



## Parent Council Meeting Minutes

**Date:** Thursday 19<sup>th</sup> September 2025

**Time:** 6.00 – 7.00pm

**Venue:** Thomas Muir Primary School, Base 9

### Attendance:

Position	First name	Second name	Attendance	Vote
Chairperson	Ana	Moran	Present	No objections - Continued for 2025/26
Vice-Chairperson	Susan	Lunan	Present	New appointment - Agreed by all
Secretary	Marie Claire	Cairns	Present	No objections - Continued for 2025/26
Teacher (HT)	Hannah	Young	Present	N/A
Teacher (DHT)	Megan	Martin-Jones	Present	N/A
Teacher (DHT)	Maria	McAllister	Present	N/A
Teacher (DHT)	Ryan	O'Connell	Present	N/A
Parent	Ashley	Convery	Present	N/A
Parent	Chris	Convery	Present	N/A
Parent	Deborah	Convery	Present	N/A
Parent	Laura	McDonald	Present	N/A
Parent	Kirsty	McEwan	Present	N/A
Parent	Thomas	Moore	Present	N/A
Parent	Keith	Paterson	Present	N/A
Parent	Peter	Tracy	Present	N/A
Counsellor	Gordon	Low	Apologies	N/A

### Minutes:

Item	Decision/Discussion	Discussion/Action
1.	Welcome/Apologies	<ul style="list-style-type: none"><li>HT welcomed PC present, particularly new members.</li></ul>
2.	Parent council positions	<ul style="list-style-type: none"><li>Ana Moran agreed to continue as chairperson – no objections.</li><li>Susan Lunan was invited to take the role of vice chairperson and agreed – no objections.</li><li>Marie Claire Cairns agreed to continue as secretary – no objections.</li></ul>
3.	Constitution	<ul style="list-style-type: none"><li>Constitution to be supplied to all members of the PC for review at the start of each year.</li></ul>
4.	Road closure scheme	<ul style="list-style-type: none"><li>TRO – Traffic Restriction Order</li><li>Traffic wardens were in attendance for the first 4 weeks approximately. (Hesitant to issue fines but moving cars on)</li></ul>



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		<ul style="list-style-type: none"><li>• Note that since their attendance ceased, parents/carers are using the street again, parking illegally and performing unsafe manoeuvres.</li><li>• Some discussion that the only effective deterrent would be for the traffic wardens to issue fines.</li></ul>
5.	Playground observations at drop off and pick up	<ul style="list-style-type: none"><li>• Animal wide ban to be reiterated – not just dogs.</li><li>• Parents/carers observed still standing amongst the class line areas – reminder to be issued to stand back.</li><li>• Use of scooters and bikes in the playground on the rise again – reiterate that they should be pushed, not ridden in the playground.</li><li>• Gates are only to be open/unlocked during drop off and pick up times.</li></ul>
6.	Protecting Vulnerable Groups (PVG)	<ul style="list-style-type: none"><li>• Members of parent council and parent/teacher association must have PVG clearance going forward. (Note that there may be a requirement for separate applications for PC, PTA and school trips)</li><li>• This should apply to all adults coming into the school. <i>Exceptions would be volunteers to some events.</i></li><li>• PVG is governed by Disclosure Scotland – applications are free this year but from next year there will be a fee.</li><li>• Approximately 90-day turnaround at this time, however with the introduction of fees an influx of applications is expected, and that will have an impact on the waiting time.</li><li>• Photographic ID and proof of address required.</li><li>• Noted that this will be particularly problematic for school trips where we are very dependent on parent helpers.</li><li>• Keith Paterson volunteered to coordinate the applications for the PC.</li></ul>
7.	AOB – These topics were raised after 7pm so noted for the agenda of the next meeting	<ul style="list-style-type: none"><li>• P7 residential trip.</li><li>• Classroom connector events – need dates further in advance.</li><li>• Homework.</li><li>• Lunches – specifically sandwich options.</li><li>• Time of morning bell – 9:02am.</li><li>• Security in general.</li></ul>
8.	Date of Next Meeting(s)	<ul style="list-style-type: none"><li>• Agreed that Mondays work well for the majority of the PC. Potential meeting dates:</li><li>• Monday 27th October</li><li>• Monday 1st December</li><li>• Monday 23<sup>rd</sup> February? TBC</li></ul>