



St Joseph's PSC – AGM Meeting notes

4th November 2024 – 6pm

Attendees

Ann Smith – Head Teacher (AS)

Catherine McGuigan – Principal Teacher (CMG)

Indra Wan – PSC Chair (IW)

Cheralynne Lambe – PSC Vice Chair (CJ)

Catherine Finnegan – PSC Treasurer (CF)

Eddie Love – PSC Parish Representative (EL)

Clare Kilkerr – Health and Wellbeing Champion (CK)

Alexandra Michalska – Parent (AM)

Roisin Quinn – Parent (RQ)

P7 representatives

Apologies

Claire Sharples – PSC Fundraising Co-ordinator/Uniform Representative (CS)

Sinead McFarland – PSC Treasurer of Trust Fund (SM)

Meeting Notes

Agenda point	Notes and actions
Welcome, opening prayer and apologies	IW opened meeting, EL started with a prayer.
1. P7 Presentation	Four P7 Pupil Leaders presented some slides outlining School Improvement proposals they would like to see. These included: Netball – funding for outdoor nets – currently can't adjust the height. Outdoor Toy boxes – nothing to play with at lunch, replenishment of items Trim track – pupil survey showed most respondents would like to replace the trim trail that was removed in the summer. Participatory budgets (PEF funding – AS explained that £500 is set aside for pupils to decide how to spend it) – ideas for this were to make after school clubs free, free fruit snacks for break

	<p>time, free bus to panto, create a take what you need trolley, house rewards, school foodbank</p> <p>Health & Wellbeing box – replace toys in the boxes in each classroom</p> <p>Reading and reflection garden – support creation of this</p> <p>Questions from attendees – have you done a stock take on what is in toy boxes and wellbeing boxes? – yes, for wellbeing, some toys broken and not working, and also dirty e.g. fidget toys.</p> <p>Could the dirty stuff be cleaned? CK willing to wash things.</p> <p>CJ also noted that PSC has already left a box of supplies to replenish H&W boxes in the staff room for teachers to take. P7s will look at this and take what they need for boxes. CJ also noted that things bought via school suppliers seem more long lasting, CJ will explore options.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. P7s will ask pupils to vote on what PEF funding should be spent on 2. P7s to gather toys that need washed and ask Ms Munroe to let Clare Kilkerr know when to collect 3. P7s to come to PSC with a list of things that would be needed for outdoor boxes and wellbeing boxes, after doing a stock take and replenishing from box in staff room. 4. P7 to cost netball nets and send information to PSC (stjosephsrcparents@yahoo.com) for discussion.
<p>2. Chairperson update</p>	<p>Review of actions from last meeting.</p> <p>AS still to investigate scooter and outdoor building/play equipment.</p> <p>All other actions complete.</p> <p>Discussion on feasibility of new trim trail – estimates are in region of £30k. Suggestion that we get a quotation so we can put it to pupils and other school stakeholders as to the likelihood of being able to raise the funds for such a project.</p> <p>Action:</p> <p>AS to investigate scooter and outdoor building/play equipment. CJ/AS? To organise playground markings company to provide quotation for trim trail.</p>

Parish Update	<p>EL highlighted that First Confession candidates to attend first meeting to ensure enrolment, or speak with Canon Paul. Date is 27th November for the meeting.</p> <p>Saturday 9th Nov at 11am, Archbishop Leo Cushley will say mass for SSVP. School has not been approached to support this mass.</p>
2. Headteacher update	<p>AS welcomed CMcG to the meeting for the first time as Principal Teacher.</p> <p>AS summarised Headteacher Report, emailed to families with the PSC agenda.</p> <p>Highlights - £3,500 cost of electrical work for replacing sockets covered by WLC. School budget needs to pay for redecoration of the hall.</p> <p>Falling ceiling tile – been tested, no asbestos risk. AS has asked for all tiles to be checked. Attendees asked if roof will be replaced as this was promised 4 years ago and there are on-going issues. No plans at the moment for this, PSC will write to the council to outline concerns about this and other issues relating to the leaking roof, namely the huge leak in PSC cupboard that damaged many of the contents within.</p> <p>Prayer Garden – CJ presented plan for this. £500 budget thanks to competition winner from parent body. £150 raw materials, remaining £350 for plants. Winter project, start before Christmas holidays and hopefully finish before Spring. CJ will arrange for comms to parents when help is needed.</p> <p>Active Schools – Netball and Football teams participating. Only 10 participants can attend, no funding from them for transport, this must be covered by school.</p> <p>Christmas Gifts Help – this is still available for anyone who might need it, AS has sent two groupcalls about this.</p> <p>Nativity – nice to have at Church but too difficult moving the stage and getting P1/2 to Church for practicing. Suggestion that Church invests in a stage for the Queen Margaret Hall for future events. EL will speak with Canon Paul.</p> <p>Actions</p> <p>CF to draft letter to WLC outlining concerns with leaking roof and pass to PSC members for review and agreement.</p> <p>CJ to send comms to families when help required with prayer garden work.</p> <p>EL to speak with Canon Paul about possibility of a stage purchased by the parish.</p>

<p>3. Health and Wellbeing</p>	<p>CK gave a summary of the 7th Oct family champs meeting. The main initiative is the support for your wellbeing pathway poster which will be published widely. Waiting on release from WLC. It contains pathways for parents/carers and children to follow if our young people are not feeling good; where can you go, what can you do. Credit card sized versions that can be given out widely will also be produced.</p> <p>Theme for this academic year is Mentally Healthy Communities #positiveconnections. Every school in West Lothian is trauma informed and working towards trauma skilled. AS noted that St Josephs is already trauma skilled.</p> <p>CK noted that the WLC Wellbeing team are willing to come into schools to give advice on H&W measures and see how the school is doing, CK could invite them to come in for one of the coffee mornings if appropriate. Though CK noted that based on the meetings she has attended, she feels that St Josephs is already implementing the suggestions and initiatives.</p> <p>Another initiative - Learning for sustainability, together we can – using sustainable forms of transport to go to school. Park and Stride concept, park further away and walk or scoot into school. This could be more widely advertised to parents/carers.</p> <p>Family thinglink – electronic poster that takes you to different resources. There is a pupil one, teacher one, family one. Need to be promoted more, can share via class groups.</p> <p>AS – school has used new pathway with parents. Positive is that Parents can access support outwith school e.g. at weekends and holidays. It provides other numbers and supports that do not have to be via school.</p> <p>CK – noted that pathway specifically talks about ‘suicide’ and this has been asked if appropriate for younger audiences and advice has been taken that it is appropriate. Attendees discussed together about ensuring correct terms are used but at age appropriate stages and contexts.</p> <p>Actions: CK to invite Wellbeing team to a coffee morning event at school CK to provide comms to promote Family thinglink more widely AS to arrange distribution of Pathway posters/cards when available.</p>
<p>4. Fundraising</p>	<p>CK read note from CS</p> <p>Christmas party – under control, BYOB so don’t need a license</p>

	<p>Christmas Fayre – PSC to support by running tuck shop and drinks. CJ will ask for support for class enterprise products if required.</p> <p>AM suggested that we invite parish to Christmas Fayre. AS will ensure information about this and Nativity is on the noticeboard at St Michaels and also added to the parish newsletter.</p> <p>AM also suggested that Asda Rewards and Easy Fundraising initiatives are more widely publicised as some families are still not aware of these as fundraising platforms for the school.</p> <p>Actions: AM to send Douglas Robertson information about school events for Church Newsletter and noticeboard.</p> <p>CS to create comms to remind families about Easy Fundraising and Asda, and how to use them.</p>
<p>5. Treasurer update</p>	<p>CF summarised the Treasurer report which is attached as an appendix to this document.</p> <p>Points to note: We can apply for Tesco Blue Token funding again when the final report for the current funding is submitted. This will be completed by CF and CS before the end of December.</p> <p>It was agreed that the PSC will ask families if they wish to donate towards a leaving gift for Mrs Kennedy. As with previous gifts, this is entirely voluntary. CF will issue comms to be sent via school office.</p> <p>There was a discussion around the large price increase in selection boxes, which PSC usually purchases for P2-7 pupils each year. Although Tesco supports this by giving a number for free, it was agreed that a chocolate reindeer/santa treat would be welcomed instead. P1 will continue to receive a Christmas book from Santa.</p> <p>CF noted that Bank of Scotland will close its branch in Linlithgow in June 2025. This will make banking for PSC more difficult in terms of getting change for events and banking money taken. RQ suggested the new banking hub may allow for this. Discussions will take place at subsequent meetings to decide if PSC should invest in a card reader for contactless purchases at PSC events..</p> <p>Actions: CF to write comms for families to ask if they would like to contribute to retirement gift for Mrs Kennedy</p>

	<p>CF and CS to write and submit report to funders following completion of Thinkology sessions.</p>
6. Gambling Licence	<p>IW informed the group that the gambling licence from WLC is due for renewal. It has been discussed at previous meetings that we may not need to have a licence, as raffles at wider events are considered incidental and do not require a licence. Further, CF explained that having a licence then requires some reporting to take place to WLC Gambling Board. It was agreed that since we have no plans to run any events that would require it, we should not renew the licence.</p> <p>Action: IW will liaise with WLC Gambling Board to inform them that we no longer require a licence.</p>
7. Trust Fund update	<p>SM sent an update to the PSC Whatsapp group. It is now possible to close the account which SM will action. Other members of the PSC will reach out to SM to ask if any support is needed for accounts that are due to be submitted by 31st December.</p> <p>CJ asked about the deadline for spending the funds that have been transferred to PSC account. CF believes that we need only have a plan for spend within a year of transferring. It was discussed that given the high cost of replacing the trim trail, it may be more beneficial to use the funds to replace the sound system in the hall for concerts, school show, nativity and other events.</p> <p>EL told the group that St Michael's has a full PA system that is not used very often. EL will ask Canon Paul if the school can borrow it for the upcoming Nativity performances. CJ can then determine if we should purchase a similar system, or if we can continue to borrow the parish equipment with Canon Paul's permission. CJ noted that school would need to borrow it from mid-November until after the performance in December.</p> <p>Action: EL to speak with Canon Paul regarding borrowing PA system for school Nativity.</p>
AOB	<p>AS – a parent asked for in-school events not to happen on a Friday. For the majority present, Friday is suitable for events, however it was suggested that a poll is created and sent to families to ask if alternative days would be more suitable.</p> <p>Action: AS to create a poll for families to ask what days are suitable for in-school events/meetings.</p>

	Next meeting was set for Monday 27th January 2025 6.15pm
	Meeting closed by IW.



St Joseph's PSC – Treasurer's Report

4th November 2024 – 6pm

Summary

Update since last PSC meeting on 9th September 2024

All figures correct as of 4th November 2024

PSC Account balance	£10,561.24
School spend balance	£1,166.22
Christmas card orders invoice	£1260 approx
Total available PSC spend	£1550.02
must be spent in accordance with Trust Fund rules	(+£6235)
~Tesco blue token award	(+£350 allocated to Thinkology training)

Points to note and for discussion:

- Tesco blue token award: Thinkology
 - Programme underway with P5-7 for 6 weekly 45min sessions
 - Short feedback sheet created to give to pupils and teachers at the end of programme to support writing of final report to funders
 - Nicola who delivers the programme would also like some feedback from parents to see if they notice any changes in their children
- Halloween events: Just over £160 spent (including £48 for inflatables that will be used each year)
- 5 Schools Quiz – thanks to attendees and Clare Kilkerr, CJ Lambe and Pamela Carlin who helped sell and fold raffle tickets on the night. £750 was raised in total, split equally between the 5 schools, so £150 to each school. They would like to hold it again in March.
- PSC commitments this term
 - Christmas books (P1) and Selection Boxes for P2-7 – Tesco usually support, cost to PSC around £130
 - Support for Christmas Fayre – tuck shop
 - Christmas party night

- Bank of Scotland branch closure – June 25
 - Card reader costs - £49 flat cost
 - 1.75% per transaction; examples
 - £2 costs 4p
 - £5 costs 9p
 - £10 costs 18p

- Other points to note
 - Mrs Kennedy retirement – organise collection from Parents?
 - Christmas card designs – approx. £150 raised, will confirm at next meeting