



Balfon Primary and Nursery Parent Council Meeting

20 May 2025

Present: Lorna Christie (Chair), Michelle Conway (Chair), Rachel Moir (Treasurer), Angus Black (Head Teacher), Euan Logan (Depute Head Teacher), Katie Graham (minutes), Ashley Larkin and Emma Patrick.

Online: Claire Cattrell, Michelle Montague and Sarah Catnach

1.	Welcome
	<p>MC welcomed everyone to the meeting.</p> <p>MC started the meeting by thanking the committee who have supported, helped with event planning and contributed time over the last academic year to making the PC a success. AL reciprocated with a thank you to MC and LC from the committee for all their hard work as chair over the year.</p>
2.	Apologies
	Anita Crozier
3.	Previous Minutes
	Minutes of the previous meeting were approved. These were circulated by the school previously and are available on the school website.
4.	Treasurer Report
	<p>RM advised that as at the date of the meeting there was just under £8000 in the bank account.</p> <p>There was a further potential £2000 being donated towards the trim trail fundraising from Balfon Community Council. £1000 has been donated from the Balfon 10k committee.</p> <p>Between January and May, £500 was received from the Round Table Fund; Balfon Fun Run and catering raised £1000, Asda monies have come in at just over £300 and £135 from Easy Fundraising.</p> <p>Outgoings that have been ringfenced are £1000 towards school trips and p7 ties as a leaving gift.</p> <p>The approximate value therefore in the account will be £9500 before additional fundraising has been taken into account.</p> <p>Current/future fundraising activities planned:</p> <ul style="list-style-type: none"> - tea towels around 196 sold, £1070 through sales and cost of tea towels was £806, so into profits; - Sports day café - Summer fayre

	A full profit and loss account will be distributed with minutes.
5.	Headteacher Report
	<p>AB started by welcoming Mr Logan. MC was part of the interview process for his appointment to cover Mrs MacMillan's maternity leave.</p> <p>Mrs MacMillan has given birth a to baby girl; both are doing well.</p> <p>Mrs Gifford, SLA of 15 years is retiring at the end of the term. Mrs Gifford will be a huge loss to the school. There is a temporary post for 23 hours which has been advertised.</p> <p>In respect of classes for next year, AB advised it was looking as though it would be a straight p1 of 24 however there were still a few matters to be sorted before this could be confirmed. If it is a straight p1, it would allow straight classes for p2 – 7 however the appeals process remains outstanding. When information is available AB will share with parents.</p> <p>Sports day has been moved to Friday due to the weather.</p> <p>Young Leaders of Learning, a group from p5 and p6 took some training at the high school. Young Leaders of Learning sits under pupil voice. Pupils think about and work with staff to think about their learning. Four p5s are due to visit to Drymen Primary School next week with AB and they will hear from Drymen Young Leaders of Learning and then the visit will be reciprocated.</p> <p>Class trips – MC and LC met with AB. Did a survey with parents re trips as the school were struggling to get buses and buses at a good price. The school is always mindful of the cost of a school trip. Survey results: 94 responses. School have tried to aim for no more than £15 per pupil cost. This year the Parent Council granted some targeted help which was greatly appreciated. The survey will inform decisions for next years school trip planning, the majority response was a maximum of £25 per pupil.</p> <p>RM asked if it was a framework contract for buses and if AB is restricted. AB advised no, but there are not that many bus companies available and buses are therefore tricky to find. Moving forward the school will try and book a bus earlier in the year. Children like their trips and they are enjoyable, AB advised the school will try to cap the cost at £25 per pupil and if things were coming above £25 there may be discussions with the PC. This year the allocated funds have supported families on free school meals and some other families. This year the PC funding supported 25 pupils are being supported at a cost of £499.50. The monies gifted really does help the families.</p> <p>Next year the school improvement planning will include digital wellbeing. There is a local community of schools who will be working together looking at digital wellbeing, cyber resilience and internet safety. EP has been helping with schools and there is a big focus with Local Authorities working with police. As the pupils learn the school will share with police and it might be things as simple as chrome books at home and general internet safety.</p>
6.	Crossing Patrol

	<p>This has been an ongoing focus for the PC. LC was looking for a sense check of where we are at with it and should we pursue further.</p> <p>MC confirmed there had been no further communication from council since the meeting on 20 January 2025. We have no further update from the council. MC spoke to Anne at the crossing, there is no date yet for her finishing. Any updates will come via school.</p> <p>Discussion was around the inability to change the Stirling Council decision on an individual school basis as it will be Council policy which has gone through committee etc.</p> <p>Decision was made to continue to have safety/road safety as a general standing item for PC discussion but not specifically related to the crossing.</p> <p>Discussion thereafter related to Anne, the lollipop lady who has been the lollipop lady for 40 years. Discussion about doing a collection and also raising with the Stirling Observer etc as she has been and continues to be a big part of the school community. All to keep an ear out for a leaving date and AB to confirm if/when he hears anything from Stirling Council and a message can put on the PC Whats App.</p>
7.	<p>School Lunches</p>
	<p>This has been a long standing matter for the Parent Council. The PC issued a survey for both parents and pupils.</p> <p>LC had previously taken steps to engage with Bellrock and Stirling Council. Bellrock were very helpful and were very happy to meet with us. LC thought before that it would be helpful to see what wider issues there may be and if there is an actual concern there as the process for meetings etc was quite formal. The survey was good and got some results from survey. Full survey results can be shared if required bit as a generality:</p> <ul style="list-style-type: none"> - 26 responses from children representing all year groups. 70% have lunches at least once a week or more. Most responses (81%) said there was not enough choice. The top 3 choices were sausage roll, cheese panini and spaghetti bolognese. The 3 least favourite choices were BBQ noodles, meatballs and pizza. - Specific points raised were that the portion size was the same for everyone, however the appetite/energy requirements of a p1 compared to that of a p7 could be very different. Predictable food was desired. Portion sizes and choice were the biggest responses. - 75 parent responses. 76% have children who have school lunches once a week or more. Main points were that there was a lack of choice, the quality of food and dietary needs not being met were the top reasons for children having a packed lunch. 57% reported they are not happy with the quality of the school lunches. - Further parental comments were that the menu has remained unchanged through 2 school years and quality appears to have diminished over same time period. Lack of nutritious options that appeal to kids and the meals are not worth the money. <p>The discussion was then, what are the next steps as clearly there is a majority of parents who are not happy with the school meals. LC asking if it would be worthwhile someone saying about pupil voice, would lunches come under that? What are other schools doing that is working well.</p>

	<p>AB said that at parents evening in March we had the boards, quite a lot of parents put school lunches on the 'what we could do better board' which fits in with the survey. We did a survey across school with the kids, and there was a mixed range – broadly balanced by the kids. Some dishes are just not popular, for example no-one goes on BBQ noodle day. The menu hasn't changed and that is an issue. LC added it would be wonderful if someone could look and see if someone could look at the nutritional values, is it suitable for a 50kg kid and a 12kg kid. AB Advised that discussion on nutritional value could happen any time, Hilary at the Bellrock team has advised that over the last couple of years they have been guided very strictly by Stirling Council. There shouldn't be a big variation between all the schools.</p> <p>Action MC to email the contact at Stirling Council with the survey results and ask that there is action taken forward to discuss these with the PC. MC will forward response onto whoever takes this on next academic year within the PC.</p>
8	<p>Trim Trail</p> <p>A parent had raised the question had the school/parent council requested other quotes for the repair/replacement of the Trim Trail. AB confirmed that there are procurement contracts in place with Stirling Council which limit who can be used for works however he has emailed the assets team with the question, is there a second company you would recommend that is on our list, there has been no reply received yet. The company that have quoted is the one that installed it. We have to go with the council procured contractors and cannot look out with that.</p> <p>There was further discussion re other contractors and procurement framework. The parent's views were noted and the majority in the room were happy to go with the procedure that Stirling Council follow. AB explained that if something requires to be done in the school within a planned maintenance contract, the school is sent someone and over the years you get to know who they will send.</p> <p>Re funding for the Trim Trail; MC and LC have been working on some grants. There is one for Tesco (up to £1500) which is being submitted imminently. The Ford Development Trust application, no-one has come back to say they work for Ford. The actual grant looks as though it meets exactly what we are wanting to deliver. MC have applied for the £3000 grant and the only thing outstanding was parent response re employment/connection with Ford. AB to share with High school and nursery. It closes 31 July.</p> <p>LC advised that the Balfron Community Council are willing to donate £2000. They are happy to give the money in any capacity we choose so partial repair or full replacement. Money from the Round Table has come in.</p> <p>AB advised there is another ROSPA report inspection due on 9 June 2025 however, the report won't be received until after summer holidays. AB was of the view that it looks as though there is further deterioration in the trail. ROSPA report can't be ignored, we absolutely need to be taking some interventions with the TT.</p> <p>AB has spoken to budget team/financial at council, SC would be willing to allow us to do the whole thing and over spend. AB has checked with Scot Trail and repairs/replacement could be done over the summer if order placed in a couple of weeks time. The cost for the whole trail replacement is £16944.31.</p>

	<p>Discussion took place about repairing/replacing this summer. The majority agreed that full replacement was preferable and more final than repair which could then just require further future repair.</p> <p>It was noted that to date, that the PC does not have the full funds required and there would be pressure to fundraise over the next year to an amount to repay Stirling Council. A parent asked if Stirling Council would contribute in any way, AB confirmed that there is no special budget outwith the planned maintenance budget. The maintenance budget is small and has already been spent for this financial year.</p> <p>KG asked if we accepted SC's offer would it effect grant applications. MC will double check the terms.</p> <p>It was decided that AB would speak to the contractor re the inspection on 9 June 2025 and we can make a decision after the inspection has taken place. Vote can be put to PC members by email once we are clearer about the safety of the Trim Trail in its present form.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> - AB to update when hears back from assets if there is another company that could be used to quote in line with Stirling Council processes. - AB to share the Ford Development Trust grant application with the High School and the nursery to see if there is a parent/family connection within the community who works for Ford. The application closes 31 July 2025. MC to submit the application. - AB to have a discussion with ROSPA on 9 June 2025 - MC to check grant application terms re retrospective funding
9	<p>PVG</p> <p>A parent asked for the change in legislation regarding PVGs and the potential for PC members and those who volunteer at fundraising events requiring to hold a PVG certificate.</p> <p>LC/MC advised that they had done some reading in respect of this. There is guidance from West Lothian Council for Parent Councils. There has also been an open letter to the Scottish Government from Connect, who support Parent Councils, that the deadline should be extended for another 12 months.</p> <p>The new legislation came in on 1 April 2025 which amends which people with responsibility for children or vulnerable adults need a PVG. AB's position is that where we don't have unsupervised contact with children a PVG is not required.</p> <p>MC has asked the Parent Council contact and is going to try and attend PC forum meeting on 2/6. The challenge is not just for Parent Councils, the issues Connect have raised is that it is already difficult to get volunteers without adding PVG.</p> <p>MC advised that the key things picked up by Connect were: teachers needing pvg'd, one off and regular volunteering; power and influence and when do parent groups meet these criteria. The Connect guidance has some examples and MC went through some of these. An example of a regulated role and a non-regulated role.</p> <p>It was decided that as the committee will be changing in the new academic year a decision can be made by the new committee and hopefully further guidance will have come out by</p>

	<p>then. As a PC no activities will be carried out over the summer and potentially nothing until the Halloween disco. We need some guidance from Stirling Council.</p> <p>Action</p> <ul style="list-style-type: none"> - EL to get contact details of who is covering Sharlene Mitchell's absence at SC. - AB has contacted the safeguarding lead and link officer at SC and will report back - MC will attempt to attend the PC Forum meeting on 2 June 2025 and will follow up with Sharlene's cover.
10.	<p>Summer Fayre</p> <p>MC and LC recorded the PC's thanks to Amanda Strachan for co-ordinating the Summer Fayre planning. MC put out a call to the parent forum and AS has come through with stalls, burger van, ice cream van, face painting and a number of other stalls.</p> <p>We need to make a point of advertising as there are a few clashes of events on in the local areas and we need to encourage to get the kids along.</p> <p>MC asked that we need to get a decision on the inflatables. MC has been in touch with the same company that did the p7 leavers events previously. He has come back with a couple of options that we had looked at online</p> <ul style="list-style-type: none"> - Jungle book bouncy castle - Bounce and slide - bungees <p>Black Ministry of Sound bounce and slide – option Bouncy boxing – age suitable 2 – adult Bungee run If we took all three £400 using mains or £450 on generators If bouncy castle and bouncy boxing for £220/£250</p> <p>Discussion took place about space, risk re cost/outgoings and weather policy. It was noted that if cancelled on the day due to weather there was no payment. The company had covered risk assessments, items were all PAT tested and they were covered by £5m public liability insurance.</p> <p>Emma Sutherland has agreed to run a number wheel, the winner to be announced at the fayre.</p> <p>First aiders – AB, MC and scouts in attendance are all trained first aiders. RM to complete risk assessment for the Fayre.</p> <p>The Fayre will take place 11am – 3pm.</p> <p>SC agreed to do posters.</p> <p>Actions:</p> <ul style="list-style-type: none"> - MC to go back to the inflatables company and ask for quotes for bungee and bouncy castle. - RM to complete risk assessment - SC to do posters. Sophie Lambert to assist. - AB to include event in the school newsletter.

11.	Succession Planning
	<p>LC advised that as her child is in P7 she will be stepping down as chair. MC confirmed that she is also stepping back from the role as chair. Therefore the role of chair will be vacant from next term. Handover will be smooth as possible. The new constitution allows for roles to be shared. Google account and gmail set up which will be set up, all folders within drive and will be made available.</p> <p>Action</p> <ul style="list-style-type: none"> - AB to put in newsletter. - All to put in group chats to encourage new membership
12	AOB and Date of Next Meeting
	<p>Date of AGM – Monday 25 August</p> <p>Next meeting – Wed 10 September</p>

