

Williamston Primary School
Parent Council Meeting
Monday 11th May 2026

Meeting facilitator and Minute Taker: Claire Stanfield

Attendees: Mrs Livingston, Mrs Young, Cllr Fitzpatrick, Vicki Finch, Jennifer Ross, Elaine Kinloch, Christine Chalmers, Katie Renatta

Apologies: Jenny Denheen, Nicky Falconer, Laura McMaster, Nicola Main, Tamara Beattie, Neda Willis, Amy Rodford

Meeting Start: 7pm

1. Welcome - Claire S

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

- Attachment 1 - Report from Councillor Lawrence Fitzpatrick
- Attachment 2 - Citizens Advice Bureau
 - + consulting on decriminalised parking charges (consultation closes on 3rd July)
 - + Cllr Fitzpatrick Expenses will be announced soon
 - + Retiring May 2027
 - + Little money in disbursement fund - £100 for a year end - to other ward members too
 - + £9M mobile phone ban in schools cost to WLC would be for the specific equipment/ phone pouches etc

3. Update from School Leadership Team - Pupil Equity Fund (PEF) explanation and update

- Attachment 3 - Head Teacher Report
 - + P7 granted list was only received at the school this morning (where the current P7s are going)
 - + Future meeting topic: Curriculum Improvement Cycle (CIC) development changes
 - + Social Enterprise pitch to support community, around uniform (Winted - more discrete model) - only when schools are open. Available in Lanthorn over the holidays potentially. Award ceremony on 8th June.
- Attachment 4 - Pupil Equity Fund
- Attachment 5 - Pupil Equity Fund Visual
 - + Which children get involved in budget planning? P4 and up, as P7's are leaving, more volunteers will be sought
 - + Other schools might have more PEF than our school - which is why there could be disparity in experiences/ opportunities.

- + There was a possibility of PEF being removed, Scottish Government have reinstated until March 2027.

4. Finance Update

- Balance £2638.85 in bank currently (main outgoing is £4.25 monthly)
- No donation will be made to P7 leavers as they have raised sufficient funds
- EasyFundraising - 2026 to date £292.30 raised. 1 new supporter joined.
 - o **Action** - Claire S to send further reminder before summer break to parents/ carers (and staff) to sign up or reminder to use via School App and Parent Council facebook page to encourage further participation.

5. Fundraising Sub Committee Update

- Upcoming events
 - o Williamston take over Bankton Junior Park Run 7th June
 - + Staff will be marshalling
 - + Information has already been shared via School App and registrations have begun representing all year groups.
 - + Further reminders as the event approaches.
- Parent Council PVG Update
 - o Jenny Denheen, Claire Stanfield, Vicki Finch, Christine Chalmers, Jennifer Ross, Elaine Kinloch all have these in case of supporting future fundraising events.
 - o More will be needed from year groups further down the school as three of these people will leave the school community after June 2027.
- Donated laptop/ device (BYOD) Update
 - o 124 devices issued to P5 - P7 families (1 device per family)
 - o Parental feedback very positive, including helping with dyslexia, also from pupils saying they have more access to using devices in the classroom for learning. School feedback also very positive, that it has made a significant difference within the classrooms.
 - o What are these devices used for? To support learning within the class - researching topics, typing, spelling, powerpoint presentations etc. There is no obligation to have a device, the school has devices too. These donated devices have been able to supplement the devices available in the classroom, allowing more opportunities for children to access a device.
 - o A few replacement devices were issued, as they were not holding battery
 - o In August 2026 the plan is to check with the donating company if there are still devices available, then poll to understand if any P6 - P7 families would like further devices (if they have more than one child in the school) and if P1 - P5 families would like devices. Once an approximate number is known a repeat order will be placed - this could take 2- 3 months perhaps to be delivered.

6. Future of Parent Forum for 2026/ 2027 school year and beyond

- Supporting documents, shared in advance of meeting:
 - Attachment 6 - draft constitution

- Attachment 7 - draft parent information
- Following discussions with the school, review of how meetings could work more effectively from the 2026/27 school year onwards. 2025/2026 we've been operating without a Chair, Vice Chair, or Secretary, with Claire S and Viicki F facilitating the meetings where possible
- To strengthen a positive and supportive partnership between parents/carers and the school, the following structure was proposed for going forward:
 - Continue with six meetings per year, spaced across the school year, alternating between Mondays and Tuesdays (likely 7-8.30pm - there is never a good time for everyone! Hopefully having these on the calendar from August '26 will allow time for planning for those who wish to attend).
 - A Co-Chair and Secretary to help facilitate meetings
 - Meetings split into two focused sections:
 - 45 minutes: School updates and key business (including occasional input from a local councillor)
 - 45 minutes: Fundraising discussion, planning, and Treasurer/bank updates
- Going forward, any individual questions or concerns from parents/carers should be directed straight to the school office or Leadership Team - this ensures any matters can be handled 'in the moment' and personally, also that no-one is waiting up to two months between meetings.
- A refresh and relaunch will take place, to encourage wider participation across the school community. The term "Parent Council" can sometimes feel a bit formal.
- It was agreed that the parent/ carer group should be called "Team W" (Together Everyone Achieves More for Williamston)
 - Attachment 6 - Constitution - will be posted to the school website, to clearly explain how 'Team W' will work and how parents and carers can get involved
 - Attachment 7 - Parent Information sheet - will be shared to the P1 intake parents and carers in their information pack (meeting May 12th), also any new starts during the school year.
- To encourage more parents and carers to get involved for 2026/27 the Constitution and Parent Information Sheet will be shared to all parents/carers in August '26 (P7 - ELC) via the school app. A campaign throughout the year will continue to raise awareness including rebranding the current Parent Council Facebook page, as well as spotlights on each individual year group. Information will also be posted at the school entrance with a board being made available for Team W information (pictures of events, upcoming events etc)

7. AOB

None

Meeting end 8.30pm