

Clovenfords Primary Parent Council

Monday 19 January 2026 – 6.30pm

Online via Microsoft Teams



1. Attendance

Lena Hedwiger (Chair), Katie Finlay (Secretary), Gemma Forrester (Treasurer), Isla Young (Co-Treasurer), Fiona Bayne, Lynn Bertram, Ainsley Herriot, Samantha Kellock, Ashley Sharp, Alison Saxon (Head Teacher), Gemma Crawshaw (Principal Teacher), Lynda Davie (Teacher)

Apologies: Angela McGlinchey, Karen Seaton, Elaine Wilson, Eleanor Gardiner and Lana Curran.

2. Previous Minutes & Matters Arising

Any matters arising were addressed within relevant agenda items and previous minutes had been approved by Isla Young and Gemma Forrester.

3. Financial Report

- **Bank balance:** £6,309.11 (as of 17 January).
- **Ring-fenced funds:** £2,058.30
 - £300 – Lego resources
 - £266.74 – Nursery water-wall resources
 - £366.56 – ASDA tokens
 - 75% of Tesco blue-token award – Gardening group
- **Income:**
 - Christmas Coffee Morning: £109.71
- **Expenditure:**
 - Christmas party sweets
 - School trip contributions (previously agreed)
 - Bank charges to date: £45.26

- Hoodie order has been placed; awaiting invoice and delivery details.
- **Actions:**
 - **Alison and Gemma to meet to review Lego kit options and secure best value.**
 - **School to provide invoices for all purchases.**

4. Head Teacher's Report

Christmas Fundraising

- Over £1,000 raised through the Christmas Fair and ticket sales.
- Funds used for a new library table and maths textbooks.

Staffing

- Miss Shaunie Campbell joined the ELC team. Mrs Susan Rutherford joined the PSA team. A new Education Support Worker has been appointed for nursery.

Family-Friendly Reviews

- Updated reviews will be published on Friday via Showbie.
- Feedback from November consultations has informed improvements.

Curriculum Rationale

- New display with QR codes installed in reception area. QR codes will be shared in weekly updates to gather parent feedback.

Travelling Book Fair

- Commission used to purchase inclusive, dyslexia-friendly and topic-linked books.

Library Revamp

- Books now alphabetised and coded to support independent use. New fold-away table purchased.

Nurture Room – “The Nest”

- Renamed following a pupil competition in collaboration with P7 leaders and pupils entries. Logo designed with support from Angela McGlinchey. Room now fully refreshed and in use.

Pupil Portfolios

- Term 2 reports now available. Term 3 will focus on reading, numeracy, maths, PE, IDL and science.

Lego Funding

- School proposes purchasing small themed Lego sets to support Lego group and wider pupil group.

Nursery Water Wall

- Nursery children have selected items for purchase using allocated funds.

Partnership Requests

- **Communication Policy:** School would like to co-develop a parent-school communication policy.
- **SBC Review (11 February):** Volunteers needed for the parent focus group.

Outdoor Learning Project

- Awaiting surveyor visit from SBC Contractors.

6. Parent Council Constitution, Calendar and Subgroups

Constitution

- Updated draft circulated to Parent Council members.
- Clarified membership wording and fund-transfer clause.
- Agreed that final approval will be completed via WhatsApp poll.

Annual Calendar

- Proposal to create a full-year PC calendar covering events, meetings, fundraisers and deadlines.
- School preference: **paper/printable calendar** for ease of alignment with school planning.

Subgroups

- Aim to establish subgroups early each year to avoid last-minute organisation.
- Halloween subgroup will require volunteers by May/June due to PVG requirements.

7. Breakfast Club Update

Delivered by: Lynn Bertram

- Breakfast Club launched **5 January** and is running successfully.
- Capacity currently **8 children per day**; Wednesdays are full.
- Fixed-term sign-ups required due to administrative workload and lack of booking software.
- Cost: **£3 per session**, billed evenly across remaining months.
- No success with grant funding to date; further applications ongoing.
- Parents should contact **Lynn directly** for enquiries or sign-ups.

7. Parent Council Events

Christmas Coffee Morning Feedback

- Well attended by families and wider community.
- General agreement to keep it a **community event**, not a major fundraiser.
- Suggestion to make entry free with optional donation buckets.
- Clearer division of responsibilities needed next year.
- Children enjoyed baking and selling their items.
- Julie (school kitchen) has informed Parent Council that she is happy to provide home baking for the Parent Council at the next event.

P7 Leavers Fundraising (not on agenda but discussed)

- Bingo & Quiz Night was successful.
- Feedback suggests earlier scheduling next year (possibly late September).

Spring Fair

- Proposed date: **Friday 5 June** (after school).
- Idea to link with **garden tidy-up** and a **garden reopening** event.
- Possible barbecue and children's bunting.
- Volunteers needed for a Spring Fair subgroup.

Halloween Event

- Discussion on venue and format.
- Consensus to keep the event **in school**, not at the village hall.
- Proposed date: **Thursday 29 October**.
- Volunteers required by June for PVG processing.
- School supportive of a Thursday evening event with regards to keyholders being available on the night.
- **Actions:**
 - **Samantha Kellock has volunteered to lead the Halloween Party subgroup. Further volunteers will be required and PVG applications submitted.**

World Book Day – “Book Walk”

- School welcomes support for a book-themed window walk similar to the Creepy Cloven Walk.

9. Children’s First Wishlist – Feedback

Delivered by: Ashley Sharp

- 30 local children received gifts worth £500 in total.
- Very positive feedback from families and pupils.
- Survey responses: majority supportive of running it again.
- Some concerns raised about Amazon-only lists; alternative platforms being explored.
- School shared certificates and feedback with pupils at assembly.

10. School Grounds: Painting, Basketball Hoops & Gritting

Playground Painting

- Contractor still unconfirmed that they will return to finish the job.
- If no progress by spring, parent volunteers may complete the work.
- **Basketball Hoops**
- Incorrect indoor backboards were delivered; replacements required.

- **Gritting**
- School has only peripatetic janitorial cover (Wednesdays & Fridays).
- Staff grit where possible but cannot guarantee full coverage.
- Parents encouraged to form a **winter resilience group** if willing.
- Parent Council discussed possible purchases to assist with gritting:
- 1–2 grit bins
- A reliable grit spreader
- **Actions:**
- **Lynn Bertram has had previous correspondence with SBC on this matter. Lynn to contact SBC regarding gritting responsibilities and bin refills.**

11. Gardening Club Update

Delivered by: Gemma Forrester (on behalf of Dave)

- No winter work due to weather.
- Concern raised about damage to the nectarine tree in the greenhouse.
- Proposed seating and planter design cost approx. **£500**.
- Hot composting bin options reviewed (£255–£480).
- Community Council applying for Borders Tree Grant Scheme; school may benefit.

12. Community Council Update

Delivered by: Lena & Katie

Key points:

- Backboards issue raised with CC. Cllr Pirone will follow up.
- Transport fleet clarified: very limited SBC provision across 57 schools. SBC fleet consists of 1 x 72 seat coach, 2 x 53 seat coaches and 8 minibuses.
- Christmas lights on village tree are programmable; potential for pupil involvement next year.
- Bridge approval confirmed; suggestion for P7 News Leaders to report on it.

- Campervan on closed road: no SBC removal order yet; parents informed of online form on SBC website if they have any concerns regarding antisocial behaviour: [Report antisocial behaviour | Using this form – Scottish Borders Council](#)

13. Netball Tops

- Request for sports tops and shorts for school teams.
- Estimated cost: approx. **£250 for tops** and **£180 for shorts** (before discount).
- Tops intended for **all sports events**, not just netball.
- Lynn has contacted Asda Community Grant champion with regards to possible funding, however monies are available in Parent Council account.
- PE bibs also requested; prices being researched.
- **Actions:**
- **Lena to follow up with Mrs Davie with regards to purchase requests and order to be submitted.**

14. Borders School of Music – Feedback

- Survey results: 20 responses; 16 interested; only 12 willing to pay. Current school music provision already strong and equitable.
- Agreed to **pause** the proposal for now and revisit if interest increases.
- **School and PC will both share survey outcome with parents.**

15. 100 Club

- Licence renewed for another year (£20).
- Participation has dropped significantly this year.
- PC will ask for volunteers to run the administration; if none come forward, the 100 Club may be discontinued.
- **Actions:**
- **Katie to put out request for new administrator.**

16. AOCB

- **P7 Hoodies:** Order placed; awaiting invoice.
- **Eduspot App:** Query raised by a parent; school to confirm whether all families require it. **Alison Saxon to follow up.**
- **Apple Distinguished School:** School featured in the Border Telegraph.
- **Bytheswood Shoebox Appeal:** Certificate received; to be shared with school.

Date of Next Meeting

Monday 30 March 2026 – online via Teams