

Mid Calder Primary School – Parent Council Meeting - Minutes



Date: Wednesday 30th April 2025

Time: 1815-2000hrs

Attendees: Gillian Cyphus (GC) (Chair), Yvonne Hannah (YH), Kirsty Munro (KM), Robbie Taylor (RT) (Acting Head Teacher)

Approval of minutes

Apologies received Kathleen Wilkin (KW) and Amy Knight-Dawson (AKD)

Prev minutes accepted as approved (approved GC seconded KM)

Head Teacher Report

Reviewed in brief following recent school newsletter.

Staffing:

RT gave a general update on staffing covering (i) Mrs Walker – returned (ii) Mrs Argawal (PSW) remains confirmed until summer. Budget under review at this point in year with full review of staffing levels (including FTCs, seconded and probationary staff) alongside class sizing and structure yet to be confirmed for 25/26 session

Budget : no change. Expected to be reduced in next session.

School improvement plan discussion

Physical building works : Need for painting in hall and back corridor areas remains in plan –

Wellbeing :

- Emotion works continues. Pupil voice a main focus for the school.
- Equity work continues as previously reported/discussed
- Sustainability actions and plans continue : creative arts pop in well received – consideration to be given for a “relaxed “ or ASN session in next years planning. Recycling and sustainable day to day activities continue and was a focus in newsletter – recycle of P7 camp items being managed via PC
- Expressive arts – great take up on school band which will commence 1/5
- Transition – nursery to P1 / P6-P7(S1) transition activities commencing – parents info night for nursery on 21/5 (PC to support if possible)

Community :

- Opportunity continues to be explored to create a guided tour/drama session for the Kirk of Calder – being supported by Historic Scotland contacts – funding remains a priority - Gwen Mayor fund will be diarised for August for application to be submitted
- Work on a café – EduCake - continues with kit now being received and property works due to be carried out to support stand up of café for 25/26 session. Parent volunteers will be requested at the appropriate time. Pupil focus on design of the café.

Health & safety

Outdoor area –Climbing frame now fixed. Trees planted. Turf laid. Matting to be replaced. Tidy-up remains diarised for next term. Suncream reminder to be issued.

Cost of school day

Camp : donations were successful & some funds accessed to assist families where needed. Continue to drive Minted and look for further opportunities to collect pay-it-forward funds.

Committee requests / discussion points

GC : VE day at Kirk of Calder – Choir song provisioned and practice 1/5

GC : Gala day – constitutional changes to be revisited via PC Chair post 7/6. RT confirmed Gala Chair keen to visit school and create better links. Dress down day will not be for Gala funds.

YH : connect session on online safety attended – resource links will be posted to Fbk parents reminder page when issued by Connect. PVG session now confirmed no need for teachers to be PVGd by PC/PSA groups. MCPS will maintain all PVGs via PSA as agreed.

YH : Uniform “minted” rail : can pupils get involved in requesting clothes via the Eco group -RT to consider/test. YH may have access to crates/recycle box & will provide to school asap

GC : School improvement plan – how can the PC provide assistance and input. RT confirms will be updated by end of year and therefore PC will look for imp ideas from parent body via a survey to be issued asap.

GC: Early thinking on a school play for 2025/26 session – to be discussed at next meeting / RT to take to teachers

AOB

None raised

Meeting Schedule

Thursday June 5th, Mid Calder Primary School @ 1815hrs

Action	Owner	Update	Status
Community outreach	GC	General & food outreach to continue	Ongoing
Community outreach	GC	Visits to Cunnigar House to be planned	Ongoing
Uniform/Minted	KW/CM	Minted Rail – stocktake & packaged items to be considered for 21/5 Nursery transition meet. RT to consider Eco Group (pupil led) drive for Minted	Review activity Review in June meet
Gala	GC	GC will write to Gala Chair post June event asking for update on constitutional change	Review in August
SIP	YH/RT	Create feedback form/survey for parents to gather ideas/requests for improvements – pass to RT	asap

Investigate access to funding mechanisms	GC/RT	Various funds available – consider application for local fund / Coop fund (Asda/Morrisons/Robertson homes all passed over)	Ongoing
Funding	YH	Gwen Mayor fund to be investigated – link to Kirk of Calder project – closed until Aug – prep work underway	Diarised for August
School Playground Tidy	RT	New date (moved from March to c Sept/Oct) to be agreed	TBD
School Playground Tidy	AKD	comms diarised for August	Diarised for August
School Painting session	RT	Painting internal/external to be investigated & date proposed	TBD
Uniform/Minted	GC	Create stock request for camps (YH)	CLOSED
		Create return process for P7 – created & crates being collected 2/5	CLOSED
School Band	GC/RT	RT to work with GC on (i) volume of pupils undertaking music lessons/playing instruments (poster created / issued 26/3) (ii) any teachers / adults keen to support – actioned H Wells (iii) GC to set up band (specifically for end of term kirk service) - actioned	CLOSED
PC Facebook page	YH	Outreach to current admin & request switch of ownership (actioned and YH/GC now admin)	CLOSED
Lost Shore	YH	Investigate potential for school visit (following Calderwood recent sessions) (actioned – specific funding which was limited & not avail – Education liaison name provided to RT) (schools@lostshore.com Suzi)	CLOSED
Comms	YH	Share connect cybercrime session with parent forum	CLOSED
Investigate email address for parent council	YH/RT	No prev email account known – create new email & apply access to GC/YH/AKD as a minimum : ACTIONED	
		<ul style="list-style-type: none"> Parent-council-MCPS@hotmail.com Add email address & prev minutes to school website / handbook – YH – minutes sent to RT & TB	CLOSED