



Balbardie Primary School
Torphichen Street
Bathgate
West Lothian
EH48 4HL

Parent Council Meeting Minutes

Tuesday 2nd 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 th October 2025, 7pm

Minutes	Sue
----------------	-----

Treasury Update - Marion				
	£ Main	£ Float	£ Total	
Opening Balance 20 May 2025:	5,872.58	883.85	6,756.43	
<u>Paid in:</u>				
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			
<u>Less paid out:</u>				
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)	
Float 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 Bargains - 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: <table> <tr> <td>Book</td><td>£178.00</td></tr> <tr> <td>Donations</td><td>£231.28</td></tr> </table> Breakdown of profit: <table> <tr> <td>Book</td><td>£178.00</td></tr> <tr> <td>Food</td><td>£20.79</td></tr> <tr> <td>Bouncy Castle</td><td>-£95.00</td></tr> <tr> <td>Cakes</td><td>-£38.98</td></tr> <tr> <td>120 years profits on 15th June</td><td>£63.70</td></tr> </table>	Book	£178.00	Donations	£231.28	Book	£178.00	Food	£20.79	Bouncy Castle	-£95.00	Cakes	-£38.98	120 years profits on 15th June	£63.70	
Book	£178.00														
Donations	£231.28														
Book	£178.00														
Food	£20.79														
Bouncy Castle	-£95.00														
Cakes	-£38.98														
120 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 – 29th October Christmas Fayre – 5th December Event in sprint – possibility of car boot sale or Pies, Peas and Bingo event – potentially March? P1 picnic (BBQ?) – 22nd May 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.	MC / AG														

Head Teacher Update

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

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