

Details of Meeting 06.10.2025Attending the Meeting

Louise Davidson (LD)	Luisa Magnotta (LM)
Linda Reape (LR)	Ashley Bradley (AB)
Himanshu (H)	Anna Corson (AC)
John Watson (JW)	Carolyn White (CW)
Simran (S)	Miriam Maison (MM)
Siobhan Kellock (SK).	Stacey Lauder (SL)
Brogan Conway (BC)	

Apologies from Annie Begg, Father John Deighan, Julie Zasada, Anna Payne

Welcome

Welcome from LD and opening prayer from SL

Several new members so everyone introduced themselves. Great to see representation across all primaries and ELC.

Minutes from Last Meeting

- Actions from last meeting- the accounts need audited- **open**
- Funding for storage- closed
- Easter school disco – success- closed

Parish updates

- LD gave updates on behalf of Fr Deighan
- Retreat for P7's in Sinclair Academy went well
- Upcoming Parents Meetings for Sacraments starting with P3 parents on the 1st December for First Confession
- Pope Francis Faith Award for P6/7 - We now have a parish coordinator who is going to help with the Award at parish level, they are going through the PVG process at the moment so will be after Christmas when we can proceed and hopefully this will have a more meaningful parish connection

Update on the previous year (from Jan-Oct)

- Donate for donut- PC deemed this a success
- Easter disco- PC deemed this a success
- Clothing bin - The funds from the clothing bin go straight to the school. £119 was raised from this since January. Note: these funds do not go to PC. **Action:** LD to forward the weight from the clothing bin to SL/BC as this could contribute to the pupil sustainability award.

- Teas and coffees after Mass- unfortunately there have not been enough volunteers for this to continue with support from PC. Teas and coffees from 28th September were cancelled as there were no volunteers. Consider how to find more volunteers or cancel completely.

Treasurer Update (JW)

- Being charged monthly £4.25 if more than £500 it takes % of money
- Business to community account- something to consider

Starting amount: £1569.73

End amount: £1199.88

Float held: £48.00

- March in:
Parentkind: £188.17
Out:
Book for a donut: £311.48
- April in:
Sumup: £29.52
Out:
School disco: DJ Tubz: £150. Tuc shop: £134.17
Soil for nursery: £48.27
P7 School camp: £355.58
- May in:
Sumup: £91.44
Easy fundraising £19.89
Out:
P1 ties: £256.50
Fitness fortnight: £85.00
Sports day: Donuts: £127.50. Stall: £79.77
- June in:
Frozen Friday parent contribution: £16.00
Out:
Frozen Friday: £202.55
Bank service fee: £4.25
Payment to school for fruit: £80
- July in:
£0
Out:
Bank service fee: £4.25
- August in:
Easy fundraising: £15.44

Curriculum café: £184.80

Disco: £478.37

Sports day: £313.55

Out:

Bank service fee: £11.64

September in:

Frozen Friday: £268.00

Out:

Bank servicing fee: £4.25

Payment to school for nursery playground supplies

Committee Elections

- Election for 1 year to get things back on track
- Chair- Louise nominated and re-elected
- Vice chair- Luisa nominated and re-elected
- Treasurer- Anna nominated and elected
- Secretary- Ashley nominated and elected

Update from the School and Headteacher Report – (SK)

School roll and staffing

- School roll: 386 and nursery: 75
- Support staff appointment made: Mrs Martin Law is the new clerical starting after October holidays
- Dining hall supervisor- appointed position
- Mrs Robertson (pupil support worker, PSW)- returning from mat leave after holidays
- PSW post currently advertised- interviews on Monday 13th October
- New Early Years Officer (EYO), Paula Thompson in the nursery
- Seconded: Mrs Evans and Mrs Lauder.

Finance

PEF

- Pupil equity fund- (from scot gov)- £40,000
- Replenished goods for 'Take what you need' trolley
- Working with School Bank West Lothian to update St Nics Nacs offer
- Fischy concert- whole school- health and wellbeing focus
- 2 funded PSW- targeted interventions to raise attainment

School fund

- No update due to cyber-attack- New Fund Master going to be installed

Capital budget DSM

- Gazebo repaired and painted- £3k to fix

- Awaiting quotes for painting primary 7 classrooms
- Planning to purchase for additional IT
- Every classroom new floor over past 5 years. New group every year. New tables and chairs.

Property

- Gazebo in P1 playground has been repaired

Health and Safety

- School parking: reminders in school newsletter re considerate parking cones seems to be working
- Cycles to school week approaching (Week beg. 13th Oct)

School and ELC improvement plans

- Leading equitable schools update- equity thematic review to take place in 3rd term with Cluster Equity Leads
- Raise awareness of Digital Wellbeing and Cyber Resilience. Following WLC advice on bring your own device from primary 4
- P7 sport leaders -supported by Active Schools. They can deliver lessons for each class and plan lessons for other children and can get a sport award then they can apply for saltire award. Agenda for pupil leadership skills
- Develop an outdoor growing space for food and plants
- Continue to collaborate with our cluster schools to develop a 'Building Thinking Classrooms' approach in numeracy
- Revising teaching to the teaching of Talking and Listening
- Embed the 'project-based learning approach' in collaboration with cluster schools
- Further develop children's understanding of meta skills
- Continue to develop an awareness of Sustainable Development Goals' through Laudato Si
- Develop play-based approaches across first level
- Plan and celebrate Jubilee year through theme of Pilgrims of Hope (with cluster schools)
- ASN focus- meeting ALL learners' needs. Ensure inclusiveness but meeting needs of all
- Progressive outdoor learning programme

Policy/Procedures/ Guidance

- Parent Consultative Group- ASN/inclusive practice focus

Communication

- Parent letter re: appropriate use of WhatsApp groups
- Parental Support Dashboard- not getting used as much as it should. Seeking feedback as to what else needs included
- Further offer to parents re: what else they would like re: workshops/family engagement sessions (initially STEM and Outdoor Learning has been highlighted). Evening sessions have had poor uptake in past.

News

- October newsletter has been sent out
- Parent consultation- feedback requested
- Cycle to school week pledge

Additional updates

- Parent portal- uptake (98% parents are set up on parent portal but staff no access to parent portal- only SLT and office staff). EE2 on the parent portal now
- School office- interruptions re: passing on messages- safeguarding needs to be the priority in the morning for office staff
- PVG- do all/some members of the PC need PVG? If you are making decisions on behalf of children, then likely need a PVG. Need to look into cost and who pays for this.

Any other business

- Halloween Sweets- Consensus of SK and PC that children get plenty of sweets over Halloween period- Voted against doing it this year.
- Curriculum Café- next one end of Oct. Funds for this are ear marked for p7 for camp. Cake stall that p7/p7 parents who run it. Linda Reape to lead on this.
- Movie/Disco Night- place on hold due to PVG. **Action:** investigate who needs PVG and how this effects any events that are run by PC. Need to be legally compliant with this.
- Nursery Support- nursery has not been supported by PC since before COVID until this year. Funds donated to them for the nursery garden. Support the nursery going forward and bring together the ELC with the school. 2 members of PC have children in the ELC.
- Music – Mrs Conway. They have an offer from provider from someone who does African drumming. Supportive for children. Racial incidents happen but it would be a good way to celebrate culture. Cost £500 but opportunity for every child. They also do storytelling, assembly. In previous 2 years for culture day, there has been opportunities for pupils to bring in food, dress etc well received. **Action:** will PC support this?
- Family night fundraiser for PC- options for bingo, race night, beetle drive. Canon Hoban Hall is a good venue to use. Also links with Parish. End of January would be good timing for this. **Action-** decide on plans for this.
- Christmas fayre. Mrs Macdonald would like to run the fayre. Proposed date for this 4th Dec. 5-8pm. Will be a joint effort between the school and PC.
- Nov 2026- St Nicholas will be celebrating 60 years of the building.

Close

LD thanks everyone for coming

<u>Next meeting</u>
Next proposed meeting- 10 th November