

**St Joseph's Primary School**

**Minutes of PSC Meeting – Monday 23<sup>rd</sup> February, 6.00pm**

**Attendees:**

Catherine McGuigan/Acting HT (Mrs McG)

Alison Taylor/Acting PT (AT)

Scott Laird/Chairperson (SL)

Catherine Finnegan/Retiring Treasurer (CFin)

Chris Farrow/New Treasurer (CFar)

Sinead McFarland/secretary (SMcF)

Clare Kilkeer/Health & Wellbeing Champ (CK),

CJ Lambe (CJL)

Charlotte Lawley-Powell (CL-P)

**Apologies**

Claire Sharples, Eddie Love

**AGENDA ITEMS:**

SL opened the meeting and Mrs McG led the meeting in an opening prayer.

**Chairperson update - SL**

**1. PSC survey results**

The results of the recent PSC survey results were shared with meeting. 30 responses received.

See ppt attachment for indepth results. Highlights shared:

- a. Question about what the PSC should focus on for spend in relation to P1-3 classes:

1<sup>st</sup> choice – life skills

2<sup>nd</sup> choice – outdoor learning resources

Mrs McG confirmed that all classes can use new trim trail.

- b. Question about what the PSC should focus on for spend in relation to P4-7 classes:

1<sup>st</sup> choice – life skills

2<sup>nd</sup> choice – creative skills

3<sup>rd</sup> choice – contributing to funding for end of school trips

### **Treasurer role – next steps - SL**

The PSC are delighted to welcome Chris Farrow who has volunteered to take over as Treasurer for the PSC. Transition from Catherine Finnegan has now started and will continue during the remainder of the 2025/2026 school year.

**ACTION: CFar to liaise with CFin to continue handover.**

### **Parish update**

See Headteacher update for information on Parish/School links

### **Headteacher update – Mrs McGuigan (Mrs McG)**

See attached HT reports for further details. Highlights include:

- 2 new pupils welcomed into P3 and P7 this term.
- Mrs Munroe is retiring at the end of April. Mrs McG would like to thank Mrs Munroe for all of her hard work and contribution to St Joseph's.
- This role will be advertised in the coming months. Role is only funded for 20 hours per week. Mrs McG is working with the council to work out the best way to ensure the hours can cover the requirements of the role.
- New classrooms post refurbishment are now signed off and these are working well.
- The School Newsletter from the HT has been in a new format recently, with dates for the term at the top of HT newsletter and specific dates highlighted for the next few weeks. Mrs McG asked for feedback from this.
  - o SMcF mentioned dates of P4/5 newsletter didn't match HT newsletter but feedback on new format of HT newsletter is positive.
- Canon Paul's 80<sup>th</sup> birthday is coming up– CK confirmed that the children's liturgy at church have organised a card and small present. Mrs McG will organise a song during an assembly for Canon Paul. Any further contributions from families are welcome via school if anyone wishes to contribute to a small gift.
- CFin asked about Pope Francis Awards and books being sent home. Mrs McG confirmed that Ms McGrady will send home any books not yet taken home.
- Finance – Mrs McG confirmed that the trim trail is fully paid for. Transport costs remain the highest costs that need to be funded from the school fund.
- After school clubs – Only 5 children attended choir today. Numbers very low for netball. Lunch time clubs are well attended. Mrs McG has looked at different days of

the week for clubs to see if this would increase attendance and there isn't consistency with this so no clear answer as to whether changing dates of after school clubs would increase attendance. The school numbers have dropped which means that less staff are available to run after school and lunch time clubs but a range of lunch time clubs are being run despite this. Mrs McG highlighted that staff are running multiple clubs single handedly which can be difficult.

- CFin asked if volunteers could offer lunch time clubs. Mrs McG confirmed they could.

**Response to PSC questionnaire** – Mrs McG shared that she was surprised by some of the issues raised by responses to PSC questionnaire as these hadn't been shared with her before. Specific responses focused on:

- **Why do we have to have controlled use of the trim trail supervised by staff?**  
– Discussions took place with staff and students on how to make usage fair and safe. Due to health and safety, all use needs to be monitored by staff. The students are using this sensibly and safely and have been respectful in following instructions on safe use. Staff have appropriate training under the health and safety policy and first aid which is why the trim trail needs to be used under staff supervision and should only be used within school hours.
- **Why can students not have access to the the trim trail outwith school hours?** - Mrs McG said that the mud kitchen has previously been damaged outwith school hours and there are concerns that the school grounds shouldn't be accessed outwith school hours for safety and security reasons. CJL also confirmed that part of the school gardens have had fruit removed etc which has meant outdoor learning has been affected. Mrs McG confirmed that the school gates are locked after the school day for safety and security reasons and thus the trim trail should not be used outwith school hours.
- **How can parents get feedback on SFL support?** – If any parent wishes to speak with Mrs Farrell re SFL, you can contact her via the school office.
- **Where are we at with the fixing of problems with the school building and grounds?** – In response to concerns regarding the leaking roof and classroom damage taking a long time to be completed – Mrs McG confirmed that with classroom works now being complete, some of these concerns have been addressed. CFin – A parent contacted the PSC asking how Linlithgow Primary are getting a new roof given St Joseph's have a leaking roof in the canteen area. CFin has emailed WLC to enquire about when work on the leaking roof would take place as this issue has been ongoing.
- **Why do students have to confirm lunch orders at the office if they are late when lunches have already been ordered for them via iPay Impact at home?**- McG confirmed that if a student is late, school lunches must always

be checked at the school office to ensure that lunches have definitely been ordered on iPay Impact. This is part of the safeguarding process ensuring that all children are registered. All students should go to the school office if they arrive after the school bell at the start of the day.

- **What should students or families do if they are confused about homework?**  
– A parent had suggested that guidance could be made available on teams/seesaw about how maths is taught at school to support parents and carers in supporting maths homework. Mrs McG asked if specific topics had been raised by parents that school could consider offering parent information workshops or stay, play and learn sessions to support parental understanding of this. SMcF – mainly division and multiplication. Mrs McG - If children have any issues with homework, please send a note in to class teachers who can support with follow up in class.

**ACTION:** Mrs McG – Staff can discuss this with a view to sharing more information with parents about multiplication and division methods if this would be helpful.

### Treasurer update - CFin

See attached accounts for full details.

CFin highlighted that the total PSC spend available stands at £4638.07 at 23/2/26.

- CJL – How much does the PSC keep available as a float? CFin – Around £2000/25000.
- Money from Christmas card still to be received – should be around £400 to add to total PSC funds.
- Easyfundraising dividend recently was £185.59. **ACTION: CS to issue reminder to parents on how to use this.**
- Ragbag bin is being well used and has raised £31.60 to date.
- PSC commitments for this term – Easter treat for all pupils, Thinkology workshops and £250 available for wellbeing activity/workshop remaining from Tesco Blue Tokens.
- CJL – Could some of that money from Tesco Blue Tokens be used for sensory room/STEM space equipment? CFin – This funding might need to be focused on a workshop/mental health training due to the application wording on Tesco Blue Tokens. If not, it could be a focus for next application for Tesco Blue tokens. **ACTION: CFin – Will check if this fund can be used to buy items such as this.**  
**ACTION: CK to ask her yoga provider if they would offer yoga sessions for students during school day.**
- Next event is Daffodil tea which is held to raise money for charity.
- CJL – Could PSC buy 6 x adjustable microphone stands for use during school show etc which all students will be able to use. **ACTION: CJL – send link for this to CFin and SL.**

- CJL – We could also use more rubber mats for trim trail. We could also use more grass seed **ACTION: CJL to send link for the rubber mats previously purchased to buy more to CFin and SL. Link for grass seed order to go to CFin and SL as well.**
- SL – Can PSC make things for use in school playground? Sandpit previously built wasn't able to be used due to WLC requirements. CJL – Items can't be attached to external fence and safety consideration needs to be discussed first. Mrs McG – Need to be careful with nails and how things are installed but any suggestions, please discuss them with me and we can work out the best options. CJL – Garden area will be tidied up in coming months. Focus will be on useful, easily removable work. SL – Can we get a polytunnel? CJL – The school would love one, but discussions about this with WLC have previously highlighted that liability would be an issue and ongoing maintenance would require more work than we have time available for. We do have a 'grow cube' available which we use as an indoor growing space which will be used more now that the building works have been completed.
- SL – Did we get a cost for opening and closing the school grounds for a weekend date if parents volunteer to work in the school garden? Mrs McG – We haven't had a cost confirmed but we can find this out. CJL – Friday afternoon would also be an option which doesn't require a cost. **ACTION: Mrs McG to enquire about cost for the above.**
- CJL – We need help for the school prayer garden. Any family volunteers for this would be very helpful. Wednesday afternoons would be ideal, but we can work around other times. **ACTION: CJL – Send out email to families to ask if anyone is available on given date(s) to help.**

### **Fundraising update - SL**

Summer fayre is the next event for fundraising. Any suggestions for future fundraising would be welcome, please contact PSC. We limit fundraising events to 1 per term to support families in reducing costs.

### **Wellbeing update - CK**

CK – Family champs meeting recently highlighted active school travel. CFin – could we make scooters available for families who may not be able to access them? CJL – 2 wheel scooters would support students in developing balance skills which helps with cycling development later on.

- Minutes of recent meeting are attached. Highlights: – SMILE counselling work with 11 – 18 year olds. Mrs McG – WLC primary schools currently work with Place2Be for counselling services and links with secondary are made.

- Listen and link services are available for mental health support for children. Mrs McG is continuing to highlight support available via school newsletter. School wellbeing champs will refresh students' memories of this later this term as well.

### **Events Fundraising Coordinator role**

CFin – Claire Sharples is planning on stepping down from Events Coordinator Fundraising Role later this year. Any volunteers for this role are very welcome to contact a member of the PSC for a discussion about this. The role can also be split to run individual events.

**ACTION: Mrs McG will ask for volunteers for Events Fundraising Coordinator role via school newsletter.**

### **AOB**

- CK – Does school walk to mass less than we used to? Mrs McG – Canon Paul has come to us more this year due to the weather and school term dates. We also used to walk to church for nativity practice but this now takes place in school so that isn't required.
- CFar – Great turnout for parkrun on Sunday. CK – Thanks for this suggestion and for all of the attendance. Mrs McG confirmed that it was a very enjoyable session and there was a lot of families who came along.
- CL-P – Do we have any information about the number of new P1s? Mrs McG – We will get confirmation in March/April from WLC. A few new families attended the P1 information session which is positive. SL – Do we have any information why the number of applications is dropping for St Joseph's? Mrs McG – Previous feedback had been about St Joseph's not being a feeder school for Linlithgow Academy. No feedback received about changes to this now Sinclair Academy is open. AT – Numbers across West Lothian are dropping generally. CL-P – informal discussions with nursery parents has highlighted that parents may not be aware that they can apply to St Joseph's if they aren't Catholic. Mrs McG – We send out a poster every year about P1 applications, but we could look at how we contact nursery families to share information more widely. CFin – Does there have to be a Catholic school within Linlithgow? Is there concerns that numbers would drop so much that it may be threatened? Mrs McG – Holy Family in Winchburgh is full and the numbers attending St Joseph's are reflected in drop in primary school aged children across WLC so this wouldn't be a current concern. CFin – Can we promote the school more in some way? Mrs McG – Now we are no longer using X, we need to consider how word of the school's achievements is collated and shared more widely. SL – Do WLC give each school a social media platform/space? CJL – Sinclair Academy have been having this discussion and WLC don't give any space for this. CFin – Could the school facebook

page be used more for this? Only used by PSC occasionally currently. SMcF – Could St Joseph's be adding to Black Bitch magazine the way other Linlithgow primary schools are?

**ACTION: AT to contact editor for Black Bitch magazine & Konnect magazine about a feature for St Joseph's.**

- Gala day theme for this year – The Greatest Showman following the school show in March.
- SMcF – Looking to step down from secretary role but will do so after Event Fundraising role is filled.

**Date of next meeting: 25 May 2026 6pm**

### **Action Points by Responsible Person**

#### **Mrs McGuigan (Headteacher)**

1. Discuss sharing maths methods with parents (multiplication/division).
2. Enquire about cost of opening/closing school grounds over the weekend for volunteer gardening sessions.
3. Request volunteers for Events Fundraising Coordinator role via the school newsletter.

#### **Chris Farrow (CFar)**

1. Continue Treasurer handover with Catherine Finnegan.

#### **Catherine Finnegan (CFin)**

1. Issue Easyfundraising reminder (via CS).
2. Check Tesco Blue Token funding rules to see if sensory/STEM items are allowed.

**Clare Kilkeer (CK)**

1. Ask yoga provider about offering in-school yoga sessions.

**CJ Lambe (CJL)**

1. Send link for adjustable microphone stands to CFin and SL.
2. Send links for rubber mats and grass seed to CFin and SL.
3. Email families to recruit volunteers for the school prayer garden.

**Claire Sharples (CS)**

1. Send Easyfundraising reminder to parents.

**Alison Taylor (AT)**

1. Contact editors of Black Bitch & Konnect magazines about featuring St Joseph's.