Calderwood Primary Parent Council (PC) Meeting

Meeting Details

Date: 8 September 2026

Time: 18:00 – 20:00

Venue: Calderwood Primary School

Chair: Jo Ferguson

Present:	Charlotte McAusland
Miss Burton - Head Teacher	Joan Wilson
Mrs Warden - Deputy Head Teacher	Chris Duncan
Jo Ferguson - Chair of Parent Council	Steph Mcateer
Kate Robertson - Vice Chair	Lilia (zoom)
Suzi Dear - Vice Chair	Vanessa Slater (zoom)
Leeanne Bradley - Secretary	Toni Glen (zoom)
Susan Brown – Nursery Comms & Treasury	Mrs Stutt - Principle Teacher (zoom)
Fiona Hogg - Secretary	**Apologies:**
Jorji Wylie	Kelly Giblin
Calderwood Chiefs	Lucy Wright - Comms Lead
Niamh Barton-Maynard	Mica Burns - Treasurer
Kirsty Campbell	Katie Renault
Joanne Stirling	Sonia Sivewright

Item	Topic
1	Welcome & Review of Actions 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. PC Actions Log All actions closed.
2	School and Nursery Update The Calderwood Chiefs presented the attached school and nursery update: School & Nursery Update
3	School Improvement Plan Miss Burton provided an overview of the School Improvement Plan, which covers different priorities each term. The term 1 priorities are developing the positive relationships policy (supported by the PC, children & staff), circle document (which gives teachers guidance on how to set up classroom to be inclusive for all children), nurturing principle (which includes looking at break out spaces & regulation spaces), Getting It Right for Me (flow charts for if parents need support), and sustainable professional learning to assist with curriculum making as part of overall curriculum review. The school will publish the plan on blog & website Friday The school will RAG where they are with the plan at the end of each term and share with parents. School Improvement Plan
4	Pupil Equity Funding Plan & Cost of the School Day Miss Burton explained that the Scottish Government gives every school money as part of the attainment program. Mrs Stutt advised the school's main aim is to find out costs to the school day from parents. The school will share a questionnaire with parents on this, and may ask the PC to share on

	the Whatsapp group to generate further engagement. The school want to build awareness of what the school is already doing to support families with the cost of the school day, such as the sustainability station, but also want to be aware of other challenges that families may be facing. Mrs Stutt also advised that 2 pupil support workers are funded with pupil equity funding. It was advised that Pupil Equity Funding (PEF) is based on free school meals & clothing grants. The school estimates that there is a significant funding shortfall based on what they know about pupils' situations, and will ask PC for support for some things such as school camps and fruit for breaks rather than take from PEF funding. The school also uses PEF funding to support with gifts for pupils at Christmas who may not otherwise receive anything, coats for winter, and will work with the local church to deliver hampers at Christmas as well. Miss Burton advised the dress-down day and other funding is conducted on Ipay so that children don't see money being handed in at school. The school would like to source a small group of PC members to work with Mrs Warden on the cost of the school day as part of an equity working group. Action - Jo asked PC members to let it be known on whatsapp group if keen to be involved.
5	Mobile Phones Miss Burton advised the RUA (responsible use agreement) has been reviewed, and children and staff have been involved in putting this together. Children and families will be asked to sign up. The school will share this in the next chronicle, and asked if the PC can also share on the parents Whatsapp. The school are following the guidance from WLC on mobile phone usage, keeping the current guidance with some tweaking to make it appropriate for Calderwood pupils. It has been decided phones will not be used at Calderwood for learning purposes, and children are being asked to switch off phones and put in locked boxes during the day and then returned at end of day. Children are also required to switch off smart watches and are also placed in a locked box and returned at the end of day. It was noted that the agreement is an evolving document so will be reviewed if/when technology changes, parent feedback received etc. The school are conducting an audit of the technology within the school (currently this consists of iPads for P1-3 and netbooks for P4-7), but it is expected more devices will be

	needed to support the growth of the pupil register.
6	AGM & Chair Report Jo talked through the Chair's Report and Treasury Report. Jo advised the PC would like to spend some funds before Halloween hits. Miss Burton will follow up on the requests the school would like to make. Mica apologised that the audit report of the PC account is not ready for the AGM. It was confirmed that Steph Wyman will conduct the audit again, and will be provided by the end of September. Jo extended thanks to Steph Wyman on behalf of the PC. Jo advised that Mica is proposing changes to management of the PC account pots in order to simply the management of the account - this is currently split 70% school, 15% nursery, £200 for running costs, and the remaining money forms the equity pot. The proposal is to have a fixed pot of £600 for equity and £200 running costs, with the remaining balance split 80/20 between the school & nursery. Jo noted that the PC have never refused a request from school for any requests. The proposal was voted in by PC members. Suzi highlighted the generous donation the PC received from the ECCRA of £1500 The PC will write to thank the ECCRA for their generous donation. Miss Burton confirmed that the school fund is currently at £8000, but that will also include Dalguise funds so will not remain at this level. AGM Voting Chair voted in - Suzi Dear & Kate Robertson (Suzi will lead on school related items, Kate will take lead on fundraising). Kate noted the PC absolutely need more volunteers for fundraising. Secretary voted in - Leanne Bradley & Fiona Hogg Treasurer voted in - Susan Brown Comms lead voted in - Charlotte McAusland Marketing lead voted in - Niamh Barton-Maynard All ordinary members voted in: Lucy Wright Stephanie Mcateer

	Lilia Jo Ferguson Rianne Donnelly Mica Burns Kelly Giblin Katie Renault Joanne Sterling Sonia Sivewright Vanessa Corrie Chris Duncan Toni Glen Joan Wilson Action - add all ordinary members to whatsapp group Action - running agenda point for review of treasury pots Action - review funding request form for school Action - PC to thank ECCRA in writing for their donation
7	Fundraising Jo confirmed that the Halloween disco times will be 5.30–6.30pm for P3-4, and 7-8pm for P5-7. Jo asked Miss Burton if ipay can be used for donations and will contact the office to arrange. Kate asked if the permission box on ipay can be removed as this causes confusion with the permission slips the PC requires for attending the discos, noting that the amount on ipay will be left open, but the PC will suggest a donation of £3. Crisps and juice will be provided for all and a tuck shop will also be set up again, which Mica has volunteered to organise. Jo confirmed she is happy to support setting up volunteers with PVG applications. Jo asked the school to issue a comms to parents regarding how to apply for a school PVG. Fraser Patterson (Almond Hearing) has kindly offered to supply crisps and drinks for the discos and will also do the Costco run for these. Susan asked the school to review existing PVGs to identify any year groups or classes with low PVG volunteers and look to address them before any trips come up to avoid the risk of having to cancel class trips. The PC can communicate through clan reps if required. Jo requested a list of allergies for the discos from school. Jo also noted the comms around when items are dropped to school is improved as a number of dairy-free chocolate bars the

	PC purchased last year could not be located for the parties, and were only found after the event. Fiona advised the Cauliflower Cards collection date is 6th Oct, and asked for artwork to be issued home by w/e 19th Sept and to be returned by w/e 25th Sept, to allow a week to sort. Action - School to issue a comms to parents regarding how to apply for a school PVG. Action - School to review existing PVGs and identify any gaps ahead of any upcoming class trips this year. Action - School to provide a list of allergies for the Halloween discos.
8	AOB Calendar - A parent, Mike Ross, has shared a digital calendar he has developed with the PC. The calendar is linked to the school calendar and would be a brilliant resource to share with parents. The school will share a link to the calendar in the next chronicle. Traffic update - The council have agreed to a zebra crossing outside school, and this will be put out to tender soon. Stirling Developments have also agreed to put double lines outside the flats, however the road must be adopted by the council first. Catchment Review - focus groups will be held on the 14th Sept. The PC will issue an announcement on the Whatsapp group reminding parents these are taking place. Thanks to Jo - Suzi thanked Jo, on behalf of the PC, for her time as PC chair and acknowledged all she has achieved, noting under her leadership, the PC has raised over £31,000, organised the halloween discos, and supported the Christmas fayre, sponsorship events and Cauliflower cards. Jo has also led the PC and supported the parent body through the PVG process, the catchment review and traffic concerns.