

Williamston Primary School

Parent Council Meeting

Monday 19th January 2026, 7pm

Minutes of Meeting

Meeting facilitator & minute taker: Vicki Finch

Apologies: Neda Willis (P1), Christine Chalmers (Treasurer), Nicky Falconer (P2), Amy Rodford (P3), Tori Irvine (P2), Claire Stanfield (P6), Jennifer Ross (P6), Jenny Denheen (P4), Katie Renatta (P1), Jane Dunlop (P3).

Attendees: Mrs Livingston (SLT – Senior Leadership Team), Mrs Young (SLT), Mrs Blair (SLT), Councillor Fitzpatrick, Vicki Finch (P6), Tamara Beattie (P1), Nicola Main (ELC), Elaine Kinloch (P5 & P7), Laura McMaster (P3), Barbara Taylor (P4).

Agenda:

Welcome

- Introductions within the room
- There is a vacant position for Chair of the Parent Council, Vicki F acting as meeting facilitator for this meeting.

Update from West Lothian Councillor for Livingston South Ward

- Councillor Lawrence Fitzpatrick provided an update, attached as separate document.
- **Report attached - 2026-01-19 Williamston PS Parent Council.**

Update from Headteacher

- Mrs Livingston provided an update on staffing, school budget, sharing learning and planned event on 4th Feb, ELC Vision, Spring Clean and positioning statements on positive relationship guidance.
- **Report attached – 2026-01-19 PC HT Report**
- ACTION – ELC rep to share and encourage parents and carers to attend the ELC Vision meeting on Thursday 19th February.
- ACTION - Changed legislation related to PVG requirements. Parent Council are required to hold separate PVGs for their events, separate to PVGs held for the school. Further discussion required with Disclosure Scotland and a representative from another West Lothian Primary School who can offer guidance on set up.
- Mrs Livingston provided responses to the parent questions submitted prior to the meeting.
- ACTION – Year reps to share responses with parents who raised questions.
- **Report attached - January-2026-Williamston-Primary-School-Parent-Council-Parent-Question-Response.**

- SLT shared their progress with their review of the Williamston Primary School Vision, Values and Aims in conjunction with the Health and Wellbeing toolkit. A lot of work has been carried out gathering the views of pupils, staff and parents/carers and will link together positive relationship guidance, equality and diversity guidance, anti-bullying guidance, technology in schools guidance and pupil friendly complaints guidance. An event is being planned around March time to launch to all stakeholders.

Finance Update – on behalf of Christine Chalmers, Treasurer

- Current Bank Balance: £2,271.43

Fundraising Sub Committee Update – Vicki Finch

- Springo (Spring Family Bingo) planned for March dependent on Parent Council PVGs being in place. Date TBC.
- Junior Parkrun, 3 possible dates discussed in May & June, one to be selected in conjunction with the SLT.
- Considering a Christmas Fayre for 2026 if we can get enough volunteers to help organise. Further discussion required at future meeting.

Meeting close: 8.15pm

Appendices

Councillor Report

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 Future Meeting dates

Tuesday 17th March 2026 7pm

Monday 11th May 2026 7pm