

## **Williamston Primary School**

### **Parent Council Meeting**

Tuesday 25<sup>th</sup> November 2025, 7pm

### **Minutes of Meeting**

**Meeting facilitator:** Claire Stanfield

**Minute taker:** Claire Stanfield

**Apologies:** Tamara Beattie (P1), Elaine Kinloch (P5 & P7); Laura McMaster (P3), Councillor Fitzpatrick; Christine Chalmers (Treasurer), Nicola Main (ELC)

**Attendees:** Mrs Livingston, Mrs Young (SLT), Mrs Thompson (SLT), Claire Stanfield (P6), Jenny Denheen (P4), Victoria Finch, Jennifer Ross (P6), Nicky Falconer (P2), Amy Rodford (P3), Tori Irvine (P2), Carolynn Burke(P2), Neda Wills (P1), Katie Laird (P1)

### **Agenda:**

#### Welcome

- Introductions within the room
- There is a vacant position for Chair of the Parent Council, Claire S acting as meeting facilitator

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

- Councillor Fitzpatrick previously sent apologies. No report provided

**UPDATE ON PREVIOUS ACTION:** We did not apply for the disbursement (approx. £100) from Cllr Fitzpatrick as the form and process was prohibitive.

#### Update from Headteacher

- Report attached – “2025-11-25 Parent Council Headteacher report”
  - o Significant discussion around the budgetary pressure on the school and spend being allocated to essential resources. With the future of Pupil Equity Funding being unclear beyond March 2026 there is concern this would have a significant impact on supporting learners should this cease.
  - o Fundraising from the parent council is appreciated and supported. The sponsored Rainbow Walk and the parkrun donation from June will be allocated to reading books and literacy resources across the school.
  - o There will likely be upcoming high priority requests linked to:
    - Books and resources
    - Playground toys and activities

- Supporting identified P7 pupils to attend camp should they be otherwise unable to attend
- Technology (laptops/ tablets)
- School clothing to support the Winted initiative
- o A plea from school – where reading books are issued, sometimes these come back to school damaged or not at all. This makes a significant dent in resources. ALL reading books should be stored in book bags provided and brought to school daily.

**ACTION:** Would Parent Council be willing to consider funding confidential access to an opportunity fund, where there can be additional financial support where needed?

**ACTION:** Would Parent Council be willing to consider funding additional playground toys/activities

- o Discussion on changed legislation related to PVG requirements. Any parent involved in any activity in the school must by law be PVG checked, including Parent Council, fundraising events including children, helpers on school trips or in school. Particular discussion on PVGs to be completed by school or reference for a need to set up a separate group for PVG completion. Significant concern in the group around data protection concerns for individuals to access or hold personal data. Also concern for the burden this places on a 'group of volunteers who are just trying to support the school as best we can' and whether these requirements are sustainable for the Parent Council group in the long run.
- **ACTION:** Representatives from Parent Council to review the guidelines further and re-group.
- Response to Parent Questions provided – “*November 2025 – Williamston Primary School Parent Council – Parent Question Response*”
  - o Significant discussion about the questions related to trips. It is important to note that all experiences must have a very clear learning purpose that could benefit the children and will always come from responsive learning (child-led). The question was asked if this is something the parents want, or the children. Referring back to the headteacher report, there is significant pressure on the school budget, there are also many logistics to consider with a trip (PVG helpers, EE2 forms, sufficient ratios, other expenses across the year group, transport availability etc). Many example trips or in-house experiences have been detailed.

#### Finance Update – on behalf of Christine Chalmers, Treasurer

- Current Bank Balance: £3972.94
  - o £1927.01 of this is for Rainbow Walk (awaiting additional £917 from Crowdfunder, then all will be transferred to the school).
  - o School App (£485) was paid on 28<sup>th</sup> October
  - o Incomings:
    - wreath making event (26 people circa £300)
    - Easyfundraising £71.49 5<sup>th</sup> November
  - o £5-7 pcm is spent on banking fees

### Fundraising Sub Committee Update – Victoria Finch

- Jack and Jill sale planned for November was postponed due to lack of tables sold
- Wreath making event, 4 December (still tickets on sale)
- Springo (Spring Family Bingo) in New Year
- Park Run in Summer term
- Agreed the need to continue to promote Easyfundraising

Meeting close: 9pm

### **Appendix**

Headteacher Report

Responses to Parent Questions

### **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 1<sup>st</sup> September 2025 7pm

Tuesday 18<sup>th</sup> November 2025 7pm

Monday 19<sup>th</sup> January 2026 7pm

Tuesday 17<sup>th</sup> March 2026 7pm

Monday 11<sup>th</sup> May 2026 7pm