

**St Joseph's Primary School**

**PSC Meeting – Monday 27<sup>th</sup> January 2025, 18:15**

**Minutes of meeting**

**Present:**

Ann Smith (AS) - Headteacher

Indra Wan (IW)- PSC Chair

CJ Lambe (CJL) – PSC Vice Chair

Catherine McGuigan (CM) – Principal Teacher

Donna Adam – (DA) – West Lothian Council Representative – Strategic Resource Manager  
with West Lothian Council

Catherine Finnegan (CF) – PSC Treasurer

Claire Sharples (CS) – PSC Fundraising Coordinator/Uniform Representative

Clare Kilkeer (CK) – PSC Health and Wellbeing Champion

Sinead McFarland (SM) – PSC Trust Fund Treasurer/Minute Taker

Eddie Love (EL) – PSC Parish Representative

Charlotte Lawley-Powell (CL-P) - Parent

Roisin Quinn (RQ) - Parent

Mhairi-Clare Meek (M-CM) – Parent

Liz Rogers (LR) – Parent

Scott Laird (SL) – Parent

Gillian Laird (GL) – Parent

Laura McKenzie (LM)- Parent

Pamela Carlin (PC) – Parent

Nancy Walker (NW) – Parent

Agenda point	Notes and actions
<p><b>Welcome, opening prayer and apologies.</b></p>	<p>IW opened meeting at 18:15 and welcomed Donna Adams from West Lothian Council in her capacity as Strategic Resource Manager. Roof update and discussion following the storm will be the first item on the agenda following storm on Friday</p> <p>EL led PSC in prayer.</p>
<p><b>Roof issues – update on current situation.</b></p>	<p>AS mentioned roof issues were raised at last meeting as PSC had raised concerns on behalf of parents with Head of Service following roof tile falling. CF confirmed she had received an acknowledgement from WLC but n</p> <p><b>Action – DA will ask for update regarding previous request from PSC to council about roof issues and provide update to PSC.</b></p> <p>AS summarized the issues following the red weather warning on Friday 24<sup>th</sup> January 2025 during which all schools were closed:</p> <ul style="list-style-type: none"> <li>- Early Friday afternoon a parent highlighted issues with roof at St Joseph due to storm damage.</li> <li>- Due to this early notification, St Joseph’s building was able to be assessed by Property Services early on Sat morning. AS received confirmation from Head of Service that the roof sustained significant damage, with sections lifting, including the roof lanterns. A spare classroom, as well as the Primary 5 (P5) and Primary 6 (P6) classrooms, are completely out of action due to water damage. Water is leaking from roof, and into the corridor, making the area unsafe. Until temporary work is completed to make the roof wind- and watertight, the corridor cannot be used as water is also coming out from under the doors.</li> <li>- AS then visited school to assess whether we could then open on Monday.</li> <li>- AS assessed that infant corridor and Learning Support, P1/2 classroom and P3/4 classroom, as well as infant toilets, dining area and hall were all unaffected and following risk assessment, safe to use.</li> <li>- Head of Property Services, David Baird was on site and confirmed which classrooms could be used safely.</li> <li>- Following this, it was confirmed that it was safe for children to attend school at St Joseph’s on Monday with the following mitigations: No access to upper school corridor and all rooms coming off this on Monday. 2 of these rooms were sealed off as debris had fallen as per Asbestos compliance guidance. The P6 classroom did not have any debris and so some items that were not water damaged were removed on Monday. Resources in some rooms that have been water damaged may have to be written off.</li> </ul>

	<p>On Monday:</p> <p>Property services team have been at school since early Monday morning putting up scaffolding and make all areas safe for children so they can't access any areas of concern or come into contact with debris. The roof has to be made wind and water tight first before classrooms can be looked at. That is due to happen towards the end of this week. Dehumidifiers will be put in classes after that and then classroom contents will be removed.</p> <p>The following plan was implemented for classes to ensure teaching and learning could continue from Monday morning:</p> <ul style="list-style-type: none"> <li>- P6 in support for learning support classroom. This is the largest class that needs to be accommodated so it was decided allocating a classroom was the sensible option here.</li> <li>- P7 and 5 in dining hall area today (Monday 27<sup>th</sup> Jan). P7 will be able to access their classroom from tomorrow (Tuesday 29<sup>th</sup> Jan) however access to the class and toilet facilities during school hours will need to occur externally via the playground to the infant toilets, avoiding the corridor until it is fully dried out.</li> <li>- The P5 class will be able to be accommodated in the GP room from later this week. This will be set up tomorrow and thoroughly checked prior to students accessing it.</li> </ul> <p>AS highlighted that WLC team over the weekend were outstanding, and the staff team at St Joseph's for adapting quickly this morning. Thanks to all involved for the quick turnaround.</p>
<p><b>Roof issues – next steps</b></p>	<p>DA – David Baird, Head of Property Services and Greg Welsh, Head of Education Services received an update at 5pm on Monday 27<sup>th</sup> January on current status of roof at St Joseph's. The council is assessing the long-term requirements for repairs. At this stage, it is unclear whether this will involve remedial repairs or a partial/complete roof replacement.</p> <p>Parental questions followed this, which are summarised below:</p> <ol style="list-style-type: none"> <li>1.</li> </ol> <p>GL – The roof was looked at late last year following previous problems. Did they look at the whole roof or just problem areas? Given the substantial issues this weekend, were any potential problems spotted relating to the new issues? Will the roof now be fully replaced?</p> <p>AS – A thorough check was carried out and immediate repairs required were carried out. David Baird, Head of Property Services, has been at the school today and given assurance that full repairs will be made and risk assessed throughout.</p> <ol style="list-style-type: none"> <li>2.</li> </ol>

CS – The roof has been patched up over the years. With the issues today, will this be claimed via insurance? How can the council afford to sort this now, but not fully replace it with prior issues?

DA – This would usually be dealt with via insurance. David Baird will determine whether a full replacement or other repairs are the best options. Resources lost in learning spaces will need to be replaced and this will also be considered as part of the plan. Immediate action needs to be to make the areas wind and watertight. David will then need to assess full repairs and plan required are ongoing and will be shared with AS as soon as that is available.

3.

M-CM – How will P7 and P5 access hall and toilets safely?

AS – P7 will be encouraged to use toilets at break and lunch time as they would at high school, but can access at other times as required in both classes. Students will be briefed on safe access around the outer areas of the school. All work areas are cordoned off at all times so students cannot access them.

4.

M-CM – Can you summarise where classes will be accommodated?

AS - confirmed that once areas are wind and water tight,

- P6 in learning support classroom. 25 in this class hence putting into this classroom.
- P7 can go back into their own classroom from tomorrow. Will do health and safety briefing first. 13 students in this class.
- P5 can go into the GP room. This will be assessed tomorrow and furniture will need to be checked and see what else may be needed. This will hopefully be in place towards the end of the week. 13 children in this class.

CS – Are senior toilets intact?

AS – My office, photocopy room, toilets etc are all fine. Can't be accessed due to corridor currently though.

DA- Access to these areas is next on priority list once wind and water tight.

5.

M-CM – What will happens if the roof needs to be completely replaced and thus longer term disruption occurs?

AS – Focus is health and safety of all visitors to school, continuity of learning and teaching and to minimise disruption for students. If a longer term plan is required, this would be planned with Head of Services and parents would be consulted and kept up to date.

GL - What is happening with support for learning?

AS – Support for learning can take place in class or in separate space. It continued today, took place in classes today which was effective. Primary 7 can move out of dining hall, and once P5 move, can work in dining area.

PC – How did students cope today?

AS- I spoke with all classes today to explain we'd had some issues. P1 – 4 were settled as normal in their usual learning spaces. We had discussions around moving around school quietly so P5-7 could continue learning, and using one set of toilets for whole school. P5, P6 and P7 settled well and teaching and learning continued. The Property Services Team checked around school on Saturday to ensure no debris on perimeter. The same occurred this morning, and then CJL did the same this morning. CJ and AS did this before break as well. Areas sectioned off for safety where roof is being access. P5-7 have space to play which has been assessed and have enough space. Students will stay in if windy for next few days whilst roof still being removed.

6.

PC – Does asbestos exist in all of the roof or only some areas?

CJL – What is timeline for asbestos survey on dining hall? Waiting since November.

DA – Roof will have been fully checked as part of this. I will ask Greg Welsh/David Baird for a formal response.

AS – At the time, team said 'no risk/low risk' to the ceiling tile but PSC are still awaiting response.

GL – Good time to get full roof replacement, could get rid of all asbestos.

AS – This would be the ideal situation but we don't have any control over this. It will be a council decision.

SL – Don't all buildings have to have had asbestos removed before now under legislation?

DA – This would be part of a wider asbestos management plan.

GL – Could we ask for freedom of information request regarding this to ensure this is all taking place to find out what asbestos remains in the building.

CS – What happens if classrooms need to be closed again? Portacabins be used for P5 and P7 etc? What would council plan be?

DA – Previous experience would be a full process for this to involve consultation with parents, looking at best option for students. Team has experience of doing this and wouldn't be taken lightly, priority would be on consistency for children.

AS – Summarised that the ‘feeling is that parents would like students to be accommodated here as much as possible should areas of buildings not being able to be used.’

CS - Concerned this morning as to what our children were coming in to this morning. Knew full risk assessments had been done, but we are trusting that it will be made safe and fully risk assessed during the work and following.

**Action – DA to check status of asbestos survey with Greg Welsh/David Baird and ask for it to be sent to AS.**

**Action – IW to submit freedom of information request to find out what asbestos remains in the building if the asbestos survey doesn’t fully cover this.**

AS – St Ninian’s had roof replaced over 7 week summer holiday and was very tight to get work completed in time for return.

CS – We would benefit from further discussion on this with Head of Service.

**Action – AS to invite Greg Welsh and David Baird to a Parental Meeting once plans to repair/replace are known.**

7.

CS- What about replacements for resources etc? When will money be available to AS to access for this?

Donna – A list will be made. Day to day operational resources is different to the building works in terms of finances but this will all be considered.

AS – Teachers have started inventories for this today.

MCM – Do we need to ring fence some of the PSC funds for resource replacement given the issues?

AS – I would hope that council would cover larger spends with this. We also have some money in school budget for this.

CF – Would council cover cooking equipment as this wasn’t standard school issue?

AS – I would hope so.

In summary:

IW – This will be an ongoing discussion. Parents please feel free to use PSC as communication point so we can liaise with school.

AS – Thank you to Donna for attending tonight. I will make request to David Baird and Greg Welsh to attend next PSC.

	DA- We will be looking to tie timescales to this in the coming weeks once we have an idea of longer term plan. I will keep AS updated with information.
<b>Chairperson update</b>	IW – Will contact individuals for action updates from last meeting to keep meeting on time.
<b>Parish update</b>	<p>EL –</p> <ol style="list-style-type: none"> <li>1. Below to be included in school newsletter  Valentine’s concert – Friday 14<sup>th</sup> Feb in the hall, 7 – 9pm. Tickets £10. Contact Theresa Edgar 01506 834 630 for tickets.  St Patrick’s family night – Sat 15<sup>th</sup> March in the hall. Get tickets on the door or from Catherine Finnegan for this. Music and raffle. BYOB</li> </ol> <ol style="list-style-type: none"> <li>2. Recent consultation by government on legislation re religious observance and education in schools. Deadline was yesterday.  Proposal is for children’s views to be taken regarding religious observance and education. Parents have right to share views with school on this currently. The government proposes that child’s views are taken into account. This could work both ways; children may opt out or some may be keen to get involved who parents have removed. Will update how this goes.</li> </ol> <ol style="list-style-type: none"> <li>3. CJ – Thank you for the loan of the sound equipment.</li> </ol>
<b>Headteacher update</b>	<p>See attached Headteacher’s update for full details.</p> <p>AS highlighted from the report:</p> <ul style="list-style-type: none"> <li>- 2 new pupils after Feb break</li> <li>- Staffing update: Please remember Mrs Scott in your prayers. Mrs Kennedy asks for her thanks to be extended to parents and pupils for her wonderful send off.</li> <li>- Attainment snapshot halfway through year. Remains high across schools. A few targeted classes. P6 due to a variety of reasons. P4/3 also receiving targeted support for learning. Worth noting that class of 12/13 can have a substantive impact on results if one child is off track, so figures should be considered with this. Generally a very positive picture. We do have a lot of identified support needs and we respond to these.</li> <li>- Plan was to have QI visit next week but this may need to be postponed. AS will consider this over the week ahead.</li> <li>- Sensory garden will be delayed as scaffolding is currently in this space.</li> <li>- Parish liaison – P7 Pope Francis Faith Award work is outstanding. This will be shared with parents, 12 children from P7 will receive this. A number of P6 students working towards.</li> </ul>

	<ul style="list-style-type: none"> <li>- Summer outing – have asked for numbers for Blair Drummond as prior sessions have had tickets purchased but children have been on holiday etc, so more useful to have an indication for numbers at this stage to avoid purchasing tickets that won't be used.</li> </ul> <p>CS – Could open spare tickets up to parents or retired staff (e.g. Mrs Kennedy) to put money in and attend to use any tickets left over. Need to reiterate that money is available if any family wishes to contact AS.</p> <ul style="list-style-type: none"> <li>- Upper school show – costumes in one of the damaged classrooms so may need some new ones! Music specialist is working on songs already.</li> <li>- Scottish show – will go ahead this Friday 31<sup>st</sup> January after being cancelled last week. Please attend if you can.</li> <li>- Update on recent purchases – We have aimed for a balance on things that are needed and also things children had asked for. Wanted to action that in Jan to ensure that budget could be used.</li> <li>- Cost of School Day – we asked for a lot of input from parents in Dec; party night, xmas fayre etc. We need to review and try to streamline this.</li> </ul> <p>CF – Could ask in mid Nov for tombola, donations.</p> <p>GL- Difficult to attend school events when you work. Friday when you work can be difficult to attend.</p> <p>AS – Recent survey asked for alternative days to be suggested in survey. No clear alternative. Reason for Friday is feedback in PSC that more parents needed provision for Friday afternoon for childcare, so this tended to be easier for parents to manage but fully appreciate this doesn't suit all parents.</p> <p>GL – staggering it through the week would give parents an option.</p> <p>IW – AS confirmed action for parent survey about days has been completed.</p> <p>AS – feedback is to mix up the days for learning events. Will consider this when planning next school calendar.</p>
<p><b>Wellbeing update</b></p>	<p>CK- Please see attached summary of last H&amp;WB champs meeting. CMG has been working on a information for families to access health and wellbeing support.</p> <p>CMG- WLC recently launched pathway for families to access support. I have produced padlet to summarise this to point to areas of support. Means everything is in the one place for families. Will get some feedback from some families and launch to all families after feedback.</p> <p>AS- Really useful resource. Will soon be available to all families towards the beginning of Feb.</p>

	<p>GL – Will contribute some first aid items.</p>
<b>Fundraising update</b>	<p>CS – See attached summary outlining next fundraising commitments.</p> <ul style="list-style-type: none"> <li>- Confirmed PSC will offer teas and coffees at school show.</li> <li>- School uniform table will be out at parents night. Please feel free to take or add items.</li> <li>- Any changes suggested to anything for summer fayre? New ideas welcome.</li> </ul> <p>CS - Daffodil tea – can we put this in parish newsletter? Are we running this for charity this year, or part fundraiser or charity?</p> <p>LM- Charity event is a nice focus.</p> <p>AS – What is general feeling amongst parents?</p> <p>Parent discussion – generally agree that charity is the focus for Daffodil Tea.</p> <p>GL – How are funds allocated? Children always seem to be talking about trim trail, outdoor area. Is there a plan?</p> <p>AS – Students voted for new trim trail. Full update later on agenda.</p> <p>CS – There are a number of grants available that we could consider applying for as a PSC. We need help to put together applications for these grants on behalf of the PSC. If families have any expertise in applying for grants or can help with this, please contact a member of the PSC. See attached document which lists grants available to be applied for.</p>
<b>Uniform update</b>	<p>CS – M&amp;S don't provide uniform now. One parent expressed that Earth Uniform didn't meet expectations. Other parental feedback is positive. Please contact CS with ideas for other products re uniform, any feedback etc.</p> <p>AS – Website needs to be updated but WLC were updating websites so was locked to us. CMG has now updated this.</p>
<b>Treasurer update</b>	<p>CF – See attached treasurer's report for accounts and full details.</p> <ol style="list-style-type: none"> <li>1. Current account balance £10,511.81. Includes trust fund of just over £6000. Pocket of money in this account, just over £1000, which the school uses for day to day expenses.</li> </ol> <p>These funds are discussed and planned usage during PSC meetings. AS summarized fund raising totals in HT report, attached. Final M&amp;S dividend payment recently received, just under £100. No further uniform available as M&amp;S have discontinued this. New supplier doesn't offer this.</p> <ol style="list-style-type: none"> <li>2. Bank of Scotland branch closure. I attended a Banking Hub meeting a few weeks ago. We will still be able to do everything</li> </ol>

	<p>we do now through this which is reassuring for operation of PSC accounts.</p> <p>3. Suggestion has been made for PSC to purchase a card reader. This does have costs associated. Open for discussion.</p> <p>CS – Card reader would be useful, frequently asked for. What are the costs?</p> <p>CF – Approx £40 one off fee with no contract. Small % fee for each transaction. Would need to think about this for fayre with stalls.</p> <p>CK – Could do this via donations with tokens. Give certain number of tokens and leave open for donations.</p> <p><b>CF will be leaving post of treasurer at the end of this school year. If anyone has questions, wants to chat, please contact CF. It is well planned and structured and will be an easy handover. CF wants to hand over now so I can support and answer questions next year whilst we still have a child at the school in P7.</b></p>
<p><b>Trust fund update</b></p>	<p>SM confirmed that written permission has now been received from OSCR (on 20<sup>th</sup> Jan 2025) to allow us to dissolve the trust fund. Current balance is £230, which will be transferred to PSC account when we close the bank account and dissolve the trust fund.</p> <p>Dissolution set to be dated 17<sup>th</sup> March 2025. Written confirmation will be required from AS, CM, CF and SM on this date to support final accounts being submitted to OSCR as proof of closure of bank account, funds being distributed appropriately and final dissolution of trust fund.</p> <p>Transferring of final funds will require Judith McEwan to sign off the final cheque along with AS and Kay Davidson who has been helping with the process as they are still the signatories on the bank account.</p>
<p><b>Mindfulness Sessions / Funding Plan</b></p>	<p>CS highlighted that feedback from parents in playground was very positive both from parents and children. It was well received. Can we do this again every term/every year? Possibly through blue tokens? I can put this back in for blue tokens to tesco. AS agreed that students found it helpful.</p> <p>CS shared that one student highlighted how useful it was to discuss things in a group rather than one to one. Useful addition to other support offered to students. LMK concurred with this.</p> <p>AS – Can we apply for tesco blue tokens again?</p> <p>CS – Yes. Do we want to agree to allocate some money to this? Need to allocate money to trim trail maintenance. Need a contingency pot in PSC to deal with this.</p> <p><b>We can apply for a number of grants. But, we need some help to do so. We need parental support for this. If anyone is able to help with this, please get in touch.</b></p>

<p><b>Outdoor Project Wider Plan</b></p>	<p>AS – We had successful meeting last week with a trim trail provider last week. Images shared on screen – 20m for hide and seek trail from Sovereign. This includes roll over bars that the students asked for. Cost £9221.98. Seemed doable between PSC and some school funds, hoped to get it in around Easter time. However, roof repairs may slow this down. This company did the playground and did a good job but we need more quotes. We can claim VAT back through council compliance process if we get 3 quotes and compare.</p> <p>Would be in best interests to get roof finished then have a timeline for this.</p> <p>CS – Concerned if we spend all this money on this, what happens if council don't cover all resources etc?</p> <p>AS – I think council should cover big items.</p> <p>CS – Summary – we are going to go ahead once we have had 3 quotes, then make a decision and pay deposit with timeline in place.</p> <p>CS – I now have 3 quotes. Will meet with AS to discuss next steps.</p> <p>AS – will share information with children at appropriate time.</p> <p>CS – We need council to approve this before we pay it as the council would then pay VAT for us when we pay 25% deposit.</p> <p><b>Action: CS to share other quotes with AS.</b></p>
<p><b>PE Update</b></p>	<p>CS – Some parental feedback that PE was a bit inconsistent over the last month or two in Mrs Scott's absence.</p> <p>AS – We were fortunate to have an experienced PE teacher from supply list before Dec for a period. We now have Ms Tomasik who taught at St Joseph's previously covering ongoing until February break. Will review arrangements towards then.</p>
<p><b>AOB</b></p>	<p><u>Charitable status</u></p> <p>CS – Can we consider charitable status for PSC? This would need an accountant to go through accounts etc. For discussion at next PSC.</p> <p><u>Twitter/X</u></p> <p>AS – Some parents shared concerns about continued use of Twitter now it is X. Advantages – instantaneous, could easily share with parents as it happened. However, we can't actually tell how many parents access it. Staff use it as part of improvement journey as evidence of what has been achieved each year. WLC is now looking at streamlining communication platforms re what is used when.</p> <p>PC – Ex Twitter employees have set up an alternative.</p> <p>AS – How many parents use Twitter/X?</p> <p>Approx half in PSC meeting raised hands.</p> <p>CMG – School website now updated and doesn't update with X updates. Ongoing issue. May not be supported ongoing.</p>

IW – As long as it is used within age guidelines, is this a concern for parents generally?

PC – My concern is whether we should be supporting it if it doesn't fit with our school and faith teachings.

CL-P – My concern was around whether it was useful to showcase the school to parents, council, charities, wider community. If businesses are moving elsewhere, should we be doing the same?

CJ – WLC share xmas songs etc via facebook. Would this be alternative platform?

**Action – AS to send survey to all parents to gather information on Twitter/X usage for school information and updates.**

#### Positions in PSC

**IW – Thank you for opportunity to be chairperson for last two years. I will be resigning from my role at the end of this school year so we are looking for a replacement Chairperson.**

AS thanked IW for his hard work in his role as Chair.

**We need a new Chairperson and Treasurer for the PSC from August 2025. Can you help? Please contact any member of the PSC for a chat or to ask any questions. We also need some help to apply for the fundraising grants previously mentioned. Please get in touch if you can help.**

#### Next PSC meeting

IW – Next date: Monday 12<sup>th</sup> May 6:15pm.