

Calderwood Primary Parent Council (PC) Meeting



Meeting Details

Date: 26 May 2026
Time: 18:00 – 20:00
Venue: Calderwood Primary School
Chair: Jo Ferguson

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| Present: | |
| Miss Burton - Head Teacher | Lucy Wright - Comms Lead |
| Sarah Stark - Deputy Head Teacher (zoom) | Vanessa Slater (zoom) |
| Mrs Warden - Principal Teacher | Mica Burns - Treasurer (zoom) |
| Jo Ferguson - Chair of Parent Council | Fiona Hogg - Secretary |
| Suzi Dear - Vice Chair | Susan Brown – Nursery Comms & Treasury |
| Leeanne Bradley - Secretary | Avril Mackay (zoom) |
| Katie Renault | |
| Joan Wilson (zoom) | Apologies: |
| Steven Cullum | Kate Robertson - Vice Chair |
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| Item | Topic |
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| 1 | <p>Welcome & Review of Actions</p> <p>Jo Ferguson welcomed all and confirmed the agenda for the meeting was shared on parents Whatsapp group chat. Jo confirmed meeting minutes will be issued after the meeting.</p> <p>PC Actions Log</p> <p>All actions closed.</p> |
| 2 | <p>School update</p> <p>The Calderwood Chiefs presented the attached school and nursery update:</p> <p>School and Nursery Update</p> |
| 3 | <p>Nursery Update</p> <p>Miss Warden advised transition is the main focus for Nursery, with pre-school to P1 and ante to pre-school both in progress, and the Nursery waiting to hear about the new ante-preschool children who will be joining Calderwood. Numbers for the new nursery pupils should be confirmed soon (July).</p> <p>Miss Long & Miss Kennedy expecting babies in September, and vacancies are live for their cover.</p> <p>The Pre-school transition will include the usual events, including the teddy picnic and a visit to classrooms with parents.</p> |
| 4 | <p>Treasurer's Report</p> <p>Treasury Report</p> <p>Sponsorship spectacular - 10 winners across school & nursery picked by committee (amount raised not taken into consideration) will get a certificate and book token.</p> <p>The Parents Council (PC) will consider if we should fundraise for something specific (for example devices) and advertise that to increase engagement. The PC also want to share</p> |

with parents what money raised has been spent on throughout the year.

Miss Burton advised she has asked the children for ideas on what they would like to spend on, digital, musical instruments etc and will submit purchase requests in due course.

The PC may review the Treasury pots for the 2026/2027 year and consider how we can simplify things for the treasurer going forward.

Jo noted reading book availability had been raised in the PC chat, particularly for older children. Miss Burton will discuss internally to determine if any book requests are needed.

5 2026/2027 School Structure & Planning

Miss Burton advised there will be 25 clans for 2026/2027, up 2 clans from 2025/2026. She noted that the school cannot share structure yet and added the Council set structure as Calderwood PS continues to grow. Miss Burton added that there will be around 120 Primary 1s across 6 clans and teachers have been allocated.

Miss Burton discussed the restructure of the building, noting there are 24 spaces for clans in the school building so the school will be using cabins as classrooms next year. Her plan for this is for 1 year group (with 3 clans) to be in the cabins, and each class will have the 2 linked cabin spaces available e.g. traditional classroom and clan input into what the other space will be e.g. nurture space, building area etc. This will free up space within the school, helping the flow and business around the school. The school will share the plan with families once able to do so.

Miss Burton advised that for clan structure some will remain as is, but there may be some tweaks based on conversations throughout the year with parents. Some year groups will have a restructure based on class size, and discussions have started with children around friendship groups. It is the school's priority to make sure children have a friend within the class, taking into account gender split, and ages for composite classes as well.

There are 3 weeks of transition activities planned via health & wellbeing lessons to support children. Children will have the opportunity to ask the year above group questions, and older clans could give a presentation to younger groups. Children will get an opportunity to visit their new clan, then a further opportunity to visit clan with their class and teacher (noting that the recruitment process is ongoing so some teachers may not be in place yet).

A social story for each clan space will be provided for all children, along with a photo and

video of their champion.

Enhanced transition also in place for the children that may benefit from this.

Miss Burton added that teachers know the children really well and are in a position to know friendship groups and make decisions around this.

Miss Burton confirmed Miss Stark is back from maternity leave, and a second Deputy Head recruitment is taking place. This will initially be as an acting Depute to ensure the appointment works for the children and school, and are looking at going permanent with the role around October-December. The new Deputy Head role will deal with external agencies, pupil support workers etc, and will not be allocated to a yeargroup stage.

The leadership team yeargroup allocations will be Miss Stark for Primary 5-7, Miss Quinn for Primary 1-2, Primary 3-4 will be covered by an external Principal Teacher from Edinburgh Council (to be confirmed once the school is in a position to share), and Miss Warden for the Nursery. Miss Burton will communicate leadership yeargroups allocations for the new school year in the chronicle. The 2025/2026 pupil numbers are 620 for school and 140 nursery pupils, rising to 670 for school and 170 for nursery for 2026/2027.

Miss Burton advised Calderwood PS is the biggest school in West Lothian and 3rd biggest school in Scotland which is why the Leadership team is 6, so it will not always be Miss Burton responding to emails or concerns. The leadership team has a daily meeting, in addition to weekly Leadership Team meetings to discuss what is happening throughout the school. Miss Burton will share a new Leadership team graphic once in a position to do so.

Miss Burton noted the school has spent a lot of time thinking about the school structure, and will share some context around this with the transition plan.

For 2026/2027 Glamis & Ash alcove will be nurture bases and funding has been secured for a nurture teacher. Wallace will be a regulation space for clans near Wallace. Hawthorn hut will be used for recording. Support for learning will have a clan space, with other break out spaces around the school.

It was noted that the PC offered to fund additional resources for the clans in cabins if needed. Miss Burton confirmed the class area will be set up, but break out space will be designed with children so they have a say in what the space offers.

It was noted that not all parents know about class size changes for different yeargroups, and

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| | <p>that sharing this information will provide additional context to parents. Miss Burton will share a leaflet by email around class size changes. The school will also run an online meeting around composite clans for parents to join.</p> |
| 6 | <p>Fundraising Update</p> <p>The sponsorship spectacular update was provided by the treasurer.</p> <p>Halloween disco dates are confirmed for 29th October, and the PC have a bank of parents who are PVG'd, so for the p5-7 discos there should be plenty of volunteers. There is more concern around P3-4 PVG'd parent numbers. The PC will send a communication to parents early when the August term begins to source additional volunteers. Jo is happy to support setting this up.</p> <p>The Christmas fayre date is confirmed as 27th November.</p> <p>The PC plans to run the prize draw again but will need to get people to support as it is a lot of work. It was noted the AGM is the 8th September, so the PC will look at what is possible once the new committee is in place.</p> <p>The PC has also registered for Cauliflower cards again this year. The art packs should be delivered to school at the end of August/beginning of September, with a collection date of 6th October.</p> |
| 7 | <p>Traffic Update</p> <p>The PC confirmed a lollipop person has been recruited, but details around where she will stand needs to be confirmed. It was noted that there is a concern that some people may not be mindful, therefore could the lollipop person introduce herself to the children and school to raise awareness. Miss Burton suggested that some kids could possibly interview her.</p> <p>The PC extended their thanks to Naomi and Katie for all their support with the Traffic working group.</p> <p>The PC has not received any response from Sterling Developments (SD) to their most recent letter. A meeting was held with council representatives on the 15th May following the Visual Inspection of Calderwood PS Pedestrian Safety. The PC have asked for the council to recheck buildouts and also asked for clarification on speed limits in the area. The council advised a zebra crossing is not justified under their assessment criteria due to volume of traffic on the road and as the increase is only at drop off and pick up times. The PC is looking into if, as a private road, it does not need to meet all criteria for a zebra crossing. The PC may also</p> |

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| | <p>look at asking SD if we can set up a go-fund me on the local facebook page for getting zebra crossing painted. The PC has also asked Sterling Developments if HVGs can travel the other way round the estate.</p> <p>A follow up meeting is scheduled for the end of June, where the PC plan to ask about extending the school keep clear road markings to the flats and further down towards trim trail, and to look at removing the grass verge outside the flats and replace with parking in order to remove the issue of cars outside the flats.</p> <p>It was noted that although SD are not responding to the PC, they seem to be responding to the council but not providing definite responses. The PC need to determine if there is a group of parents who still want to fight this, and if so, look to set up another meeting with the CRA.</p> <p>Action - email CRA with the PC's planned approach and if the CRA would like to be involved.</p> <p>It was raised if the school could ask the council for the arrows around the car park to be repainted. Miss Burton will ask and will also ask for confirmation on where the lollipop person will stand.</p> <p>Action - Miss Burton will ask Council about repainting arrows and confirmation of where the lollipop person will stand.</p> |
| 8 | <p>Home Support for Learning</p> <p>It was noted this was raised on PC members' chat and that parents would like to engage more with children's learning but don't understand the way children are being taught.</p> <p>It was asked if there is any opportunity in the learning letters to link to resources for parents to look at, for example a link to Youtube for Letterland. Miss Burton will think about what can be done and the time involved for staff to do this.</p> |
| 5 | <p>AOB</p> <p>Defib – Miss Burton confirmed this will be installed in the summer, but will be inside so only available during school hours. The PC may need to look at community fundraising for one available 24/7.</p> <p>Playground Maintenance - The PC noted the Playground field is not up to standard. Miss Burton advised a meeting is to be held next week, noting that Nets (the council team who</p> |

cuts grass) says the field is not in a good enough standard to cut and will not adopt (but was done as a one-off as there were so many complaints). The main playground will have rubber matting installed (no timeframe). The PC can write a letter to the council if needed to support the improvement of these areas.

Named Role Changes - The PC chair advised the AGM will be the next meeting, and that both the Chair and Treasurer are standing down. It was noted that the P1 transition evening is 17th June. The PC will review if they will attend to encourage new members to join PC. Miss Burton asked if the allocated Clan reps could be emailed to the school.

Action (for August) - PC to email school with allocated clan reps.

P.E. - The PC noted there is a perception that P.E. is deprioritised for other things happening in school. Miss Burton advised that part of the problem is that the hall is too big for P.E., and it is often needed for connects practice, nativity etc. These are the only examples Miss Burton is aware of that would cause P.E. to be swapped. The SLT have reminded staff to ensure they rearrange and have 2 outdoor P.E. sessions if the hall is not available. The school is also looking at solutions such as a portable divide for the hall.

Catchment Update - The PC chair emailed Lisa Maria for an update following the James Young PC meeting on the 21st May. Lisa Marie advised she will be looking to provide an update asap as the council have now met with all PCs. It was noted that due to local elections next year there will be no executive committees between February and July, and this will impact when a decision around the high school catchment can be made and communicated.

Parkrun/Daily mile - a parent raised with the PC the possibility of CWPS applying to take part in Park run/Daily Mile/Mini marathon.

Action (for August) - The PC to look into applying for the school to take part in Park run/Daily Mile/Mini marathon.