

Underbank Primary School
Parent Council and PFA Meeting
Thursday 17th September 2026

Present: Jenny Parry (Chair), Claire Theanne (Treasurer), Lorraine Cameron (Parent Council, Vice Chair), Margo Millar (HT), Rebekah Bond (Acting Principal Teacher), Alison McInnes (Class Teacher), Amy Niddrie (Class Teacher), Chrissie Finnigan, Marcella McIlroy, Ellece McCabe, Sara Mulenga, Richard Calveley.

Co-opted Member: None

Apologies: Poppy Corbett (Councillor), David Shearer (Councillor), Mhairi van der Kaars, Krystal McNicol, Charlotte Marshall, Natalie Dow.

Councillors: None

Minutes: Susan Jackson

Welcome & Apologies

JP welcomed everyone to tonight's meeting, and she and SJ shared apologies received.

Previous Parent Council Meeting Minutes.

Approved – JP

Seconded – Lorraine Cameron

Previous PFA Meeting Minutes.

Approved – JP

Seconded – Claire Theanne

HT Report – See Attached

MM shared the HT report and answered any questions relevant to the report.

CF understood the school no longer used Twitter/X but enquired as to what happens with existing photos on the app. She would like reassurance that South Lanarkshire Council (SLC) have plans to remove them. RB will investigate it. Discussion followed re the reluctance to take photos, add photos to Google Classroom and parents' views on the reduction in photos available of their child's school experiences.

Financial/Banking update

JP reported that CT had completed the merging of the Parent Council and PFA bank accounts with JP and CT as signatories, and the present balance is £3012.11 with a £500 cheque for P5 swimming contribution still to come out. MM added that Dawn Baxter had yet to submit costings for P7 Leaver's Book and would contact her regarding this matter.

School requests (inc. update on ICT refresh)

MM informed the group that, during the upcoming ICT refresh, SLC and RM were funding the replacement of C-Touch equipment and the disposal of old equipment respectively. There is no longer a need to fundraise for these specific items.

MMcl mentioned that AMcl had, last year, suggested the PFA replace some P1 books but MM, RB and AMcl shared that books for across the school had been purchased. RB added that the school received several sets of class books from the Scottish Book Trusts' 'Big Book Boost' at Larkhall Academy. MM explained that the PFA had contributed £500 towards the overall cost of the P5 swimming block which was 1/3 of the overall cost. She informed the group of the following upcoming trips and suggested that the school, parents and PFA split the total cost:

- The pupils in Room 4 are reading a book that links to the Titanic, which will be their next topic, and are keen to visit the Titanic Experience in Edinburgh in December. She proposed that the PFA donate £175. (Overall cost £525)
- The P3-7 Panto at Lanark Memorial Hall has been booked, with the overall cost of £717.50. MM suggested the PFA contribute £150.00. Thus, ensuring the parental contribution is kept to £5 per child.

- The P1-2 pupils are hoping to book a Santa experience at Clyde Valley Family Park, eliminating the need for transport. In addition, they may have time for an outdoor treat on their return e.g. hot chocolate and camp snack. MM suggested the PFA contribute towards cost. (approx. £100)

The group discussed alternative venues and MM explained that, although the Santa experience at New Lanark last year was very successful, New Lanark were not accepting education groups this year. Other venues such as Gouldings and Pollock Country Park were rejected due to overall cost. EMcC reiterated that the Clyde Valley Experience was good and there was lots for the children to see and do, including the planned activities informed by MM i.e. Santas Grotto, Elf Workshop and carnival games around the park.

The PFA agreed to contribute to all of the above.

RC enquired about reasoning for Titanic Experience and MM and RB explained the class were reading a novel with a link to the Titanic and this was their next topic. RC suggested that the local involvement be included as interest to the pupils i.e. all steel provided by Clydebridge Steelworks, Motherwell.

PFA Upcoming Event – Halloween Disco

See attached To Do List from JP (sent to school office Friday 18.09.26)

JP confirmed that the Halloween Disco will take place on Thursday 29th October. P1-4 at 1800-1900hrs and P5-7 at 1915-2015hrs. She confirmed that the DJ, Mr Henderson, will attend and MM suggested a gift to thank him for never charging the PFA for providing the disco over the years. JP confirmed that the cost of a ticket will be £3 and CT will collect the money via her daughter and office and then issue a token as a ticket, as previous year. CT confirmed responsibility for the 8 prizes in total for fancy dress, dancing and games across both parties. EMcM volunteered to contact Mrs Glynn for boxes of crisps once final numbers are known. JP explained to the group the organisation and decoration for the parties. She intimated that Ms Harrison and Mrs Dow may help at the event and would appreciate more helpers. LC and EMcC volunteered to help but they had not completed the PVG application yet and SJ confirmed to contact them regarding this.

PFA Upcoming Event – Christmas Fayre

See attached To Do List from JP (sent to school office Friday 18.09.26)

JP confirmed that the Christmas Fayre will take place on Saturday 21st November. Information will be passed to school to be included in the relevant Friday Update. Entry costs will include a hot drink and mince pie. MMcl will contact Mrs Forrest at Rosebank re. again, supplying the mince pies and chocolate coins. She will also ask Mrs Stewart if Borders Biscuits, Lanark could contribute. The group discussed types of stalls and agreed:

- Raffle responsibilities – School will gift the 'Festive Hamper', JP will organise with the 'Cinema Hamper', CT will organise the 'Prosecco and Chocolate Hamper' with EMcC providing the prosecco and MMcl will provide a Christmas wreath. JP suggested vouchers be donated rather than random items.
- Tombola -Christmas themed, aimed at children.
- Hot chocolate stall – EMcC's sister.
- School stall – organised by the Enterprise Committee
- Crochet stall – an ex-pupil will share this stall with the school Crochet Club.
- Elfridges – organised by MMcl
- Free activity – organised by AMcl

The group discussed various activities such as 'Guess the name' as well as possible items for sale such as tea towels with pupil faces drawn or calendars etc SJ to look into suggestions and costs.

Santas Grotto will be decorated by RC and his wife, and EMcM will organise the booking system and work with the school office regarding ticket payments.

JP to give SJ details for an email to be sent to all parents.

Future Fundraising Considerations

JP explained that the Cost of the School Day has an impact on the number fundraising events held but it was further hampered by the lack of parental support. She clarified that she was the only parent who volunteered for the Bag Packing at Tesco, Lesmahagow. It was then cancelled. Various ideas for fundraising were discussed as well as venues. The Community Hall has a charge but would be open to a wider section of the community. Any community fundraising events held there donate funds raised or a portion of the funds, to the school or PFA. EMcC raised the idea of a card machine to be used at events. Much discussion followed regarding pros and cons, and it was agreed to trial a card machine at the Christmas Fayre. CT and EMcC to look into this matter further.

It was agreed that any fundraisers after Christmas would take into consideration the Cost of the School day, parental involvement and PVG holders before going in the diary.

AOCB

MMcl raised concerns about pupils using the back gate as the pavement is narrow and it is a busy road. CT confirmed that parents waiting on their child block the pathway too. MM informed all that the area and length of barrier at the school gate had been checked and complies with SLC safety standards. She further explained that while parents could choose to collect their child from the front of the school, this may impact SLC's view on the necessity for John Hamilton, our School Crossing Patrol Officer. MM advised parents to park along Lanark Road and use Mr Hamilton to cross the children over and that Silverbirch Garden Centre car park was not to be used. SLC encourage Park and Stride. MM further explained that SLC do not own the field along Lanark Road therefore the pavement cannot be widened and a cycle lane cannot be created.

LC advised that the funding bid to Alpkit was unsuccessful for the second time. MM added that due to the school postcode, it is difficult to be successful with many funding applications.

Next meeting: Thursday 12th November 2026 at 1830hrs. SJ to arrange the school let.