs. alternative approach.
- Decision: Explore Amazon Wishlist via Children 1st for local families. **Ashley to liaise with charity and set up list.**

11. 100 Club

- Income this year: £168 (down from previous year).
- Katie stepping down from administration; volunteer needed or consider alternative fundraising (e.g., school lottery).

12. Garden Project

- Beds partially cleared; more sessions planned.
- Need to order materials before grant deadline (April).
- Communication via weekly update and Facebook for volunteers.

13. Community Council Update

- Fundraising for village Christmas event successful (£350 GoFundMe + £600 Asda grant).
- Road safety survey planned with JRSOs.
- Collaboration opportunities for coffee mornings and Christmas tree decorations for village tree.
- Village Hall will be holding pop up coffee mornings. Community Council will provide school and Parent Council with information for promoting these events.

14. Clothingfords

- Regular use for emergencies and nursery.
- Plan to promote during pupil progress consultations and leavers' period.
- Consider sorting and donating unused items.
- Promote Clothingfords on social media channels.

15. Christmas Coffee Morning

- Date: **Friday 5 December.**
- Working group to be formed; volunteers welcome.
- Event poster/graphic to be created and shared. **Angela McGlinchey volunteered to do this.**

16. Next Meeting

- **Date:** Monday 19 January 2026.