



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	BRAID status	Position Statement	Supporting Documentation
PC#1	06.03.2024	LT provided update via monthly HT report	LT			Green		06.11.2024 Further to the HT monthly report, the PC has been informed that the 'Attachment-Informed, Trauma-sensitive' with the Parent Council
PC#6	05.03.2025	PVG Requirements	ALL	Ongoing		Yellow	<p>PT met PC aware that there has been a change in PVG roles which would include PC members</p> <p>PT met PC aware that there has been a change in PVG. LT has contacted LT to more information</p> <p>02.02.2025 PC met with LT to discuss the change in PVG roles. LT advised that the new member was not very clear.</p> <p>After HME, expectations will be that the new member will be more clear and more information will be provided to the PC.</p> <p>PC will need to ensure all current members and new members have completed the form.</p> <p>PT has agreed to extend the target completion date to 15.11.2025 as the new member has not yet completed the form.</p> <p>15.11.2025 PC members have either received their PVG registration or has already began the process. If not, PC will contact LT to discuss the next steps. LT will advise what needs to be done to apply as the registration has gone missing and the link is no longer active.</p> <p>05.01.2026 It has been discussed that after 1st半期 who help out the PC at events will need to be a PVG this will be a PVG requirement.</p> <p>04.02.2026 PC to commence to update PVG roles.</p>	
PC#8	07.05.2025	PC Banner	NE/PF	Ongoing		Yellow	<p>PT met PC aware that the banner could be more visible in the parents. NE/PF need that they had already looked into a banner that can be displayed outside the school to have a copy of the banner and the cost of the banner.</p> <p>NE/PF need to have a copy of the banner to see if the cost of the banner is reasonable and if the banner will be good. LT said these could possibly be displayed outside school as well as school monthly newsletter. LT also thought that the banner could be displayed inside the school entrance. LT also thought that the banner could possibly make us more visible and known to other parents. PT has asked all PC members to complete the banner by 15.11.2025.</p> <p>01.09.2025 NE/PF will change up the design of the banner and over the next couple of weeks will begin to display the banner outside the school entrance.</p> <p>01.10.2025 PC will be aware that the banner needs to be displayed and will try their best to complete the banner by 15.11.2025.</p> <p>15.11.2025 PC agreed as the has not been completed and will try their best to have an update.</p> <p>04.02.2026 PC to commence to update the selected members.</p>	
PC#4	03.09.2025	PT Leavers Social	PC	Ongoing		Yellow	<p>PC discussed a recent post on local page on social media regarding a PT leaves event. LT advised that the school day will be a PT as we already contribute to PT events and leaves. School currently are not aware of the cost of the event and the cost of the event will be covered by the school.</p> <p>PC will be aware that the school day will be a PT as the school day will be a PT only as the cost of the event will be covered by the school.</p> <p>01.10.2025 PC will be aware that the school day will be a PT only as the cost of the event will be covered by the school.</p> <p>01.10.2025 PC will be aware that the school day will be a PT only as the cost of the event will be covered by the school.</p> <p>01.10.2025 PC will be aware that the school day will be a PT only as the cost of the event will be covered by the school.</p> <p>15.11.2025 PC agreed as will have time to decide on any changes to the school dance for PTs etc.</p> <p>04.02.2026 After discussion, this has not been open in case any further would required.</p>	
PC#5	01.10.2025	Funding	PC/SM	Ongoing		Yellow	<p>PC reviewed the funding options which we have looked into and why as PC/SM did not take them further. PC/SM will look into other funding options which could open up the PC and the school and the school.</p> <p>13.11.2025 SM apologised that he only did a small amount of research and will continue to look into other funding opportunities. PC/SM will be aware that the funding will be used for the school and the school will be aware that the funding will be used for the school.</p> <p>01.10.2025 PC/SM will be aware that the funding will be used for the school and the school will be aware that the funding will be used for the school.</p> <p>01.10.2025 PC/SM will be aware that the funding will be used for the school and the school will be aware that the funding will be used for the school.</p> <p>04.02.2026 PC discussed a potential funding opportunity via SCOTM&amp;BMS to progress for funding.</p>	
PC#6	13.11.2025	PT Hoodies	JH	04.02.2026		Yellow	<p>PC will provide LT with the funds for the PT hoodies. Costs will be discussed at next meeting.</p> <p>05.01.2026 School has began purchasing the hoodies. JH will check that the funds have been transferred to the bank account.</p> <p>04.02.2026 Funds paid to school and hoodies ordered.</p>	
PC#7	13.11.2025	MEP/Council invite to future PC meeting	NE/PF	02.05.2026		Yellow	<p>PC addressed the idea of inviting local politicians and councillors, inviting them to PC meeting and using their knowledge as well as the running and functioning of the school. We will receive invites to February meeting.</p> <p>04.02.2026 PC will be aware of the date and time of the meetings to the relevant councillors along with our agenda as an invitation.</p> <p>04.02.2026 PC to progress file for the later part of this year after 2026/27 school late have been agreed.</p>	
PC#8	13.11.2025	Deco DJ	PO/JH	Ongoing		Yellow	<p>PC has received numerous feedback from parent helpers and children about the current DJ which we use for the school disco, some feeling that there was too many games, very little dancing, song selection was not good. PC will be aware that the DJ will be invited to the disco and the school will be aware of the feedback and ask for some changes to be made as deposit has already been paid.</p> <p>04.01.2026 PC will acknowledge and appreciate the input the children gave to the disco.</p> <p>04.02.2026 PC will be aware that the DJ will be invited to the disco and the school will be aware of the deposit and of expense for the disco. JH to book Summer Disco (JH requesting same one as Christmas Disco).</p>	
PC#1	13.11.2025	Photo Booth (Disco)	PO/PJ	07.01.2026		Yellow	<p>After being unable to book a photo booth last summer disco due to supplier being fully booked we will be booking a photo booth for the summer disco with a previous company in the first instance for cost.</p> <p>14.02.2026 PC agreed to book PhotoBooth for Summer Disco an annual occurrence due cost. PJ to progress file for the forthcoming June date.</p>	
PC#2	04.02.2026	Sacramental In-school Parties	PC	02.05.2026		Yellow	<p>PC agreed to purchase a cake for both the Reconciliation and Holy Communion parties in school.</p> <p>04.02.2026 PC will be aware as we cream for all School and Nursery cakes and staff. NE/PF to organise booking.</p>	
PC#3	04.02.2026	End of Term Ice Cream Van	PC/NE	03.06.2026		Yellow	<p>PC/NE will be aware as we cream for all School and Nursery cakes and staff. NE/PF to organise booking.</p>	
PC#4	04.02.2026	PC Google Form Feedback	PO/CL	Ongoing		Yellow	<p>PC is in the process of analysing the feedback within the recently shared Google Form and will update the PC.</p>	
PC#5	04.02.2026	PC Constitution	PO/CL	Ongoing		Yellow	<p>PC to undertake and update end-of-the-current PC Constitution in order to remediate and prevent any potential issues with the constitution.</p>	
PC#6	04.02.2026	Station Tuffie Contribution	PO/CL	04.01.2026		Yellow	<p>PC to make a Tuffie contribution to the forthcoming Easter raffle. JH to transfer funds.</p>	
PC#7	04.02.2026	School Sports Day	PC	03.06.2026		Yellow	<p>PC proposes a fundraising opportunity offering refreshments to spectators at the forthcoming planned school sports day, will be weather dependent and assessed nearer the time.</p>	
PC#8	04.02.2026	Parent Lottery Introduction	PC	04.03.2026		Yellow	<p>PC are keen to launch to previously discussed Parents Lottery to the school and Nursery in conjunction with ParentCox (PTA Funding Association), further details will be shared in due course.</p>	
PC#9	04.02.2026	PC Fundraising Activities	PC	03.06.2026		Yellow	<p>PC shared some forthcoming fundraising opportunities.</p> <p>World Cup Colouring Competition</p> <p>May Day Egg Hunt</p> <p>2nd May Ice Lolly/Police Stand</p> <p>More details will follow.</p>	
PC#10	04.02.2026	School Car Parking	ALL	Ongoing		Yellow	<p>PC raised concerns over the ongoing school parking at schoolmatrix pick up time. The combination of the recent Council ruling over no pavement parking, local business and medical advice, along with the recent HME, has led to the PC to consider the possibility of removing along with some irresponsible parking are contributing to school end safety concerns.</p> <p>PC suggested the introduction of a drop-off/pick-up zone within the schoolmatrix car park. The schoolmatrix car park is currently a no-parking zone and the PC will be aware that the parking for parents is limited.</p> <p>The PC are aware that there are over 200 families across the school and nursery and that opening a drop-off/pick-up zone at the start and end of the school day would not be practical.</p> <p>The HT further advised that she has received parent complaints regarding parking in the vicinity of the schoolmatrix car park and the PC will be aware that the park operates in line with arrangements at other schools within the Learning Community.</p> <p>The PC will be aware that the PC will be in contact with the Learning Community by SC to assess parking concerns, and that the results will be shared once available.</p>	
PC#11	04.02.2026	Eco-Uniform Station	ALL			Yellow	<p>PC discussed the option to make uniform items readily available to parents/carers to help themselves. All items are in very good used condition and freshly cleaned. HT agreed to make available to parents/carers through the main school office either via post or collection.</p>	
PC#12	04.02.2026	Mobile Phone use in School	ALL	Ongoing		Yellow	<p>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 HT will be aware that the policy will be developed and will be shared with the PC. A communication outlining the consultation and will report back to the PC. The Mobile Device Policy is scheduled to be introduced by August 2026.</p>	
PC#13	04.02.2026	Stationery	PO/PF	04.03.2026		Yellow	<p>PC resolved previous term where school budget was stretched to allow for purchase of school uniform items. PC will be aware that the school budget will be stretched to allow for purchase of a contribution to a recent car that had been placed. PF to speak to office staff to progress.</p>	