

St Joseph's Primary School

PSC AGM – Monday 25th May 2026 at 6pm

Minutes of meeting

Attendees:

- Catherine McGuigan, Acting Headteacher (Mrs McG)
- Alison Taylor, Acting Principal Teacher (Mrs T)
- Scott Laird, PSC Chairperson (SL)
- Catherine Finnegan, Outgoing Treasurer (CatF)
- Chris Farrow, Incoming Treasurer (ChrisF)
- Clair Sharples, Outgoing Events' Lead (CS)
- Sinead McFarland, Outgoing Secretary (SMcF)
- Charlotte Lawley-Powell, Incoming Secretary (CL-P)
- Eddie Love, Parish Representative (EL)
- CJ Lambe, PSW at St Joseph's and Parent (CJL)

1. Welcome, opening prayer and apologies

SL opened the meeting at 6.00pm. EL lead the meeting in an opening prayer.

Apologies: Clare Kilkerr, Health and Wellbeing Family Champ.

2. Chairperson update

SL - Today is mostly focused on handover and the starting of new role as some of our PSC members step down. SL thanked CF, CS and SMcF for their contributions. SL will continue to remain in role as Chair for the next year and step down at the next AGM

3. Discussion of PSC roles and outstanding PSC positions/functions – Events Lead Role and Secretary Role

Treasurer role

CatF confirmed she was stepping down from the role of Treasurer at this AGM. CatF proposed ChrisF as incoming Treasurer. Sinead seconded this. Chris Farrow has taken over as Treasure. Full handover has now been completed.

Secretary role

SMcF confirmed she was stepping down from the role of Secretary at this AGM. Charlotte Lawley-Powell has volunteered to take on Secretary role. Sinead proposed CL-P as incoming Secretary. CS seconded this. Charlotte Lawley-Powell will take over as Secretary from the September 2026 meeting. Handover underway.

Events Lead role

CS confirmed she will stand down from the Events' Lead role at the end of term in June 2026. There have been no volunteers for Events Lead role. A decision needs to be made by the PSC about the future direction of events and fundraising without someone in the Events' Lead role.

Please see the attached document, St Joseph's PSC – Activities and Roles, which fully details the role of Events' Lead and the current events that need to be considered alongside possible future options for the PSC to consider. Without someone, or a group of people, taking on the role for the 2026/2027 school year there is a risk that PSC run events such as the Halloween disco and Summer Fayre will not be able to continue. If anyone would like to volunteer to take on the role or volunteer to run or support events, please get in touch with PSC.

Other roles/duties

Admin duties –

1. Uniform rail
2. Purchasing items for school from PSC funds (e.g. fruit for sports day, Easter egg for each child)
3. Disclosure Scotland for PVG (CS currently does this and will continue with this until someone can take it on)
4. PSC feedback surveys each year

These are currently managed by members of the PSC outwith their formal roles but will need to be planned for going forward for school year 2026/2027.

Other activities

CS talked through events and fundraising documents to explain key highlights. Blue token applications for Tesco can be applied for more than once, generally focused on food/cooking. Two parents have volunteered to run cooking classes but need to do first aid and food hygiene courses to be able to do so. CS proposed that the PSC look at whether the PSC can cover the cost of this.

ACTION: CS to link with Mrs McG to look at this.

5. Treasurer update – including confirmation of handover of role

CatF- Usually for an AGM, we would do a full set of accounts but as it hasn't been a full year since last AGM, we will do accounts up to today and Chris Farrow will prepare full set of accounts for Sept for next meeting.

Accounts to date for 2025/2026:

Balance of £5145.63. Some money still to be paid out to yoga lessons and school petty cash.

Available to spend: £4695.90

Committed to spend from this for remainder of this year and 2026/2027 school year:

- a. P7 leavers treat (tbc)
- b. Bus for end of year trip for whole school on 23rd June (Mrs McG to confirm amount)
- c. First aid courses for students
- d. Donations/payments for other Life Skills classes for students if any are arranged (Mrs McG to contact Men's Shed and other organisations)
- e. Easter treats for each child
- f. Disco for Halloween disco if this continues
- g. Inflatable for summer fayre if this continues

This totals to around £1700 committed to spend from the available balance.

Other areas of treasurer discussion

CS - Trim trail maintenance needs to be budgeted for as well each year. This is covered for 5 years (until 2031) following installation but may be further cost if replacement is required.

CS - Junior playground needs to be reviewed. Feedback has indicated that families would like more options for play to be considered and look at the area around the trees in the junior playground to have the ground area levelled around the trees. **ACTION: SL and Mrs McG to contact WLC to ask what PSC can do within junior playground and guidelines. Mrs McG to contact council representative and arrange a meeting with SL and council representative for a Friday morning.**

SL – I have volunteer hours available from my team at work if the school has a list of activities need to have anything done. **ACTION: Mrs McG to contact SL with list.**

CJL – We would benefit from some 2 wheel scooters to support students in developing balance skills prior to bikeability. A set of 12 could be used. **ACTION: CS to look at pricing for new and contact parents to ask for any donations of unused scooters.**

CS – Do we still do swimming lessons? Mrs McG explained that the school used to go to Xcite during health week but only had a small part of the pool so the children couldn't swim much. As a result, this wasn't booked for this year. SMcF - could this be part of the Life Skills training some parents have suggested?

CF – This can be looked at in PSC end of year survey. Question asking if parents have ideas for Life Skills workshops e.g. swimming, cooking etc. **ACTION: PSC member (who?) to include this in end of year PSC survey.**

6. Headteacher update

Please see attached Headteacher update for full detail from Mrs McG. The following was discussed and explained by Mrs McG.

School role: The school role will drop with 26 P7s leaving and 12 P1 pupils are joining so the new projected role is likely to be 81 in August 2026. We need to keep 3 spaces available in each class for students moving into the school from catchment. We are looking at how we can manage the class structure creatively and considering all relevant factors for each child. New class structures will be sent out with the end of year reports on Monday 15th June.

Staffing: Mrs Munroe used to work 30 hours and the new contract for Admin is 20 hours. Mrs Quinn is currently covering this. It is currently advertised and we hope to fill this role for August 2026. Acting Headteacher and Acting Principal Teacher role extended until October 2026. Further updates will follow when more information is available.

Sharing learning: New padlet introduced for photos from school in the last headteacher newsletter. Mrs McG asked for feedback on this. CF and SMcF said it was very easy to use and nice to have the photos.

Communication SL asked if the PSC sway could be updated that is sent out via the headteacher's newsletters. **ACTION: Mrs McG to liaise with SL.**

Attainment: Attainment across the school is very positive. Please see the attached headteacher update for further detail.

Gala Day – Theme for St Joseph’s this year is The Greatest Show. We would love to see as many parents and families as possible.

Parish liaison: Congratulations to the pupils who made their First Holy Communion on Sat 23rd May. McG now meets with St Vincent De Paul representative each month after 1st Friday mass. P7 are going to St Vincent De Paul mass in June.

Creativity Hub: Two unused classrooms will be turned into a Creativity Hub and a Sensory room. We have purchased items for this but will let the PSC know if anything would be helpful to purchase for this.

School camp: 100% of P7s attending this year.

School trips:

- 5 sisters zoo for whole school on Tues 23rd June.
- P4-7 trip to Linlithgow Palace on Mon 15th June
- P1-3 trip to The Peel about Biodiversity on Weds 17th June

Community updates: We will now have a feature in the Black Bitch magazine every month. Look out for photos and reporting about our school events and from our students.

Transition arrangements: All classes will meet their new teacher on Thursday 18th June. See attached Headteacher’s update for P7/S1 transition dates for Sinclair Academy, Linlithgow Academy and Cedarbank.

P7 Leavers: P7 Leavers mass at 12.45pm, Leavers assembly at 1.30pm on Monday 22nd June. Both events take place in school.

7. Fundraising update

See attached document for outline of role and events.

CS will stay on in the role until June 2026 and will support the PSC in next steps for events and fundraising once decisions have been made around the way forward but the Events Lead role remains unfilled at this point.

8. Parish update

EL – Congratulations to the pupils who made their First Holy Communion last Saturday. It was great to see a good turnout at the church to support them in this important step.

9. Health and Wellbeing update –

The next Health and Wellbeing Family Champs meeting is on 27/05/26. Notes will be shared following this.

10. AOB

CF- A parent has asked if there were any more trips taking place to locations to Carfin Grotto. Mrs McG had explained that the cost of the buses for transport has hindered this for this year but it can

be looked at for next year. It had been suggested by parents that fundraising from a church coffee morning run by the school could be used for buses for a similar trip.

SL suggested local nurseries could be invited for a short session to visit the school for more families to be aware of what St Joseph's offers. Mrs McG and Mrs T will look into this.

Next PSC meeting – Monday 7th Sept 6pm.