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	RAG status	Position Statement	Supporting Documentation
PC61	06.03.2024	LT provided update via monthly HT report	LT					06.11.2024 Further to the HT monthly report, LT shared a presentation on 'Attachments-Informed, Trauma Sensitive' with the Parent Council
PC46	05.03.2025	PVG Requirements	ALL	Ongoing			PF made PC aware that there has been a change to PVG roles which would include PC members requiring to have a PVG. LT has contacted SLC for more information **05.06.2025** LT has contacted SLC for more information. However it was not very clear. After HMI inspection we will try and acquire more information. **03.09.2025** The majority of PC members have now got a PVG in place. The PC will need to ensure all current members and new members have completed the form. **01.10.2025** 2 new PC members have been advised that they should have received an email to complete their PVG. If not NE will look into this and get it meant out. There is one outstanding current PC member still need to provide details for PVG. **04.11.2025** NE confirmed one member has completed their PVG registration or has already began the process. PC has also begun registering some of the volunteer helpers. NE will need to reapply as her registration has gone missing and the link is no longer active. **05.01.2026** It has been discussed that adhoc volunteers who help out the PC at events will also need to be a PVG this will begin in due course. **04.02.2026** NE to progress x2 applications **04.03.2026** NE resubmitted x2 applications and awaiting outcome
PC51	07.05.2025	PC Banner	NE/PF	Ongoing			It was discussed how we can be more visible to the parents. NE/PF said that they had already mooted into a banner that can be displayed outside school to have hold a copy of newsletters/information/posters. LT said that this would be great and would be good. LT said these could possibly be displayed outside school as well as school monthly newsletter. LR also thought that creating posts on our social media with a picture and a little blurb of information about ourselves could possibly make us more visible and known to other parents. PF has asked all PC members if they could provide this information for posting. **03.06.2025** NE will chase up the design of the banner and over the next couple of weeks will begin introducing members on our Social Media pages. **01.10.2025** PF is aware this still needs to be sketched and will try her best to complete sketch for next PC meeting. **13.11.2025** NE apologised as this has still not been completed and will try her best to have an update for the next meeting.
PC54	03.09.2025	P7 Leavers Social	PC	Ongoing			**03.09.2025** NE updated on discussion on facebook page on social media regarding a P7 leavers event. As a PC we addressed this and concluded we cannot endorse this due to many factors such as cost of the school day and as a PC we already contribute to many P7 events and treats. School currently ask P7 what they want to do for their leavers week and this is actioned. We touched on the idea of the summer disco being extended for P7 only as a treat. This will be further discussed. **01.10.2025** Discussion took place on changing disco time for next year but was decided that bringing it forward by 45 mins may not suit lots of working parents. We agreed to think of other possible options. **13.11.2025** PC agreed we still have time to decide on any changes to the school disco for P7's on. **04.02.2026** After discussion, this item will remain open in case any further revisit required
PC55	01.10.2025	Funding	PC/S&G/Z	Ongoing			PC reviewed the funding options which we have looked into and why as a PC we didn't take them any further. SM will look into other funding options which could be open to the PC and the school which we could apply for in future. **13.11.2025** SM apologised that he only did a small amount of research and will continue to look into all available funding. He did report back on funding from Co-op/Scotmid and Asda. SM will compile this findings. PC may ask school and children for a wishlist so that we can focus our funding on certain projects. **04.02.2026** PC discussed a potential funding opportunity via SCOTMID. SM&G to progress for submission deadline **04.03.2026** SM presented his proposed application on behalf of the PC. Discussion took place around specific outdoor and/or equipment requirements. SM&G to contact KINROSS Tennis Club around a previous competition we where they provided a tennis wall to gauge cost.
PC57	13.11.2025	MSP/Councillor invite to future PC meeting	NE/PF	02.09.2026			PC addressed the idea of contacting local politicians and councillors, inviting them to our PC meeting and using their knowledge to aid us with the running and fundraising for the school. We will maybe invite to February meeting. **08.01.2026** PC will send the dates and times of the meetings to the relevant councillors along with the agenda as an invitation. **04.02.2026** NE to progress this for the later part of this year after 2026/27 school hrs have been finalised. **04.03.2026** As above this item will be progressed taking into account the forthcoming local election in February
PC60	13.11.2025	Disco DJ	PC/JH	Ongoing			PC has received numerous feedback from parent helpers and children about the current DJ which we use for the school disco, some being that there was too many games, very little dancing, song choice and not being able to hear her. LT will ask the pupils for their opinion on what they would like to see. LT will compile this feedback to her and ask for some changes to be made as deposit has already been paid. **08.01.2026** PC will acknowledge and appreciate the input the children gave to the disco. **04.02.2026** PC acknowledged feedback received from pupils following recent Christmas disco and will explore for future discos. JH to book Summer disco DJ requesting same one as Christmas. **04.03.2026** JH confirmed DJ is booked for the summer disco and currently it is hopes the same DJ from Christmas will be in attendance
PC61	13.11.2025	Photo Booth (Disco)	PC/PJ	07.01.2026			After being unable to book a photo booth last summer disco due to supplier being fully booked we will begin the process of booking and contact previous company in the first instance for current costs. **04.02.2026** PC agreed to book Photobooth for Summer Discos an annual occurrence due cost, ease of use and the quality of photos taken. **04.03.2026** PJ confirmed the Photobooth is booked for the summer disco
PC62	04.02.2026	Sacramental In-school Parties	PC	02.03.2026			PC agreed to purchase a cake for both the Reconciliation and Holy Communion parties in school. Budgets for forthcoming Sacraments for P3 and P6.	
PC63	04.02.2026	End of Term Ice-Cream Van	PC/NE	03.06.2026			PC to book the annual ice cream van for all School and Nursery pupils and staff. NE to organise booking. **04.03.2026** NE confirmed the ice cream van is booked as requested and will be onsite at 0900	
PC64	04.02.2026	PC Google Form Feedback	PC/CL	Ongoing			PC in the process of analysing the feedback within the recently shared Google Form and will communicate this shortly. **04.03.2026** CL still in the process of collating the information received. PC will respond at the next meeting.	
PC65	04.02.2026	PC Constitution	PC/CB	Ongoing			PC to undertake and update and re-write of the current PC Constitution in order to modernise and support future planned application to become a registered charity. CB will undertake this piece of work. **04.03.2026** CB still progressing this indepth piece of work and will provide an update at the earliest opportunity	
PC66	04.02.2026	Easter Raffle Contribution	PC/JH	04.03.2026			PC to make a £100 contribution to the forthcoming Easter raffle. Jim's transfer funds. **04.03.2026** JH confirmed he has transferred the funds as requested	
PC67	04.02.2026	School Sports Day	PC	03.06.2026			PC proposed a fundraising opportunity offering refreshements to parents/carers at the forthcoming planned school sports day, this will be weather dependent and assessed nearer the time	
PC68	04.02.2026	Parent Lottery Introduction	PC	04.03.2026			PC are keen to launch to previously discussed 'Parents Lottery' to the school and Nursery in conjunction with ParentWind (PTA Fundraising Association), further details will be shared in due course **04.03.2026** The PC will seek to progress this item after the Easter break	
PC69	04.02.2026	PC Fundraising Activities	PC	03.06.2026			PC shared some forthcoming fundraising opportunities: - World Cup Colouring Competition -Friday (school closed) Beat the Goalie -Friday tie Lolly/Pole stand More details will follow	
PC70	04.02.2026	School Car Parking	ALL	Ongoing			PC raised concerns over the ongoing school parking at school/nursery pick up time. The concerns were that parents are parking dangerously on double yellows, near busy pavements & medical centre. Police station re-opening, bollards on school/lollipop man is back/busier with a lot of unscheduled parking are contributing to school-wide safety concerns. PC suggested the introduction of a drop-off/pick-up zone within the school/nursery car park. The HT noted the car park is designated for school staff and visitors only, with no allocated parking for parents. The HT noted that there are over 200 families across the school and nursery, and that operating a drop-off/pick-up zone at the start and end of the school day would not be practical. The HT further advised that she has received parental complaints regarding parking in the vicinity of the school, which have been escalated to SLC Headquarters. She confirmed that the car park belongs to the Council and that it is not within her remit to make changes to it. The HT also advised that she has requested a traffic survey be undertaken by SLC to assess parking concerns, and that the results will be shared once available. **04.03.2026** Further discussion took place around this item and theassociated challenges. challenges. HT advised the council will carry out a Traffic management audit commencing next week along with school inspection. HT advised of several conversations with parents seeking to use the school car park along with challenges to our Janitor regarding this. HT is seeking to send out a communication to parents/carers which the PC support
PC71	04.02.2026	Eco-Uniform Station	ALL	Ongoing			PC discussed the option to make uniform items readily available to parents/carers to help themselves to. All items are in very good used condition and freshly laundered. HT agreed to ensure visible on School Reporting evenings/New Intake days and weather permitting,placed outside the main school office entrance	
PC72	04.02.2026	Mobile Phone use in School	ALL	Ongoing			The Headteacher (HT) advised that she had consulted with school staff regarding the development of a Mobile Device Policy. She also confirmed that pupils will be consulted as part of the process. The Parent Council (PC) confirmed their support for this approach. The HT will draft a communication outlining the consultation and will report back to the PC. The Mobile Device Policy is scheduled to be introduced by August 2026.	
PC73	04.02.2026	Stationery	PC/PF	04.03.2026			PC recalled previous term where school budget was stretched to allow for purchase of school stationery paper/marker and board pens/pencils etc. PC stated they were happy to make a contribution to a recent order that had been placed. PF to speak to office staff to progress. **04.03.2026** PF discussed with school office stationery requirements and PC will progress to purchase accordingly	
PC74	04.03.2026	Non-Uniform Days	PC	04.03.2026			PC stated there had been several non-uniform days in December and now we have each Friday in Lent. Whilst the PC recognises Christmas jumper/party days in December and fun Fridays in Lent, this could be seen as a cost to the school day for parents/carers. HT responded these days are optional to children and that of nursery contributions. The fun Friday days were decided upon by the varying committees the children sit on.	