

## Parent Council Meeting Minutes Tuesday 2<sup>nd</sup> September 2025 7pm



ATTENDEES	KevIn, Steph, Hannah, Sue, Alec, Emma, Matthew, Siobhan, Marion, Rachael, Gemma, Jaynie,
	Mallory, Deborah, Jenna, Katie
APOLOGIES	Pauline, Harry, Graeme
NEXT MEETING	7 <sup>th</sup> October 2025, 7pm

Minutes Sue

reasury Update - Marion		£	£	£
		Main	Float	Total
		110111	rtout	rotat
Opening Balance 20 May 2025:		5,872.58	883.85	6,756.43
Paid in:				
Movie Night profit			433.60	433.60
120 years Celebrations:				
Float		150.00		150.00
Sum Up		66.00		66.00
Paid into Bank		336.00		336.00
Held as cash	7.28			
Cash donations	343.28			
Collected from school	105.00			
Less paid out:				
Service Charge June		(4.25)		(4.25)
Service Charge July		(4.25)		(4.25)
Service Charge August		(6.29)		(6.29)
HT / DHT leaving gifts		(22.25)		(22.25)
loat Robert Petrie			(320.00)	(320.00)
120 years Celebrations:				
Float		(150.00)		(150.00)
Sum Up Fees		(1.11)		(1.11)
Bouncy Castle		(95.00)		(95.00)
CostCo - Food, drinks, cakes & coffee morning supplies		(211.04)		(211.04)
Morrisons - condiments and GF rolls		(16.30)		(16.30)
B&M - condiments		(3.87)		(3.87)
Home Bargins - Napkins		(3.16)		(3.16)
Tesco- refund Sonia Segrott GF biscuits & candles		(15.10)		(15.10)
Closing Balance 20 May 2025		5,891.96	997.45	6,889.41

120 years receipts on 15th June:

Book £178.00
Donations £231.28

Breakdown of profit:

Book£178.00Food£20.79Bouncy Castle-£95.00Cakes-£38.98120 years profits on 15th June£63.70

## **New Post Appointments**

Chair - Sue

Vice Chair - Alec

Treasurer - Marion

Secretary - Mallory

PEG Liaison – Marion / Alec

Garden Liaison - Katie

Uniform - Jaynie

Float Liaison - TBC

Year Leads

P1 - Matthew / Siobhan

P2 – Gemma

P3 - Jenna

P4 - Deborah

P5 – Alec

P6 – Katie

P7 - Marion

Suggestion of creating a "Know your Parent Council" type information sheet with photo's of those in key roles to help bridge knowledge gap where parents don't know who the voted members are. Possibly to be posted in reception or on notice boards if they are available?

KM / ST

## PEG Group – Events / potential Calendar

Suggestion of dates for the event calendar for 2025/26 proposed by Sue for consideration by PEG group:

MacMillan Coffee Morning – 26th September (run by the school but supported by Parent Council)

Disco – 29<sup>th</sup> October

Christmas Fayre – 5<sup>th</sup> December

Event in sprint – possibility of car boot sale or Pies, Peas and Bingo event – potentially March?

P1 picnic (BBQ?) – 22<sup>nd</sup> May

MC / AG

These events will be discussed by the PEG group further and clarified/confirmed

Discussions included potential themes for the Disco this year, also explaining that there aren't more than one per school year due to historical lack of volunteers. It is very hard to run events for the children without support from parents to run events.

A couple of possibilities for a March event raised – very difficult to get a successful event up and running at the start of the new year, esp after Christmas etc. Historically we have tried events but they have not got off the ground or been cancelled due to lack numbers etc.

## **Head Teacher Update**

Item	Subject	Discussion Points	Actions
1	Staffing	<ul> <li>Welcomed Miss Duncan back to Balbardie PS – Miss Duncan P7 Teacher</li> <li>2 Probationer Teachers have taken up post at Balbardie PS. Miss Cargill is P4 Class Teacher and Miss Brown is P7 Class Teacher.</li> <li>Updated SLT structure – K.McCabe and S.Stutt joining as HT and DHT.</li> <li>Miss Deacon is leaving her post as Admin Assistant – advert to be submitted for Admin role. Mrs Harkins and Miss Ross continue with their roles in the school office.</li> </ul>	Continue to update PC.
2	School Roll	School Roll: 329 pupils	Continue to update PC
3	Finance Update	<ul> <li>Pupil Equity Funding - £98,000         <ul> <li>Consultation process on how best to apply funding.</li> <li>Staff Feedback from recent INSET day suggests that increased number of support staff would be appreciated to help undertake a range of interventions across the school.</li> <li>Upcoming advertisement to be made for pupil support recruitment at the school.</li> </ul> </li> <li>Participatory Budget         <ul> <li>£2,940 – school community to vote for most effective use of</li> </ul> </li> </ul>	Continue to update PC
		funds Participatory Budget Committee Set up (Pupil Group) - Families invited to vote during meet the staff event on Thursday.	
4	Key Priorities	<ul> <li>Refresh of communication approaches         <ul> <li>Visibility and approachability across the school community.</li> <li>Weekly update</li> <li>Yearly calendar</li> <li>End of month whole school newsletters</li> <li>Family involvement in achievement nominations.</li> </ul> </li> <li>Next Steps         <ul> <li>Working on bespoke communication approaches for individual classes when required – absence cover arrangements.</li> <li>Exploring consistent approaches to sharing class news updates.</li> <li>Sharing details/themes from assemblies</li> </ul> </li> <li>School Environment Update         <ul> <li>Walk around conducted with Maintenance Officer</li> <li>Scheduled paint works in the ground floor corridor.</li> <li>Consultation regarding wall display purchases.</li> </ul> </li> <li>Support for Learning update.         <ul> <li>Applying new whole school system for SfL.</li> <li>Involvement of parents/carers.</li> <li>Tracking impact/value of SfL interventions.</li> <li>Aligns with school tracking meetings.</li> <li>Working in collaboration with partner agencies.</li> </ul> </li> </ul>	Continue to update PC
		<ul> <li>Development of pupil leadership opportunities         <ul> <li>-Pupil led development groups in initiation.</li> <li>-Head Pupils and Captains/Vice Captains.</li> <li>-Enabling children to discuss/evaluate improvement priorities.</li> </ul> </li> </ul>	

	•	<ul> <li>Proposal to Review Admission Catchment Arrangements at Balbardie PS</li> <li>2 key areas linked with Balbardie PS – Bathgate Town Centre and Balmuir Road</li> <li>Next Steps</li> <li>A public meeting to discuss the consultation document will be held at Simpson Primary School on Tuesday 23 September 2025 at 7.00pm-8.00pm.</li> <li>You are also invited to submit your comments on the consultation in writing to Catherine Campbell at the above address or by e-mail to Education.Consultation@westlothian.gov.uk</li> <li>For written representations to be considered they must be received no later than 5pm on Friday 10 October 2025.</li> </ul>		
budget	spend, "soft star	t / early finish" and potential variations of this, decoration of the lower level	of the school	
120 <sup>th</sup> A	nniversary Upda	te		
Book sa open da		aging at the end of last year, especially at the P1 Picnic / Family BBQ / $120^{ ext{th}}$ a	nniversary	
We are	going to place so	me with David Stein Butchers and the Bennie Museum for them to sell on ou	ır behalf.	
Sue stil	I has the printed	booklets stored at home, available for anyone to distribute or sell if needed.		
Letter o	of thank you prop	osed to be passed to the printers for printing the books free of charge.		MC / AG
-	ed that this move this year.	es to the PEG group going forwards for any future events etc – sell books at P	EG events until	/ST
P2 pare	ents – Communic	ation		
year. M sicknes decided	Ir McCabe did too s and the difficul d to cover these o	parents had issues with communication received regarding the teacher charuch on this during his Head Teacher update. He confirmed that the issue was by to get a regular cover for the Monday / Friday from the substitute teacher lays using existing staff from within Balbardie Primary School until the design reviously as well, communication is high on the list for improvement across the state of	due to staff pool. It was ated teacher	
AOB				
despite children weren' P7 pupi building	PC having paid f n not being allow t necessarily safe ils where they we g during outdoor	sed that children had reported they were not allowed to build dens in the place or Den building training for staff in previous year. Mr McCabe explained that ed to build dens during break time etc, was that the children were using thin (eg bits of wood with nails exposed), and there was some rivalry starting betwee taking bits from others dens etc and it was for safety reasons. There is no activities with teachers etc. Parent Council asked if there was proper equipmesn't perhaps PC could look to cover the cost to acquire some.	the reason for gs found which ween P6 and stopping den	AG
provide and cor Several arts. Th	e after school clul ntacts and will pa parents also me nis was welcomed	ctivities – Marion raised the possibility of bringing in an external Football Acaps, training sessions – Alan Maybury and Football DNA Academy. Marion has see these on so we can discuss and perhaps set up a meeting with Alan to expentioned a lack of after school activities, not just football but drama, music and Marion offered she would be happy to take on a role in coordinating the chalf of the parent body. Several parents echoed the need for these clubs.	their details ore further. d various other	MC
time in times. \	the afternoon. R Various other sch	raised again as the first few weeks of term have been particularly bad, especies of near misses were raised, with pavement parking being mentioned rool schemes mentioned, the school has already liaised with the local communications for their meetings to discuss with them further	numerous	KM / SS

Officers and will be arranging further meetings to discuss with them further.

Playground – it was mentioned would it be possible to review the playground activities as there isn't much for the children to do, especially in the P1 – P4 playground. Question was raised around the 'blue bar' on the climbing frame which was supposed to have been removed last year due to several injuries/broken bones last year. Parents are saying it has been replaced – potentially in error when the climbing frame was recently repaired for unrelated issues. Sue to check previous meeting minutes to establish what was done regarding this last year.

ST

Constitution – Sue raised the current constitution, mentioning that it was last updated 2019 and could do with being reviewed and updated. Anyone who has suggestions for this please raise with Sue.

ST