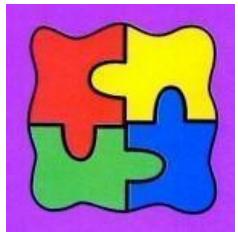




Balbardie Primary School
Torphichen Street
Bathgate
West Lothian
EH48 4HL

Parent Council Meeting Minutes
Tuesday 11th November 2025
7pm



ATTENDEES	Sue, Alec, Kevin, Steph, Rachae, Matthew, Siobhan, Jaynie, Katie, Deborah, Marion
APOLOGIES	Mallory, Gemma, Pauline, Harry, Jenna
NEXT MEETING	13th January 2026, 7pm

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

Treasury Update – Marion			
	£ Main	£ Float	£ Total
Opening Balance 7th October 2025:	5,992.71	997.45	6,990.16
Paid in:			
Service Charge Oct	(7.55)		(7.55)
Chess Sets	(100.65)		
Less paid out:			
Morrisons Food	(124.20)		
Rings & Glo sticks	(105.68)		
Tattoos *2 (Marion Courtney refunded)	(51.24)		
Tattoos to be returned (rcvd 8th Nov) & trophies	(15.20)		
Trophies	(14.99)		
5 packs Glo sticks	(42.70)		
Closing Balance 11th November 2025	5530.50	997.45	6527.95
Credit due from Amazon	15.20		
Audrey still to give receipts to Marion			
Big thank you to staff for helping at the disco			
Review Action Points from last meeting (11.11.25)			
Letter of thanks to be sent to the 120 th Anniversary book			ST
Den building – still exploring cost of building materials			AG
Blue bar on climbing frame – putting up wooden plank to stop spinning rather than remove bar			KMc/SS
Littering – involve the children at watching out for littering – SLT to take forward			KMc/SS

<p>Large dog awareness – Kevin was going to walk outside P1-P4 and possibly have informal chat with the owner</p> <p>Photo's – are the P2-P6 kids getting a photo this year?</p> <p>Gala day update – any update on procession / selection of court</p>	KMC KMC KMC / SS																
PEG Group – Events																	
<p>Christmas Fayre –</p> <p>7 external stalls and 1 pet supplies stall – SLT to source 7 tables. Janitor to collect 10 from usual source</p> <p>24/25 tables in total</p> <p>Float table, uniform to be taken out, wine/water stall</p> <p>P7 to write to the local businesses for donations.</p> <p>Ask parents via school for wine and chocolate donations – dress down days rather than donations</p> <p>P7s last year had a stall, Mrs Collins</p> <p>Timings for parents – P1's first this year?</p> <p>Kids – Bistro/teas/coffee/Santa - Jenna dress as Elf with a Santa grotto – upstairs</p> <p>Entry £2.50 at the door, covers cost of coffee and mince pie</p> <p>Alec to manage volunteers – need approx. 25</p> <p>Marion to create table plan for stalls</p> <p>Hugh – piano / Joe's dad to do Jazz music upstairs as well</p> <p>Marion to email SMT with overview</p> <p>Santa gifts – selection box / book?</p> <p>Let needed Thurs 4th Dec from 4pm to 8pm to set up</p>																	
Float update																	
<p>£1,340 raised at Dreadnought event which is great</p> <p>This years theme agreed as Minecraft</p> <p>Require 4 tables at the Christmas Fayre</p> <p>Looking to hold a fundraiser with the PC/School in term 3</p> <p>Possible ideas – crafts, table sales, music, bouncy castle. Need to confirm after Christmas break.</p> <p>Concerns were raised about the relationship between float club and parent council – solutions to improve communication and collaboration were discussed</p> <p>Encouraged more involvement – top 3 ideas, presentation sent back to the school to vote for the top one.</p> <p>Arrange for information to be sent to pupils and parents detailing what float cub is about – hopefully to generate more interest/support</p> <p>When float club starts up in Feb, need specific area for kids to be contained/directed – a better space to use</p> <p>Timetable for craft requirements from the school to be created – Feb/March onwards</p>																	
Uniform Update																	
<p>Next event is Christmas Fayre.</p> <p>Need to sort out the clothes before then – 21st November in the morning.</p>																	
Head Teacher Update																	
<table border="1"> <thead> <tr> <th>Item</th><th>Subject</th><th>Discussion Points</th><th>Actions</th></tr> </thead> <tbody> <tr> <td>1</td><td>Staffing</td><td> <ul style="list-style-type: none"> Welcomed Miss Temperley to Balbardie PS within the role of Pupil Support Worker. Mrs Palmer on maternity leave. Miss Dornan upcoming maternity leave in January 2026. </td><td>Continue to update PC.</td></tr> <tr> <td>2</td><td>School Roll</td><td>School Roll: 330 pupils</td><td>Continue to update PC</td></tr> <tr> <td>3</td><td>Finance Update</td><td> <p>Pupil Equity Funding - £98,000</p> <ul style="list-style-type: none"> Pupil Support Staff assigned to pupil equity fund. This has enabled support staff to undertake support for learning interventions across various stages in the school. <p>Participatory Budget</p> <ul style="list-style-type: none"> £2,940 – school community to vote for most effective use of funds. </td><td>Continue to update PC</td></tr> </tbody> </table>	Item	Subject	Discussion Points	Actions	1	Staffing	<ul style="list-style-type: none"> Welcomed Miss Temperley to Balbardie PS within the role of Pupil Support Worker. Mrs Palmer on maternity leave. Miss Dornan upcoming maternity leave in January 2026. 	Continue to update PC.	2	School Roll	School Roll: 330 pupils	Continue to update PC	3	Finance Update	<p>Pupil Equity Funding - £98,000</p> <ul style="list-style-type: none"> Pupil Support Staff assigned to pupil equity fund. This has enabled support staff to undertake support for learning interventions across various stages in the school. <p>Participatory Budget</p> <ul style="list-style-type: none"> £2,940 – school community to vote for most effective use of funds. 	Continue to update PC	
Item	Subject	Discussion Points	Actions														
1	Staffing	<ul style="list-style-type: none"> Welcomed Miss Temperley to Balbardie PS within the role of Pupil Support Worker. Mrs Palmer on maternity leave. Miss Dornan upcoming maternity leave in January 2026. 	Continue to update PC.														
2	School Roll	School Roll: 330 pupils	Continue to update PC														
3	Finance Update	<p>Pupil Equity Funding - £98,000</p> <ul style="list-style-type: none"> Pupil Support Staff assigned to pupil equity fund. This has enabled support staff to undertake support for learning interventions across various stages in the school. <p>Participatory Budget</p> <ul style="list-style-type: none"> £2,940 – school community to vote for most effective use of funds. 	Continue to update PC														

		<ul style="list-style-type: none"> - Participatory Budget Committee Set up (Pupil Group) <p>Impact of community votes</p> <ol style="list-style-type: none"> 1. Balbardie Bistro – Included within future forward planning formats. 2. After school clubs/initiatives – Active Schools Sports Clubs free of charge 3. Whole School Christmas trip – free of charge. 4. Upcoming class snack bags purchased. <p>Fundraising Ideas</p> <ol style="list-style-type: none"> 1. Pupils and staff have highlighted a request for replenishment of class games across the school. 	
4.	Float Update	<ul style="list-style-type: none"> - Whole School vote for Minecraft theme. - Pupils to work on float design ideas in the coming weeks. 	Continue to update PC.
5.	Glo'ween Discos	<ul style="list-style-type: none"> -Positive feedback from pupils, families and staff. -Very well organised and well attended by pupils - PC feedback welcome. 	Continue to update PC
6.	Upcoming Recruitment for Substantive Head Teacher at Balbardie PS.	<ul style="list-style-type: none"> - Upcoming recruitment for Substantive Head Teacher role. - Long Leet and Short Leet process explained. 	Continue to update PC
7.	Upcoming Festive Activities.	<ul style="list-style-type: none"> - Overview of festive dates sent to parents. - Christmas party week confirmed, specific class party dates over the week (TBC). <p>Christmas Fayre</p> <ul style="list-style-type: none"> - Classes provided with budget to create crafts for families to purchase. - Balbardie Bistro to open to serve festive treats. - Community links – tables requested. 	Continue to update PC
8.	Parental Engagement Ideas	<ul style="list-style-type: none"> - Book Week Scotland – upcoming materials and information about Reading at Balbardie PS. - Parental engagement events to be further confirmed within term 3 – focusing on learning and teaching approaches. 	Continue to update PC
9.	Previous Actions	<ul style="list-style-type: none"> - School Website now updated – key documents to be uploaded. Weekly update visible. - After school/lunch time clubs ongoing. - Update on playground equipment. - Senior pupils and HWB Ambassadors working on Road Safety promotion. 	Continue to update PC

School Patrol Person – Gideon St / Marjorybank St

Not been a patrol person here since 1st Oct 2025, kids running along the road which is unbelievably dangerous given the business and speed of cars on that road.

Sue already contacted Council to ask about new Patrol Person as going by statement on website they have a bank of staff to cover gaps in staffing. Could the school enquire about this as well?

For awareness – large dog outside P1-P4 playground

It's been noted that a very large dog is being walked outside the P1-P4 playground at start and end of day, with no apparent child being dropped off / collected. Possibly to familiarise dog with children? Making several parents uncomfortable as young children don't always know how to be safe around unfamiliar dogs and the potential risks, it's walked on the school side of the pavement. Kevin is going to have a walk around in the coming weeks to see if he can have a discrete chat with the owner.

KMc

Photo's	
P1 and P7 already done – are the rest of the school getting theirs done? Kevin to look into this	KMc
Gala day information	
Is there any information regards the selection for the procession? Suggested we ask Nicole re allocated slots. Kevin/Steph going to look into this	KMc / SS