Parent Council Meeting Monday 27th August 2026

- Sarah Thomson, Chairman, welcomed all attending the first meeting since Summer 2026 via zoom. Sarah reiterated that before summer the council formed roles which had not been in place for a few months. Sarah advised that she has taken over the chairman role from Stuart Dobbie.
- Helen, Head Teacher, clarified that there has been a change in SLT remits within St Margaret's Primary School due to the school having previously had 2 x Principal Teachers, a Deputy Head Teacher and a Head teacher which has now been cut to 1 Principal Teacher, 1 Deputy Head and 1 Head Teacher, leading to an increased work load for these roles in a school which is still of the same size.
- The Headteacher, Helen, has the overall responsibility of the whole school and the child protection overview. Helen supports the whole school through advising regarding additional support needs relating to individual children and has the primary role of ensuring the whole school strategic lead, quality assurance, curriculum development lead, self-evaluation and ensuring classroom learning is of a high quality. Helen advised she is a very hands on headteacher who supports children and families and children's individual needs. Helen also has the role of Health and Safety Manager where she looks at required repairs and replacements. Helen reiterated that she is at the mercy of the local authority and can only ask the questions around required maintenance. Helen is additionally Primary 3 and Primary 4 support officer now that there is no longer a second principal teacher to fulfil this role.
- Ashley Johnston, Deputy Headteacher, is responsible for Primary 5 to Primary 7 including the Primary 7 transition to high school which Helen acknowledges is a huge role. Ashley Johnston also has a lead in maths and runs the pupil parliament. Additionally Ashley leads support staff employed within the school through mentoring and training.
- Helen advised the restructured leadership team is pulling together and working well.
- Last year over £4000 (£4537.08) was fundraised through Christmas cards, tuck shop, football card selling and dress down days. In total £3983.43 of this was transferred to the school to support with the panto and library resources. Helen Sneddon discussed the value of fundraising in ensuring an enhanced experience for the children of St Margaret's Primary School and advised she will be able to advise with more detail how many has been spent and any funds still remaining at next Parent Council meeting.

- Sarah Thomson, Chairman, asked that any new participants to the meeting who would like to be added to the whatsapp group can let her know and she facilitate this.
- Sarah initiated discussion in relation to upcoming fundraising ideas. It was decided that it may be achievable to have a Halloween disco as a first event and then rather than a Christmas Fayre, a Spring or Summer fayre to offer more time for the new parent council to settle into roles and establish tasks required to fulfil each event successfully. It was recognised that the Christmas Fayre can be resource intensive, therefore a Spring/ Summer Fayre may be more achievable.
- Juliet Smith, fundraising lead, volunteered to coordinate the school disco. Stuart Dobbie advised he can also assist with school lists and on the day. #
- A discussion between all meeting participants regarding what day would be most suitable for the disco – Thursday or Friday. All members were in agreement of a poll on the Parent Council whatsapp chat to establish when most members with PVGs were able to attend.
- Helen Sneddon, Head Teacher, advised that Yvonne Japp, St Margaret's Receptionist, may be able to give details of a friend who DJ's for the P7 leavers disco and may be suitable for the Halloween disco – Helen advised he is very interactive and plays games with the children.
- Pauline Mullen has volunteered to do the poll and contact Yvonne Japp regarding DJ.
- Dawn advised that there are disco templates on google drive which contain a list of roles and previous spending as a good guide to support with organisation. Sarah Thomson has taken this as an action to organise Juliet's access to the google drive info.
- Sarah Thomson asked if there are any other events members are interested in and bingo was suggested. Dawn advised there is a bingo machine and explained that previously chocolate was collected during dress down days with hampers created as prizes. Dawn advised this has previously been a popular event with two sessions running and advised gauging interest before deciding on number of sessions. Members suggested October to December to gather chocolate for prizes before running the bingo either in January or February.
- Helen Sneddon advised that she felt it important to organise the Spring fayre as soon as possible as there is a lot to do including organising inflatables, picking date etc. Sarah Thomson agreed to add this to the next Parent Council agenda and is happy to come up with ideas. Helen Sneddon advised that many local businesses may be keen to sell at the event.
- Helen Sneddon gave a quick update on school security, advising that the gates are locked at the keystore side and mugga to limit unauthroised access or children leaving unattended. CCTV upgrading is ongoing.

- All members thanked for attendance and advised next meeting will be organised in due course.