



FOVP Parent Council Meeting Minutes 03.10.2025

Attendees:

- Kirsty McKeller- Head Teacher
- Leeanne Inglis- Deputy Head Teacher
- Chair Person- Amy Clark
- Secretary- Victoria Macleod
- Treasurer- Jen Staples
- Danni McCormack
- Michael McCormack
- Karen Devlin

Apologies:

- Lesley Eschenlauer
- Lauren Thomson

Welcome:

Leeanne (DHT) welcomed all to the meeting and shared apologies.

Kirsty (HT) shall join the meeting at nearest opportunity.

School Recap:

After Introductions, DHT gave a brief recap on previous meeting held on 19.09.2025 where the Parent Council nominated for new office bearers:

- Chair Person- Amy Clark

Secretary- Victoria Macleod
Treasurer- Jen Staples

Having being voted Co-Chair with Amy Clark at previous meeting, Laura Brown has since stood down from her position leaving Amy Clark as sole Chair.

• **Running the Constitution:**

DHT read out the previous Constitution documentation of the Parent Council and an open discussion was held around the table to discuss and agree the main objectives of the Parent Council and how it aims to run. The documentation shall now be shared on Parent Portal alongside these minutes and the Parent Council shall be creating a notice board within the school to increase visibility and parents/carers and staff have up to date information regarding PC information, fundraising and events.

Main changes to the constitution were agreed by vote that:

- The annual meeting will be held in August of each year.
- There is an update on Finance at every meeting.

• **School Sensory Room Update:**

DHT advised that following Council guidelines the Sensory Room had to be put out to tender for review.

03.10.2025: DHT then shared the exciting update that a quote has been accepted and building work is due to commence shortly with the aim to have the new Sensory Room open and in use by Christmas.

• **School Sensory Garden Update:**

DHT advised that whilst still in use the Sensory Garden has become overgrown and now thistles have started to grow. This is the area located at the rear of the school car park which can be seen from the main road. This area was previously maintained by the Council as a patch of grass, however when the school was granted permissions to use this as a Sensory Garden a few years ago, the maintenance of the garden became the responsibility of the School. Periodically parents and staff have volunteered their time to help maintain the garden and DHT is asking if there would be any way of trying to gather volunteers.

Karen- offered the possible suggestion of help from her work, which we can follow up.
Jen- offered to enquire to a Charity she knows who do give back days to see if they can offer assistance.

Amy- Suggested creating a garden committee which some members of the meeting expressed interest to help in.

DHT- advised that she is also in communications with local High Schools to offer a place for pupils to volunteer time to help with the garden; local high schools are keen to help with the same.

• **School Christmas Trip:**

HT advised that the deposit for Gouldings has been paid. As all pupils within the school are able to attend Gouldings this year DHT advised that instead of the Santas Grotto within the School she has arranged for the same Santa as last year, who knows Makaton Sign Language, to attend each class room to do a sensory story with the children.

Amy- Asked if there was a possibility that a school photographer could attend Santa's walk round to try to capture precious moments and interactions between Santa and the children. HT agreed. School Photographer Danni agreed that she is willing to assist.

• **School Parent Helpers:**

DHT advised that she is in the process of finalising letters which will be sent to parents to ask for helpers who may be able to help facilitate school outings within the community.

• **School Budget:**

HT and DHT discussed the Participatory Budget with PC. The School is keen to get parent/carers comments and views as to how this budget could be spent within the School. The possibility of a QR code with link to suggestions/questionnaire form for parents/carers to complete was put forward. More information to follow. The School are also keen to get Staff members and pupils input regarding PB. DHT proposed creating visual boards for the children to have their voices heard , which would tie in with Staff member Alison who is hoping to create a Pupil Voice Group within the School in the coming months. Last academic Year, School Trips was the highlighted area of feedback concerning the PB. DHT advised that trips will be ongoing and that pupils will be offered choices via visual boards. HT and DHT reminded that it was agreed with PC members last year that PC would pay for the Primary 7 Leavers Hoodies as in previous years. The cost will be £300. All in agreement.

• **Gala Representatives:**

The Gala Maid representing Victoria Park Primary this year will be Aria Wood! HT, DHT and PC members selected by ballot 2 Queen Escorts from P6/7 pupils. Matthew McCormack and Oliver Baird will be representing Victoria Park in this regard. HT to liaise with Gala Day Committee to confirm 1 maid and 2 Queen Escorts as representatives for VP in 2026 Gala Court. As last year, Victoria Parks Sensory

Garden will be decorated for Gala Day entry.

FOVP Discussion:

•Parents Night

Amy asked if possible a small stall could be set up for Parents Night to allow the Parent Council to be more visible, to display our aims and objectives and offer support to all parents. DHT agreed that this would be possible.

Parent Helpers for Parents night are:

- Vee
Sharna
Jen

•Brew and a Blether for P1:

Amy asked if again parents from the Council can be present at the Brew and a Blether to allow the Parent Council to be more visible and offer support to all parents. DHT agreed that this would be possible.

Parent Helpers for B&B are:

- Amy
Vee
Jen

Treasurer:

Jen advised that she has tried to open up a bank account to allow the School to transfer funds from the previous Treasurer however there needs to be a second person to open bank account to share responsibilities and act as Signatory, Karen Devlin Agreed to help.

HT is aware that previous funds held within the School are just under £4000 and this is made up from sponsored walk money and previous fundraisers. Exact figure to be confirmed. HT is going to check that previous accounts have been audited before funds are transferred.

Amy asked that once the funds have been transferred that Parent Council minutes will always include an accurate up to date figure- All in agreement.

• Sub Committees:

Amy proposed the idea of running sub committees within the Parent Council with the aim to spread workload out amongst all members allowing everyone

to find a role and to feel more included such as having: an Events, Fundraising, Gala and a Sensory Garden Committee. This was taken to vote and won with all parties agreeing to start this at the following meeting on the 24th of October 2025 where one person shall be nominated to represent each group.

• **Halloween:**

Amy proposed the idea of issuing a letter out to the pupils and parents/carers to allow the pupils the choice of 3 options for Halloween present from the Parent Council:

- One food item/sweet
- Sensory Fidget toy
- Toy

This will allow the pupils to voice their own preferences. If no letter is returned by due date the Class Teacher will be asked to pick one of the three so no child is left out.

DH suggested adding pictures of the objects to letter, council agreed to do so.

Halloween garden: PC are hoping to decorate the Sensory Garden for Halloween this year. Chair Amy has already asked the local community if there are any resources that could help with this. Looking for parent/carers and Staff helpers to get our garden looking Spooktacular!! More information and update be available regarding this in the coming weeks as the Events Committee meet!

• **Christmas:**

As stated above there will be a School Christmas Trip to Valley View at Gouldings in December. Santa will also be visiting the School and visiting each Classroom and reading a Sensory Story. Danni has agreed to come into the School to take photographs. We will also be looking for parent/carer helpers for each. More information and update when the Events Subcommittee has had their meeting.

• **Secretary:**

Vee asked for guidance around the time frame from minutes to be returned and it was agreed one week for Vee to send to HT and one week for HT to publish.

• **Whatsapp:**

Chair has set up a FOVP Parent Council Whatsapp group. Rules will be displayed at meetings and all members of the parent council must agree to same. A paper agreement will be present at next meeting. The Whatsapp group purpose is for sharing information, updates, and reminders related to the Parent Council and School Community. It is not a space for personal chats, complaints, or debates.

Important Dates for Diary:

- Parents Evening-Thursday 9th October.
- Brew and a Blether-P1- Friday 10th October at 9.15am.
- Next Parent Council Meeting-Friday the 24th of October at 1pm.
- Future Parent Council Meetings- Friday the 21st of November and Friday the 12th of December both at 1pm.

Note- The Events Subcommittee will need to meet more regularly in preparation for Halloween and Christmas. Dates to be confirmed.

All welcome at FOVP Meetings. Hope to see you there!