

**St Bride's School & Nursery Parent Council - Rolling Action and Decision Log**



A rolling action log is maintained of all actions arising or pending from each of the previous meetings.

The status of Actions are categorised as follows:

- Task complete - to be removed from listing
- No identified risk, on target for completion date
- Target completion date extended to allow flexibility
- Target completion date unattainable, further explanation provided

Minute Ref	Meeting Date	Action	Action Owner	Due Date	Completion Date	BRAG Status	Position Statement	Supporting Documentation
PC01	06.03.2024	LT provided update via monthly HT report	LT			Green		06.11.2024 Further to the HT monthly report, LT shared a presentation on Attachment-Informed, Trauma Sensitive with the Parent Council
PC13	06.03.2024	PC Social Media - the group updated LT on the new PC logo and advised they are in the process of setting up a new Instagram page, this along with X (Twitter) that they hope to further share and promote to enable parent/carer responsibilities. All paperwork will carry the logo along with the school/nursery logo.	PF	05.03.2025		Green	<p>PF to update and share in conjunction with IT support from Mrs Dickson</p> <p>01.05.2024 PF met with Mrs Dickson who provided social media support, some assessment issues meant another meeting to take place to progress.</p> <p>05.06.2024 PF to meet with Mrs Dickson in new school term to progress.</p> <p>02.10.2024 This has not progressed as PF has been unable to meet up with Mrs Dickson due to her class commitments. PF will try to look into linking the facebook and twitter with a PC Instagram page.</p> <p>08.11.2024 Due to other commitments from PF and Mrs Dickson they have been unable to arrange a date to meet. This will be difficult in the lead up to Christmas so will look at it again in the new year.</p> <p>08.01.25 PF will speak to Mrs Dickson as soon as possible to try to solve the issue.</p> <p>05.02.2025 Unfortunately Mrs Dickson has now moved post out of school, PF to contact Miss Thompson to see if she can assist. 05.03.2025 PF has confirmed she will arrange a meeting with Miss Heather Thomson to discuss any support the can offer the PC regarding the Social Media updates.</p>	
PC19	01.05.2024	Parent Pay - discussion took place around allowing Parent Pay to allow Parents to pay online for PC events	LR	05.03.2025		Green	<p>LT advised that Mrs McCogan is able to extract reports which would demonstrate payment for events. PC to consider this option in the new school term</p> <p>05.04.2024 Further discussion took place around the use of Parent Pay and it was agreed to trial this in a PC event in the new term</p> <p>04.09.2024 PF advised there are other online payment options available within other school uses. It was agreed more information would be needed before a decision was made on how to progress.</p> <p>02.10.2024 Discussion took place about the possible use of a card machine such as SumUp as a way for receiving payments from parents during fundraisers, the require further discussion.</p> <p>06.11.2024 Discussion took place about the pros and cons of having our own card reader. LT will reassess the various readers notes costs etc and relay this back to PC for a decision.</p> <p>08.01.2025 LR discussed her findings on contactless payment machines. It was noted that they all had transaction charges of roughly 1.70% and PC agreed it would not be worth our while. PC will meet with Mrs McCogan to the possible use of Parent Pay, pink and zone. PF will contact Parent Kind if they have any information on contactless payments.</p> <p>05.02.2025 PF had some discussion with Mrs McCogan regarding the maintenance of this and further to this the PC suggested trial arrange externally in March for the school and thereafter the PC may utilize for the end of term disco. Further discussion to be had at the forthcoming informal meeting</p> <p>05.03.2025 PC discussed about the possible confusion over online consent for disco and then cash for tickets. This has resulted in a trial of paying for tickets through parent pay. LT responded after looking into parent pay that schools have a charge per transaction for using this service however LT is not aware of any charges to them and believe if there is then it is the School Leasewebite that would cover it.</p>	<p><a href="http://www.sumup.com/en">http://www.sumup.com/en</a></p> <p><a href="https://www.gofundme.com/c/parent-kind">https://www.gofundme.com/c/parent-kind</a></p> <p><a href="mailto:parentkind@stbrideschool.co.uk">parentkind@stbrideschool.co.uk</a></p> <p><a href="mailto:info@stbrideschool.co.uk">info@stbrideschool.co.uk</a></p> <p><a href="mailto:01644841833@stbrideschool.co.uk">01644841833@stbrideschool.co.uk</a></p> <p><a href="mailto:01644841833@stbrideschool.co.uk">01644841833@stbrideschool.co.uk</a></p> <p><a href="mailto:01644841833@stbrideschool.co.uk">01644841833@stbrideschool.co.uk</a></p> <p><a href="mailto:01644841833@stbrideschool.co.uk">01644841833@stbrideschool.co.uk</a></p> <p><a href="mailto:01644841833@stbrideschool.co.uk">01644841833@stbrideschool.co.uk</a></p> <p><a href="mailto:01644841833@stbrideschool.co.uk">01644841833@stbrideschool.co.uk</a></p> <p><a href="mailto:01644841833@stbrideschool.co.uk">01644841833@stbrideschool.co.uk</a></p>
PC28	04.09.2024	School Uniform Suppliers - PC raised concerns of interactions with the current uniform supplier whilst purchasing items for return to school	PC	07.05.2025		Green	<p>PC raised change of school uniform supplier due to cost and late delivery. LT stated there would need to be a consultation with parents if any change was to be instated. Discussion to take place at next meeting.</p> <p>02.10.2024 This will remain open and discussed further in the new year.</p> <p>08.01.2025 PC discussed that before we have a parent consultation on Uniform we will hold a discussion with Peter from LogoXpress to air our concerns, which will be collated prior to meeting.</p> <p>05.02.2025 PF to progress discussion with Peter from LogoXpress</p> <p>05.03.2025 PJ has taken on the task of contacting Steven from LogoXpress and will update PC at next meeting</p>	
PC 37	06.11.2024	Athletics and Netball Kits	PC	05.03.2025		Green	<p>It was brought to attention at a recent sporting event that the school may be short of some netball or athletic kits. LT will speak to the appropriate staff to see what is required and if the PC are able to help with this purchase.</p> <p>08.01.2025 Mrs Thomas has not yet got back to the PC regarding what is required to be bought for each of the teams. Once this has been communicated we will look into supplying these teams with their kits.</p> <p>05.02.2025 LT advised Mrs McCogan progressing with costings and related savings, initial returns suggested differing sizes would need to be acquired to meet the needs of the school.</p> <p>05.03.2025 LT updated parent council that the company they were looking at was charging £15 per t-shirt including printing and are going to look at alternate companies for quotes. LT knows someone who creates personalised clothing and will also contact them and will bring a sample to the school when she receives it.</p>	
PC 39	08.01.2025	Kits for PC meetings	PF/NE/LT	04.06.2025		Green	<p>PF and NE will meet with LT to arrange the dates for the kits for the PC meetings for the forthcoming school year.</p> <p>05.03.2025 LT suggested that mid-end May this meeting should take place to allow her to submit our requests within the timescales. PF and NE to confirm a date to meet</p>	
PC 41	05.02.2025	Asda Cashpoint for Schools	PC			Green	<p>The Parent Council advised of the final figure for the recent Asda Cashpoint for Schools initiative of £283.31 and wished to thank the school community most sincerely for this. They have received notification that the funds will be received on 26.02.2025.</p>	
PC44	05.03.2025	Disco photo booths	ALL	07.05.2025		Green	<p>There has been some feedback that they children would like a photo booth again at the disco. PC discussed about having one at the end of year disco. Our regular photo booth can be quite costly and does not make any money therefore PJ will look into other potential photo booths for the upcoming summer disco.</p>	
PC45	05.03.2025	Plastic Water Bottles	LT	07.05.2025		Green	<p>M&amp;P meet PC aware that there is a lot of waste from plastic water bottles at the disco that the children are just putting into the bin. She asked if there was anything that the school or nursery could use them for. PJ mentioned that we have the bottle collection at LGS. LT said she would speak to Mr Wood on how the school could use them and speak to the children to either use them for respect or to raise money for the school.</p>	
PC46	05.03.2025	PVG	ALL	07.05.2025		Green	<p>PF made PC aware that there has been a change to PVG rules which would include PC members needing to have a PVG. LT has contacted someone for more information.</p>	
PC47	05.03.2025	Primary 7 Leavers	JH	07.05.2025		Green	<p>Discussion began on what the PC will donate to the Primary 7 school leavers. In the past PC contribute to pizza and balloons. JH will look into an increase in the donation amount.</p>	
PC48	05.03.2025	Primary 1 Extras programme	PF			Green	<p>PF will purchase the gifts required for the parent of the primary 1 children on their first day. LT advised the setting in visits are on 21.05.2025 and 28.05.2025. PF will introduce the parent council to the visit on 28.05.2025</p>	
PC49	05.03.2025	Twitter Update	ALL			Green	<p>Council no longer using X as a sharing platform (except for emergency posts) and are moving over to Blue Sky. This is no requirement yet for the school or PC to move to Blue Sky but will inform us when this is necessary.</p>	