Lunnasting Parent Council Meeting Draft Minutes

Date: Tuesday 3rd June 2025

Time: 18:30

Location: Lunnasting Primary School

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| **Attendance:** | | | |
| **Laura Tulloch (LT)** | Head Teacher | **Charlotte Allam (CA)** | Chair |
| **Carol Nicol (CN)** | Treasurer | **Louise Manson (LMa)** | Secretary |
| **Abbey Thompson (AT)** | Parent/Carer | **Leona Grains (LG)** | Parent/Carer |
| **Jenni Spall (JS)** | Parent/Carer | **Rona Johnson (RJ)** | Parent/Carer |
| **Vivian Anderson (VA)** | Parent/Carer | **Leanne Moss (LMo)** | QIO |
| **Andrew Hall (AH)** | Councillor |  |  |

1. **Apologies**

Allison Christie (Vice Chair) and Tori Johnson sent apologies.

1. **Approval of Minutes**

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| **Proposed: CN** |
| **Seconded: LT** |

1. **Matters Arising**
   1. ***Community Benefit Fund and Fundraising Options***

CA suggested that the Community Benefit Fund may be a good option for the planticrub fundraising. This is likely to be progressed by the new Parent Council in the new term. There is an existing template for a grant application from the garden last year. N.b. AC had shared a document with a list of possible fundraising sources, but CA only saw this post meeting. AC to look into options for party fundraisers.

* 1. ***Tea Towel Fundraiser Update***

CN confirmed that the children at the school had all done their self-portrait. These have been collected and a proof of the tea towel has been approved and order sent. CN to create order form to go out in schoolbags for parents/carers to put through their orders. Additional tea towels have been ordered in case there is demand.

* 1. ***Succession – Facebook Post***

CA explained Laura Hay had put together a slideshow about the Parent Council to get interest for new members in the new term (as this is the last meeting of the current Parent Council before September’s AGM). It summarises what we have done over the past 2 years (achievements, work-in-progress, donations). This will be shared on the Facebook page before the end of term.

* 1. ***School Uniform***

LT has circulated a small survey regarding school uniform. The response was mixed. Information gathered suggested people would prefer jumpers as opposed to full uniform, but many had also indicated that they wouldn’t want a school uniform. The decision was it will remain as is for the time being, available to buy if you want it. LT to circulate correspondence next week.

1. **Treasurer Update**

CN confirmed the account balance as £4,630.83 (around £2,000 being money raised for the garden). CN also confirmed over £600 had been taken in from the Bingo night which was held last term.

* 1. ***Donation from Councillor Hall***

CN thanked AH for his generous donation to the PC fund of £250.

* 1. ***Mileage claims/grant money from SIC***

CN reminded Parent Council members to put in their milage claims. Although many are not travelling a huge distance (Vidlin area), it is possible that future members may come from further away. The PC receives a grant from SIC to cover costs and any underspend is deducted from future payments.

CA thanked CN and Denise Johnson (appointed person) for auditing the last two sets of accounts.

1. **Constitution – 1 yearly review**

CA stated that this had been reviewed and updated in February 2024 after not being changed for some time and requires an initial annual review (every 2 years thereafter).

**Member numbers**: CA suggested one amendment to member numbers. Currently, this is 4, with the option for an additional 3 co-opted members. This was the number on the previous Constitution. However the school has grown since then. CA suggested it could be raised to a maximum of 6 or 8 members. There was discussion around what happens in other schools and whether there was a requirement to state the number of members that can be on the PC, or whether this could be set at a minimum and maximum level. AH asked whether a maximum number was needed – if more folk want to be involved, let them? CA queried whether having too many “members” may dilute the work being done/become hard to manage. All parents/carers are welcome to attend the meetings and contribute to agenda items and discussion, even if they are not a member.

RJ asked whether a role can be shared between 2 people. CA confirmed PCs can organise Office Bearer roles as they want (what works for them). There is no requirement for named roles and the structure is not set out in the constitution.

CA to make proposed amendment and get feedback on this which will then be discussed at the AGM.

1. **Handover Sheet**

LMa working on a handover leaflet offering more information about what the Parent Council is. CA explained that although it may seem obvious to us, those who haven’t been involved previously might not know much about it. The leaflet is to include information on what the PC is, what the roles are, how much work is involved, when the meetings are held, taking children to meetings, etc.

There is an Open Day coming up at the school and the leaflet will be available to hand out/discuss at this. It was agreed that information should be made available before the new term to gather interest in attending PC meetings, or taking forward one of the member or Office Bearer roles.

1. **School Update**
   1. ***Staffing***

LT explained that school roles across Shetland have been going down generally and so voluntary transfers have been taking place. LT confirmed Julie Kirkness will be joining in the new term to teach the P2-4 class, 4 days per week. Holly Hunter will stay on doing 1 day per week for this class.

LT confirmed that Vaila Stevenson (ASN) will be retiring this term and Holly is going to be taking on those hours. It was felt that this move would be welcome and ensure continuity for the children.

LT also confirmed Linda Hughson has resigned from her Learning Support Assistant post, and that these would be advertised shortly.

LT confirmed that with no P7s leaving and no P1s joining, the classrooms will remain as they are for next year: P1-3 moving to P2-4, and P4-6 moving to P5-7. The nursery is also at capacity (12).

LT explained that they would celebrate Vaila Stevenson’s retirement at the Summer ball. It was suggested that if parents want to donate towards a leaving gift, this should be sent into the school. CN agreed to take forward the action to post this on the Facebook page.

LT added that Mhari Gifford’s (PE) contract is coming to an end and she is awaiting an update on this. LT also confirmed that music was changing to a Thursday, and PE to a Wednesday.

* 1. ***Summer ball***

LT confirmed an invitation would be sent out to all P1-6 children to attend the ball. LT is making arrangement to have a cake for Vaila Stevenson, getting decorations and looking for any volunteers. It was confirmed that the ball would be from 6-7.30pm. Thanks to Abbey Thompson for kindly donating stamps to send invites to all the pupils.

* 1. ***School grounds***

LT confirmed the school grounds will be updated during the summer break. The large sandpit is to be removed, size reduced and relocated with a lid added. There is also to be a small fence put up. A traversing wall will be installed and also a swing.

RJ asked whether the crumbling wall by the rockery could also be fixed. LT took this on board to look into.

* 1. ***Vision, Values and Aims (VVA)***

LT shared the schools updated VVAs which incorporates the Council-wide ethos of “working well together.” LT explained it matches in with the work being done with the children on rights and respect. These will be used with the children throughout lessons, setting expectations, and engaging all stakeholders.

1. **Bi-annual Meeting**

CA had been unable to attend May’s Bi-Annual Parent Council Chairs meeting and asked LMo if she would like to share anything. LMo explained that at the Bi-Annual meeting they often have speakers invited to give a presentation on a variety of topics. These meetings have not been well attended lately. They’ve recently looked at: curriculum, central service, dentistry, mobile phone policy, etc. LMo felt there had been really good attendance online, but since moving to hybrid attendance had dropped. The future of these meetings is in discussion. LMo felt it was more effective to attend (these) meetings, feed into them and go away and find out information from any queries/actions.

CA offered that she had previously attended and there were only 2/3 other people there. They don’t ask for parent groups input beforehand – but then they are 6 months between. LMo felt that little and often may be a better model.

1. **Any Other Business (AOB)**
   1. **Occasional Holiday 2026**

The occasional holiday next year will be 25/05/2026

* 1. **Easy Fundraising**

£145.78 has been added to the school fund – money received from Easy Fundraising.

* 1. **30th Anniversary of school**

CN explained how this year was 30 years since the school was built, however the date of the actual opening is yet to be confirmed. It was thought this was at the start of the October term. CN asked whether the school was planning to do anything as it would be good to celebrate this, inviting the community to come along for coffee/cake and look through old school photos.

LT added they have discussed doing something to celebrate and explained what had been done in another school; asking for letter from ex-pupils/staff, inviting ex-pupils along. It was also discussed that there are lots of talented ex-pupils who could be asked to come and play something as well.

RJ to post on community Facebook page to get date of school opening.

* 1. **Early Years Outside space**

RJ explained that the Early Years has just recently had their report back from the Care Inspectorate. It mentions the outside space and that more could be made of it. It is acknowledged that the playground is very “concrete,” not just for the nursery but the whole school. Improvements are out with the EY budget and RJ asked whether the PC would be able to help with fundraising to support improvements.

The EY team have already reached out to parents/carers for suggestions of improvements, and they have begun repainting some areas. They have asked for donations of loose parts, plants, etc. Any help with grants, etc. too would be greatly received.

One suggestion was to install astro turf in some areas. AT added that North Roe had done something similar but there have been issues since it was laid (rain/wind). LT also added that the playground is susceptible to lots of rain water gathering (drains throughout school grounds) in times of high tide/lots of rain.

Discussion took place about the planticrub item from the last PC meeting. It is felt that this is something that should be pursued to upgrade. It is a unique feature and would be a great resource if the children were able to use it for learning.

Discussion then took place with regards to the greenhouse. Previous efforts had been made to use this for plants, however it is a big commitment for parents to maintain over the holiday periods. It was suggested that the space could be completely cleared and used as a learning space. There are already tracks up to the greenhouse, so it is accessible when the weather is poor. The nursery playhouse was also discussed.

CA agreed that this is something that Parent Council could support in conjunction with the EY team. She recommended forming a sub-group to help identify what is needed/wanted, prioritise, and move it forward. This has proved successful in other areas, such as the garden. LT added it would need someone to steer the project. CA suggested picking this up again at the start of the new term.

LMo suggested Kate Hookham could be asked to come and look at the outdoor environment setting, assess the space and provide ideas for how this could be used.

VA asked whether a “peerie poly” could be looked into. It was felt that there was limited space in the school grounds for such a feature, although available sizes could be looked into. CA added that this had been discussed previously by the Garden Gang, but cost, location and need had ruled it out.

LT offered thanks to Kim Johnson for keeping the planters around the school fresh with new plants/flowers.

1. **Date of Next Meeting**

The Parent Council AGM and next meeting has been proposed for 16th September, date to be confirmed.