



Balfrom Nursery & Primary School Parent Council

Parent Council Meeting 12 November 2024 at 7pm Balfrom Primary School

Attendance: Angus Black - Head Teacher, Gillian McMillan – Deputy Head Teacher, Michelle Conway – Chair, Lorna Christie – Chair, Rachel Moir – Treasurer, Katie Graham (minutes) Emma Patrick, Anita Crozier, Claire Cattrell, Michelle Montague, Emma Sutherland, Ashley Larkin Le Vin, Amanda Strachan (online)

1.	Welcome
	LC welcomed all to the meeting.
2.	Apologies
	Claire McIlvenna, Secretary, Sarah Catnach It was noted that there were a number of participants attempting to join the meeting online but due to technical issues it was unfortunately not possible to host the meeting online and in person.
3.	Previous Minutes
	Minutes of the meeting on 9 September 2025 were approved.
4.	Treasurer Report
	<p>RM confirmed that the handover of all accounts was now complete.</p> <p>The accounts for 1 August 2024 – 8 November 2024 are attached.</p> <p>Balance as at 8 November 2024 is £3317.79.</p> <p>Key points:</p> <p><u>Halloween</u></p> <ul style="list-style-type: none"> - Parent pay income for entry to the Halloween Disco amounted to £699.17 (£710 income minus Parent Pay fee). This is to be transferred to the PC account via cheque (note: this has now been done). - An additional £49.25 was collected in the donation buckets at the events. - £48.82 was generated through Halloween costume sales. - The outlay for drinks, crisps etc came to £117.49 - Total monies raised from Halloween activities was £679.75 <p><u>Road Safety Banners</u></p> <ul style="list-style-type: none"> - As agreed, the PC have now paid 50% of the road safety banner costs. This was £50.55 and has been paid directly to Balfrom High School. <p><u>Bonus Ball</u></p> <ul style="list-style-type: none"> - Bonus ball payments continue to bring in regular income to the account.

- Bonus ball winner payouts for this period appear high – this is due to the backlog of payments from summer caused by delays in change over of bank account authorities.

Easy Fundraising

- One payment of £73.18 has been paid in this year.
- Next payment is due mid November.
- PC members asked to continue to promote this funding channel.

Car Boot Sale

- Monies for car boot reservation spots are now starting to come into our accounts.

5. Headteacher Report

AB advised that since the last meeting there have been a few different parental partnership items.

Key points:

Halloween Disco

- General feedback that it went well. Parent Pay for disco tickets worked well. It was good on the night to have everything included in the ticket price. GMcM advised that the children engaged well with activities with no tuck shop distraction.

Trim Trail

- This has moved to a Parent Council lead. AB will submit to the Lottery Fund with LC and MC as Chairs of the PC leading. Noting the application being led by the PC could positively assist any application.

Christmas Cards

- Joint partnership with the PC went well. CC led on this from the PC, CC advised there was a high response from all classes. Money from the commission will be due to be received in January 2025. CC confirmed all artwork was scanned today and everything has been accepted. Nursery have also joined in which is very positive. All products purchased will come back to school to be distributed. For next year, it is now known that the PC can post themselves and there would be additional commission if completed before the October holidays. AB expressed thanks to CC for her work on this project.

Car Boot Sale

- Discussed arrangements. MC noting that access for cars is from 9.30am and cars shall be onsite until 2pm. MC will confirm details to all stall holders. AB will be on duty as fire warden.

School Handbook Update

- LC and MC have completed an update of the school handbook.

New Football Kits

- New football kits have been kindly donated by Anita and Alan Crozier, Amii and Sean Anderson and Ocean Outfit. AB expressed his thanks for their generous donation.

School updates

- P6 and P7 have been completing an online series of lessons on climate issues as part of the Eco Schools Project.
- Stalls from home day – pupils who wish to organise a stall for a good cause. This will be Christmas themed. AB to update by way of newsletter this week.
- Parents evening – there was a good turnout of parents and care givers, positive feedback was received.
- Justina Carey is a STEM Ambassador for the school and has applied for a grant to pay for a school visit from Glasgow Science Centre in the spring.
- School roll – at the next PC meeting AB will be able to give an update re school roll as he will have a good indication of P1 applications. Current academic year is the first year of no composite classes in a long time. AB to update on class policy for composite classes at the next meeting.

6. Adopt Amended Constitution

	<p>LC outlined that the National Lottery application requires an up to date constitution. The old one is outdated and amongst other things is not inclusive as it has a limit of parents. Office bearers took advice from Connect and the general consensus was that no limit of parent numbers is more welcoming. The National Lottery application states that the constitution needs to reflect what the Parent Council does and ensures that the Parent Council are compliant.</p> <p>RM advised that the Parent Council are currently in the process of updating their Constitution. This update has been based on the best practice guidance from the Connect resource, advice from Education Scotland and on elements of the existing Constitution. As per the current Constitution, the new draft was circulated to the wider community (Parent Forum) for two weeks on the morning of Tuesday 29th October to allow for any responses to be collated for discussion and agreement at the Parent Council meeting on Tuesday 12th November. One response was received on Tuesday 12 November; however, there was insufficient time for the Parent Council Committee to review prior to the meeting and to co-ordinate an agreement discussion in person. During the Parent Council meeting, attendees were asked if they were happy with the draft Constitution as it stands with the majority vote indicating that they were.</p> <p>The updated Constitution is an essential requirement for the Lottery Funding Application which has an up-and-coming deadline for submission. Should the new Constitution not be in place within the next two weeks the Parent Council will miss the window of opportunity for funding. A significant amount of work has been put into developing this application and inability to submit due to this issue would be highly disappointing. As a result of this, the following plan of action was put forward which aims to balance the fact that the consultation period for the draft was adhered to alongside the request for acknowledgement of one individual's parent voice. This approach was agreed by vote at the Parent Council meeting.</p> <p>Proposed approach:</p> <ul style="list-style-type: none"> - Key elements of the feedback received that the Office Bearers feel fundamentally changes the nature of the document will be summarised and circulated to the Parent Council Members in attendance at the meeting on 12th November (including those trying to connect remotely) for vote with a tight deadline set for 20 November 2024 for response. Changes made will be in line with the majority vote. A nil return will assume that the Parent Council Members in attendance continues to agree to the draft Constitution terms as circulated on Tuesday 29th October as per in person vote. - Following assessment of the vote, if no changes are required, the current draft Constitution will be checked with minor changes (style, wording etc) and be adopted. Should changes be made, the new draft will be circulated to the Parent Council Members in attendance at the meeting on 12 November with changes highlighted and again be asked to vote on the adoption of the updated constitution by Friday 22 November. Depending on the nature of the change, further discussion may be required. A nil return will assume that the Parent Council Member is in agreement with the updated Constitution. - The adopted Constitution, if voted in by the majority, will be uploaded to the school website on Friday 22 November for referencing in the National Lottery Application. Notification will be given to the Parent Forum that the new Constitution is now in place, highlighting the agreed mechanism for any changes going forward. <p>Office Bearers acknowledged that this may deviate from some interpretations of the current Constitution; however, due to the outdated nature of this document and lack of clarity, there have been a number of occasions over the last few years where this has had to be the case. This was viewed as an appropriate way forward and one ratified by the attendees at the meeting on 12 November 2024.</p>
7.	<p>Fundraising Application for Trim Trail</p> <ul style="list-style-type: none"> - National Lottery - Stirling and BOFA Round Table

	<p>LC updated that AB was advised there was a much higher chance of success if the Parent Council applied for the National Lottery funding. There requires to be two named persons on the application and these are LC and AB. LC has been getting help from a parent who is experienced in grant applications. The deadline for the application is 9 December 2024.</p> <p><u>Stirling and BOFA Round Table/Other Funding</u> LC to look at time allowing once the National Lottery application is in. Similarly with potential funding from Tesco.</p> <p>A member asked if Morrisons have an equivalent funding stream given their presence in the village. A member advised that they had been in touch with Morrisons and the response was not until the building is complete.</p> <p>The Asda Rewards pot is currently sitting at £262 with 18 days left.</p> <p><u>Action</u></p> <ul style="list-style-type: none"> - AB to check if the second named person requires to be the Head Teacher. - LC to meet with parent to progress National Lottery application
8	<p>School Lunches</p>
	<p>LC updated that she had attended a Parent Network meeting and met with Janice Fanning, Catering Manager at Stirling Council. LC spoke to her regarding medically prescribed diets and Stirling Council's updated guidance. Stirling Council advised they would provide AB and Bellrock with a copy but to date this hasn't happened. LC advised that the guidance is very similar to previous guidance.</p> <p>General discussion about the quality, choice and cost of lunches available. AB advised that he had taken photos of each tray over the three week menu period and these are available on the school website.</p> <p><u>Action</u></p> <ul style="list-style-type: none"> - LC to arrange a meeting with a representative from Bellrock and arrange for a visit to see the school lunches as invited by AB. - CC to provide a copy of menus from EDC
9	<p>Update on plans for Road Safety Week 19th – 25 November 2024</p> <p>EP advised of road police safety signs, the cost for each of these is £75. EP advised these could be ordered through Police Scotland and invoice the Parent Council. An application has been made for Police Scotland to cover the cost of two of these signs and the Parent Council have agreed to fund a further two. Discussion surrounding how these people will be put out.</p> <p>A police presence has been arranged for the campus for 27/28 November and 6 December. Local Community Police Mark McAlman will get in touch with AB to arrange.</p> <p>AB and GMcM advised there are plans in the curriculum to cover road safety and it will be their focus for next week. Road safety is within the Health and Wellbeing curriculum, be safe, be seen, safety when traveling, safety when cycling etc and this is covered at all levels within the school. Police Officers have been in the school previously and AB has a copy of a presentation provided to the school by Police Scotland.</p> <p>A parent raised the option of a walking bus. This had been discussed previously and was not considered to be an option in Balfroun.</p> <p>AB raised that a parent had raised concerns about courteous cycling. AB will put a reminder in the next school newsletter.</p> <p>AC raised the possibility of laying jumpers out as the focus on this years Road Safety Week is the impact on families and the emergency services. Discussion that bus drivers and staff would require to be notified in advance.</p> <p><u>Actions</u></p>

	<ul style="list-style-type: none"> - EP to order 4 signs from Police Scotland - When signs are received how and where these will be placed to be decided. - AC and EP to discuss re jumpers and revert to PC via Whatsapp.
10.	<p>Fundraising Activities Update</p> <ul style="list-style-type: none"> - Car Boot Sale - Ceilidh
	Covered above
11.	<p>School Hygiene and limiting infectious disease</p> <p>A parent had raised the issue of school hygiene and particularly the recent thread worm outbreak. The parent wished to raise awareness of things that might help, including hand washing before lunch, transparency between parents and school support. The issues of for example playdough getting under fingernails, toilet cleaning and toy cleaning.</p> <p>LC advised that there is a whole list of recommendations from the NHS and noted an advice email can be sent out from school when there is an outbreak but raised the question – is there anywhere we can make improvements?</p> <p>GMcM advised that the school have a cleaner that comes in at lunchtime and give the areas an extra clean. Tables are cleaned with a spray and blue roll at lunch time. Discussed touch points and there was enhanced cleaning in the summer term and in particular enhanced touch point cleaning during the recent threadworm outbreak. Hand washing before/after playtime and before/after lunch is encouraged. Handwashing is in all classes and is part of the health and wellbeing program, hand sanitizer is also available. Hand soap is always available and if there is none in the toilets can be refilled. Playdough is replaced regularly and is in individual tubs. Resources are rotated and cleaned. During the summer term all soft toys were washed and all carpets deep cleaned.</p> <p>AB advised that the school work in partnership with NHS Forth Valley and they send information for the school to send out. There is also a hard copy poster on the Parent Council notice board from NHS Forth Valley.</p> <p>The cleaning schedule is that there is a daily clean with two cleaners in the school from 4am – 8am. A deep clean can be arranged on request in the event of an issue and this also currently happens in the summer holidays.</p> <p>Action</p> <ul style="list-style-type: none"> - CC to do a social media post to remind parents and caregivers of their responsibilities of changes that can be made at home to try and limit the spread.
12	<p>AOB and Date of Next Meeting</p>
	Next meeting 20 January 2025 at 7pm

