

Williamston Primary School

Parent Council Meeting

Monday 1st September 2025, 7pm

Minutes of Meeting

Meeting facilitator: Claire Stanfield

Minute taker: Claire Stanfield

Apologies: Mrs Livingston, Nicky Falconer (P2), Amy Rodford (P3), Laura McMaster (P3), Jennifer Ross (P6), Christine Chalmers (Treasurer)

Attendees:

Mrs Young (SLT), Mrs Thompson (SLT), Mrs Blair (SLT), Nicola Main (ELC), Tamara Beattie (P1), Tori Irvine (P2), Jenny Denheen (P4), Elaine Kinloch (P5 & P7), Claire Stanfield, Victoria Finch, Councillor Fitzpatrick, Kate Kelly (P4)

Agenda:

Welcome

- Extended particularly to our new Year Group Representatives
- Introductions within the room
- There is a vacant position for Chair of the Parent Council. An outline of the function of the Parent Council and what the role involves will be circulated to the wider school community, to see if there is someone who might like to step into the role.
- Future structure of our Parent Council Meetings
 - The meeting facilitator will request any questions/ agenda items will be gathered from Year Reps two weeks in advance of the meeting and shared by the facilitator to the school, allowing time to consider and preparation a response to be shared at the meeting. All updates will be documented in the meeting minutes.
 - The Year Reps should aim to act as a conduit between the parents or carers of the year group and the school. Gathering agenda items in advance of the meeting, encouraging other parents or carers to attend and participate (particularly if they are vocal on year group chats), attend the parent council elaborating if necessary on the pre-submitted agenda items and summarise outcomes back to the year group (also directing to meeting minutes and website for information).
 - All parent council agenda items, meetings and discussions should be factual and constructive, aiming to make positive suggestions or contributions towards any challenges faced or opportunities. We should aim to partner with the school. Providing positive feedback to the school is also encouraged.
 - Matters relating to or identifying individual pupils or members of school staff should not be discussed (in meetings/ group chats or otherwise) instead the parent/carer should be asked to approach the school directly.

Update from Representative of Livingston South ward/ Leader of West Lothian Council Report

See *attached report*: Report from Cllr L Fitzpatrick - 2025-08-29 Williamston PS Parent Council.

ACTION: Claire Stanfield to apply for disbursement (approx. £100) from Cllr Fitzpatrick towards a school event

Update from School Leadership Team

- Staffing – 2 probationers – P4 and P5 – settled in well
- Budget statement has not been generated, it is very tight
- Parent Council Fundraising donations are needed more than ever
- School Improvement plan will be posted by September weekend
- Quality Improvement visit – ‘Very Good’ at present
- Priorities for Wellbeing – Vision, Values and Aims
- Revamping positive relationships
- Embedding anti bullying
- Phonics, spelling and grammar
- STEM space Maths
- Technology in schools
- School trips - Every year group can have them but must be linked to their learning. PVG volunteers need to be available to assist trips
- Positive collaborative learning

Response to Parent Questions provided – see appendix to meeting minutes.

Finance Update – on behalf of Christine Chalmers, Treasurer

- Current Bank Balance (including P7 donation to be sent to the school): £4276.88
 - o P7 donation to school £578.45 (would like to spend £369 on 20 sport/running vests) = £209.45 donation to school – balance becomes £3,698.43
 - o Income - received £137.79 in August from Easyfundraising
 - o £5-7 pcm is spent on banking fees
- School to consider how they might like to spend money. £349 for a laptop, which have to be purchased via procurement
 - o **Question** – had we considered inviting union reps to the PC meeting, as they may be able to contribute to fundraising efforts. Would need to ensure the school is impartial and all unions would have to be represented.

Fundraising Sub Committee Update – Victoria Finch

- Meeting to be held to plan Fundraising program for 2025/2026. Ideas might include:
 - o Jack and Jill sale
 - o Christmas event
 - o Sponsored walk – like the previous wig and welly walk
 - o Park Run

- Agreed the need to promote Easyfundraising – perhaps with more guidance to get it set up (desktop/ mobile) – using the resources available via easyfundraising
ACTION: Claire Stanfield
- Crowdfunding (although being aware that the providers take a deduction from the amounts raised)

Meeting close: 8.40pm

Appendix

Update from Representative of Livingston South ward/ Leader of West Lothian Council Report

Responses to Parent Questions

COSD_Statement_WPS_2024-25

Additional Information:

2025/2026 Year Reps

ELC – Nicola Main

P1 – Tamara Beattie, Katie Renatta, Neda Wills

P2 – Nicky Falconer, Tori Irvine

P3 – Amy Rodford, Laura McMaster, Jane Dunlop

P4 – Jenny Denheen

P5 – Elaine Kinloch

P6 – Jennifer Ross, Claire Stanfield

P7 – Elaine Kinloch

2025/2026 Meeting dates

Monday 1st September 2025 7pm

Tuesday 18th November 2025 7pm

Monday 19th January 2026 7pm

Tuesday 17th March 2026 7pm

Monday 11th May 2026 7pm