Parent Council Meeting Minutes

Date: Monday 26th October 2026

Time: 5:45 – 7pm

Venue: Thomas Muir Primary School, Base 9

Attendance:

Position	First name	Second name	Attendance
Chairperson	Claire	Romayne	Present
Vice-Chairperson	Ana	Moran	Present
Secretary	Marie Claire	Cairns	Present
Teacher (HT)	Leslie	Davidson	Present
Teacher (HT)	Hannah	Young	Present
Teacher (DHT)	Becky	Little	Not present
Teacher (DHT)	Maria	McAllister	Present
Teacher (DHT)	Ryan	O'Connell	Present
Teacher (DHT)	Nicola	Pollock	Not present
Teacher (DHT)	Colette	Williamson	Present
Parent Council Member	Caroline	Clucas	Present
Parent Council Member	Ashley	Convery	Apologies
Parent Council Member	Pauline	Lambert	Apologies
Parent Council Member	Amy	Livingstone	Present
Parent Council Member	Susan	Lunan	Present
Parent Council Member	Laura	McDonald	Present
Parent Council Member	Kirsty	McEwan	Present
Parent Council Member	Thomas	Moore	Apologies
Parent Council Member	Keith	Paterson	Present
Parent Council Member	Karen	Sanders	Not present
Parent Council Member	Richard	Shields	Not present
EDC Counsellor	Gordon	Low	Present
Parent	Stephanie	Cheng	Present
Parent	Loveth	Osayande	Present

Minutes:

Original Agenda Item	Actual order of discussion	Topic	Discussion/Actions
1	1	Welcome/Apologies	
17	2	Date for EGM – Full review of constitution	Monday 9th November, same time, same place. Noted attendance is for parents only.
2	3	Staffing updates	3 new babies born to staff members :-) Only minor updates since AGM.
3	4	School safety protocols: In light of October 19th's hoax email, are there protocols in place to lock down/evacuate the school?	Continuity plan covers all eventualities, revised annually. Evacuation plans are kept confidential for safety. Specific to the issue this week, initial communication had to be coordinated by the central service at EDC. Noted that some parents are looking for reassurance about the plan that is in place should this happen in future and would like to give feedback to EDC on the follow up communication - missed opportunity to give more reassurance. Suggestion about potentially introducing security drills, similar to fire drills but without creating alarm to the children. Noted that some English schools practice the "shelter under the desk" drill - something for EDC to consider. Noted that there is at least 1 panic alarm button in the building - tested periodically. (Noted the one Glasgow city council school nearby that did evacuate on the day was misreported - heating failure) **ACTIONS:** EDC to respond on request for improved follow up communication. Parent council to send an email reassuring parents that the issue has been discussed and to invite any further concerns for next meeting. Parent council to Add H&S/security as a permanent agenda item.
4	5	Communication improvements	Previously raised - various methods of communication used: letters, emails, group call alerts. Could there be a more consistent approach? Noted an improvement has been proposed to insert a HEADING at the start of email titles to help draw attention to important issues, versus read at leisure content. Additionally requested to avoid "please read attached letter" as the only content. **ACTIONS:** Review communication protocol at next meeting for

			awareness. TMPS specifically to consider implementing the HEADING improvement to emails.
5	6	Parent communication protocol	7-page EDC wide document - Review at next meeting. **ACTIONS:** Issue document in advance to allow attendees to prepare questions.
6	7	Update to our positive relationships policy and behaviour blueprint	Behaviour blueprint reviewed: 1-page concise poster, stepped approach to response explained. Policy to be reviewed in next meeting - noted that consequences need to be understood at an age-appropriate level. Balanced with boundaries that parents may have feedback on. Consider appropriate consequences that will act as a deterrent. *Aside: SLT = Senior Leadership Team*
12	8	EDC updates: Crossing patrollers	Woodhill/Menteith Avenue junction - now covered by the crossing patroller that was previously covering Kirriemuir road. (The latter street no longer requires coverage due to TRO - traffic restriction order.)
13	9	EDC updates: Path near the back gate	Leechman Gardens to Cortachy Place route - Unofficial path/shortcut through grassy area has now been paved to facilitate clean school shoes!
15	10	Acknowledged items for next meeting agenda	All rollover items from this meeting's agenda - see below:
18	**11**	**Date of Next Meeting**	**Monday 30th November 2026**
7	Rollover	Dance fest costumes	TBD at next meeting
8	Rollover	Timing of leavers hoodies	TBD at next meeting
9	Rollover	Playground safety - use of scooters and bikers	TBD at next meeting
10	Rollover	School risk register: Does this exist and, if so, does it include operational and safeguarding risks?	TBD at next meeting
11	Rollover	Parking in drop off zone v staff car park	TBD at next meeting
14	Rollover	School objectives and improvement plan	TBD at next meeting
16	Rollover	Connect October Update (If we run out of time at this meeting!)	TBD at next meeting