

Clovenfords Primary School Parent Council



Minutes of Meeting – Monday 30 March 2026

Held online via Microsoft Teams – 6.30pm

1. Welcome and Attendees

Lena welcomed everyone to the meeting.

Present: Lena Hadwiger (Chair), Katie Finlay, Isla Young, Gemma Forrester, Alison Saxon, Lynda Davie, Lynn Bertram, plus attending parents.

Apologies: Karen, Sam, Ashley, Fiona, Angela.

2. Approval of Previous Minutes

Previous minutes approved without amendment.

3. Matters Arising from Previous Minutes

Lego & Sports Bibs – purchased and delivered.

Halloween Event – deferred until Sam is present.

Gritting – no progress from SBC; revisit before winter.

100 Club – no volunteers; Katie to explore national school lottery option.

Lottery Licence – renewed for one year (£20).

Sports Tops Update – Lynn Bertram

Supplier confirmed price of £24.99 for top, shorts, socks, and embroidery.

Preferred design: royal blue with small white shoulder or side panels.

Numbers on the back would cost approx. £3–£4 per top.

Discussion held on whether P7 funds should contribute; PC agreed expenditure already approved.

Action: Lynn in collaboration with supplier - Final design proof to be provided by supplier. Sizing samples to be gathered from pupils.

4. Financial Report (Gemma Forrester)

Bank balance: £4,717.39.

Recent purchases: Lego, P7 hoodies, sports bibs, maths textbooks, bank charges.

Class funding received: ~£300.

P7 funds remaining: £265.15.

Ring-fenced funds: ASDA £366.56, Nursery £266.74, Tesco Grant £434.58 remaining.

Unallocated balance: £2,693.39.

Action: Gemma to send full purchase breakdown of grant to Katie for grant completion paperwork.

5. Headteacher Report (Alison Saxon)

Maths textbooks arrived and organized; thanks to PC for funding.

World Book Day walk – thanks to PC volunteers.

Bake Sale – well supported.

P7 Café Conversations – excellent feedback.

P7 Hoodies – handed out at P2–P6 gathering.

Pupil Portfolios – term 3 reporting due end of week.

End-of-session reports – short final comment + pupil voice.

Student placement – Mrs Joanne Macbeth joining P3/4.

Communication Policy – Alison to form small working group.

6. Parent Council Constitution, Calendar & Subgroups

Constitution updated with PVG and safeguarding statements. Clarification added that parents may join PC without holding a role.

Logo to be corrected to PC logo.

Action: Lena to circulate updated constitution.

PC Calendar – proposal to integrate with school calendar.

Action: Lena to draft meeting dates for next year.

7. PC Events

Spring/Summer Fair – provisional date 5 June, 12.30–2.30pm.

Activities: trail, BBQ, stalls, P7 enterprise stalls, dunk tank booked.

Inflatables quote (£175) to be confirmed.

Action: Event subgroup to finalise plan.

Halloween – confirm if Sam will lead.

Action: Lena to check with Sam.

8. Outdoor Learning Project

Planters to be moved, procurement underway, work expected during Easter.

Action: Alison to confirm holiday contact if needed.

9. PVGs (Katie Finlay)

PC registered with Disclosure Scotland.

Secure folder created on Google Drive for any required documents.

Applications submitted for Katie, Lena, Isla, Gemma F.

Members will receive links to complete forms.

Action: All applicants to complete forms.

Action: Katie to upload PVG/safeguarding documents.

10. Community Council Update

New footbridge completed.

Grand Opening: 24 April, 12.30–2.30pm.

School pupils to help decorate bridge for opening ceremony.

Noticeboard repaired.

Local Place Plan ongoing.

11. Gardening Club Update (Isla Young)

Hot bin delivered; benches arriving; plants potted.

Each class to have raised bed; nursery to have planter. Volunteers needed for ongoing maintenance.

Action: Plug plants and veg plants for post-holiday planting – gardening volunteers.

Action: Isla to recruit volunteer rota.

Action: Katie to submit Tesco grant report by end of April.

12. AOCB

No additional items.

Next meeting: Monday 15 June 2026, 6.30pm (online).

Action Tracker:

Action	Owner
Send purchase breakdown	Gemma
Form communication policy group	Alison
Circulate constitution; draft meeting dates	Lena
Upload PVG docs; submit Tesco report	Katie
Finalise Summer Fair plan	Event Subgroup
Complete PVG forms	All applicants
Recruit volunteer rota	Isla
Begin planting sessions	Isla, Gemma, Lena