



Balbardie Primary School
Torphichen Street
Bathgate
West Lothian
EH48 4HL

Parent Council Meeting Minutes

Tuesday 7th October 2025

7pm



ATTENDEES	Kevin, Steph, Hannah, Sue, Alec, Emma, Matthew, Siobhan, Marion, Gemma, Jaynie, Mallory, Deborah, Jenna, Harry, Audrey
APOLOGIES	Katie, Rachael, Pauline
NEXT MEETING	11 th November 2025, 7pm

Minutes	Mallory
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Treasury Update - Marion

	£ Main	£ Float	£ Total	
Opening Balance 2nd Sept 2025:	5,996.96	997.45	6,994.41	
<u>Paid in:</u>				
<u>Less paid out:</u>				
Service Charge SEP	(4.25)		(4.25)	
Closing Balance 7th October 2025	5992.71	997.45	6990.16	
In addition to finance update MC circulated different banking services for the PTA funds – PTA agreed to use RBS community bank account.				

Review Action Points from last meeting (7.10.2025)

Letter of thanks to be sent re the 120 th Anniversary book	MC/GS
Den Building – Still exploring cost of building materials.	
Raised again concerns re parking MMcB raised that there haved been discussions with the local community police officer - could attend a PTA. HC suggested involving the children in a campaign - cardboard cut out picture.	
Blue bar on climbing frame to be removed.	

PEG Group – Events			
<p>Disco – 29th October Christmas Fayre – 5th December P1 picnic (BBQ?) – 22nd May</p> <p>Discussion of reinvigorating monthly coffee mornings following the individual year groups assemblies. Need to agree if there is to be an agenda for them.</p> <p>Discussion re facilitating the p1 – p3 classes having the Halloween disco during the school day.</p> <p>SLT to confirm the child to parent ratio at different age stages. Poll for the p4's to ask if they want to attend the day time disco or the evening disco.</p> <p>Comms to be sent out re PVG checks and clarification.</p> <p>Consideration of a tuck shop and increase ticket prices opposed to a sweet stall.</p> <p>Confirmation of some stalls for Christmas fayre. Santa booked 9 – 12</p>			JS/JM/ AG/DB/ MC/ST
Float update			
<p>First meeting has been had.</p> <p>Discussions around involving the children more and it being the children's decision for float theme. P7 leaders collecting the pupils vote. Perhaps do a fundraiser along with the school rather than as an independent entity. Nursery to join in too.</p> <p>Float will require between £2,500 and £3,000 per year due to increase in costs. Need more volunteers. Hopeful if we realign with the school rather than work independently this will encourage more children and in turn more parents to be involved. Child care an issue?</p>			
Uniform update			
<p>Uniform room has been cleared, discussion around different methods of making access easier. Focussing on the pre loved and sustainable aspect. Discussion at brining out rails at dress down days – once a month. Try and get some of the older classes involved.</p>			
Head teacher update			
	Subject	Discussion Points	Actions
1	Staffing	<ul style="list-style-type: none"> 1 member of support staff has been recruited. 	Continue to update PC.
2	School Roll	School Roll: 329 pupils	Continue to update PC
3	Finance Update	<p>School Fund: £23,037</p> <p>Money raised for Macmillan Cancer Charity: £894.80</p>	
4	Pupil Equity Fund	<p>Pupil Equity Funding - £98,000</p> <ul style="list-style-type: none"> Recruitment of 1 Pupil Support Member Support staff are helping with interventions/support across the school. <p>Participatory Budget</p> <ul style="list-style-type: none"> £2,940 – school community to vote for most effective use of funds. Whole school participatory budget vote held at Meet the Staff Event. <p>-1st Place – Balbardie Bistro 2nd Place – After School Club 3rd – Whole School Trips</p>	Continue to update PC

5	Cost of the School Day	<ul style="list-style-type: none"> - Cost of the School Day Calendar created and provided to parents alongside end of term 1 newsletter. - Key COSD initiatives <ul style="list-style-type: none"> -Uniform Access -Reduction in school trips. <p>Next Steps</p> <ul style="list-style-type: none"> -Availability of snacks for all pupils. 	Continue to update PC
6	Upcoming School Trips	Whole School Trip to the Regal Theatre – Christmas Panto. -	Continue to update PC
7	Proposal to review admission catchment.	<ul style="list-style-type: none"> • Upcoming HMIE visit relating to the review of catchment area • Wednesday 29th October – pupil/staff/parent group invited. 	Continue to update PC
8	Review of previous actions raised	<ul style="list-style-type: none"> • Information provided 	Continue to update PC
9	Follow up meetings	<ul style="list-style-type: none"> • Mixture of virtual and in person format. 	
Spare Snacks			
To be stored in each classroom so that teacher can provide, opposed to the office.			
Littering/ supervision in area outside dining hall			
DB raised concerns around the amount off litter that is being thrown from the playground into surrounding neighbours gardens. Suggestion about involving the children at watching out for littering and SLT to take forward.			