

Friends of Glaitness School Minutes

Thursday 5<sup>th</sup> February 2026

1. Present	Sharon Muir (Depute Head Teacher), Kate Towsey (PT), Shaun Tulloch (Acting Nursery Manager), Maggie Henning (Chair), Barbara Brown (Treasurer), Michelle Kennedy (Secretary), Stacey Donohoe, Rosie Drever and Katy Firth Joining online: Ruth Smith
2. Apologies	Ingrid Rendall (Head Teacher), Steven Burnett (Business Manager), Laura Thomson, Jenny McGrath, Abi Ross, Sarah Richings and Sarah Grieve

Topic/ Agenda Item	Notes	Action	Who?	Additional Information /Comments
3. Approval of Previous Minutes	Minutes of meeting held on 27 <sup>th</sup> November 2025			Approved by Barbara Brown Seconded by Stacey Donohoe
4. Action Log Update	<ul style="list-style-type: none"> <li>Road Safety Update – Yvonne Scott left her post and it has been recruited. New person hadn't started as of 12.1.26, but we are to expect them to be in touch when in post. KF leading on this just now.</li> <li>Leaflet for new families – MK decided to delay this so as not to repeat what is in the refreshed Parent Handbook (to be published).</li> <li>Logos – still to come back to – in the hands of the designer redesigning based on our feedback.</li> <li>Facebook posts – requests for uniform and Christmas Jumpers, as well as cycle safety and parking were all shared.</li> <li>Draft Constitution – Shared with members here and will be discussed at this meeting. See item 8 on the agenda.</li> </ul>	<ul style="list-style-type: none"> <li>Get back in touch with OIC to chase travel plan in March. Separate meeting to happen TBC.</li> <li>Consider whether new leaflet is required once Parent Handbook is published.</li> <li>Logos to be decided</li> </ul>	KF  MH/MK	
5. Headteacher's Update	<ul style="list-style-type: none"> <li>Staffing update – significant staff absences which are having impact on an almost daily basis. SLT are prioritising staff to greatest need/where absence has biggest impact. Delayed</li> </ul>	<ul style="list-style-type: none"> <li>Kate to look into the cost of Rubix cubes to see if we can provide</li> </ul>	KT	

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	<p>recruitment process due to OIC redoing job descriptions. Also have hours which are not filled and constantly short staffed. Teacher vacancies to recruit – maternity and ASN class teacher.</p> <ul style="list-style-type: none"> <li>• Classes for next year – hard to determine due to being in the middle of the P1 enrolment week. High numbers in next year's P3 and P4, and not sure on numbers in new P1 intake and the impact of that.</li> <li>• Mobile Phone Policy shared with Heads of Establishment this afternoon. Schools to work on new Personal Device Policy. Informal policy here already with children handing them in and going into the teacher's drawer. Smart watches etc. are also going to be included in this. Likely the FoGS will be asked to contribute to this.</li> <li>• Anti-bullying Policy and Relationships Policy to be looked at during Inservice – Both policies have come from OIC and then are to be tweaked by Glaitness for their own context.</li> <li>• Events – P5 Burns Supper was a great success, P6s will be starting their tour guiding next week, 6 University of Wisconsin students are to join Glaitness School at the end of May.</li> <li>• Learning Visits – Parents raised some concerns about the composite classes having different learning experiences to the other children. Communication has come out from the school explaining how learning is planned. Children plan own learning and so some topics lend themselves better to visits. The composite class were offered the chance of the Transport topic and chose not to do this.</li> <li>• World Book Day in March – activities planned in school and a Book Swap – planned not to do a Scholastic Book Fair every year and just do this every second year due to cost-of-living and sustainability. More details to follow.</li> <li>• Parents Evenings are coming up on 17<sup>th</sup> and 19<sup>th</sup> March.</li> <li>• Pupil Contribution Groups – P7 are developing a range of skills running these. Tuck Shop being one which has been very well received.</li> </ul>	<p>these so the club can run.</p>		
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	<ul style="list-style-type: none"> <li>• Playground Leaders – A game per “little break”. Other things include Chess Club, Dungeons and Dragons, Rubix Cube Club, School Newspaper and STEM group. Rubix cube club has hit a stumbling block as the school have none. See action.</li> <li>• Pupil Ambassadors – Looking at Sports Court timetable which needs a refresh. Plans to include netball in this.</li> <li>• JRSO – Be Safe/Be Seen – Reflectors to go out to early years.</li> </ul>			
6. Early Learning & Childcare Update	<ul style="list-style-type: none"> <li>• Struggling to recruit nursery manager – advertised twice.</li> <li>• Karen Petrie is going to move from Papdale Nursery to Glaitness for around a year. At Papdale the existing staff will have the chance to try out acting up and see if OIC can grow their own Nursery Managers.</li> <li>• Looking to do some recruitment of permanent nursery staff shortly. Have several people on temporary contracts.</li> <li>• Toothbrushing Supervisor – struggling to recruit these but wonder if Parent Council could share this. It could suit parents as within school hours and can be a way in to working with children.</li> <li>• Registration time of year – deferrals mean some uncertainty in numbers until Registration Week closes.</li> <li>• Approximately 75 children in Nursery for next academic year.</li> </ul>	Promote toothbrushing job	MK	
7. Treasurer’s Update	<ul style="list-style-type: none"> <li>• We have a huge negative balance on the afterschool sports payments now, and Barbara is concerned about this and has been trying to get a hold of Picky to query things and to look at how many parents have not yet paid.</li> <li>• School Lottery – has brought in £1596.30 since April.</li> <li>• School Hoodies – paid £663. Sizing means that kids are having to order adult small which need VAT paid on it.</li> <li>• Halloween Disco made £112.</li> <li>• We have also paid for Sumdog and netballs.</li> <li>• We could promote Easy-fundraising more as it could become another easy income.</li> <li>• £6119.26 in the account just now but £3000 is from the Blue Door and allocated to P7 residential.</li> </ul>	Barbara to investigate this and feedback at the next meeting.	BB	

	<ul style="list-style-type: none"> <li>BB doesn't want balance to go much lower as we need to have money in the account as we need to have a float to pay for Sports before the parents pay. This is a 4-figure sum.</li> </ul>			
8. New Constitution – Feedback	<ul style="list-style-type: none"> <li>MK shared that draft constitution and existing constitution for members to read ahead of the meeting and opened the floor for discussion and feedback on how to amend going forward.</li> <li>Went through MK's notes and discussed these amendments and those from the committee members. Lengthy discussion around the length of time that the chair and office bearers should be. A mix of feelings that it should be limited to 3 years and others feeling that we can't always fill the posts and so why limit them if good people are in them and doing well.</li> </ul>	<p>Go out through school channels so all parents can see this after half term.</p> <p>Add to term 4 agenda to discuss any comments from parents.</p>	MK	
9. Christmas Gift Fundraiser	<ul style="list-style-type: none"> <li>SM was in touch with the committee to ask if the money from the Christmas Gift Fundraiser could go into the School Fund instead of the FoGS account. This is due to the change in that school now do all the administering of this and FoGS are not involved. A vote was held and FoGS voted in favour of this change, 11-1. However, members wanted the chance to discuss if FoGS wanted to take on the administering of this to keep the money. Some members felt it was too big a task for us to take on, and the money all benefits the children anyway.</li> <li>It was agreed that going forward the school will receive this money.</li> <li>Katy suggested using Tesco and Stacey also mentioned the Coop for their community donations/tokens.</li> <li>Stacey suggesting looking at the VAO list of Small Grants.</li> <li>Kate mentioned that a basket swing for the courtyard was something which they were keen to look into getting as many children would benefit from it.</li> </ul>	<ul style="list-style-type: none"> <li>Katy to investigate Coop or Tesco fundraising.</li> <li>Put out a callout for people who will come and do fundraiser – possibly for a basket swing, but Kate to check with Steve on cost.</li> <li>Kate to give us a figure for a basket swing.</li> <li>Ruth to put in an application to Cooke Aquaculture for a swing.</li> </ul>	<p>KF</p> <p>MK</p> <p>KT</p> <p>RS</p>	
10. Class Reps Update	<ul style="list-style-type: none"> <li>Lunch concerns from the P3 – not all happy with the choices, would like soup and bread, would prefer cheese or ham sandwich options.</li> </ul> <p>Shared that concerns should go to Scott Pring, Head of Catering at OIC as the menus are created for the whole of Orkney using the Healthy Schools Guidance 2020.</p>			

	<a href="https://www.gov.scot/publications/healthy-eating-schools-guidance-2020/pages/4/">https://www.gov.scot/publications/healthy-eating-schools-guidance-2020/pages/4/</a>			
11. AOCB	<ul style="list-style-type: none"> <li>Joseph Coyle (Badminton coach) was in touch via Steven Burnett (Business Manager) to ask if we'd be happy to pay for the end of year Badminton awards (£177.20).</li> </ul>	All voted in favour.		
12. Correspondence	None			
13. Date of Next Meeting	Thursday 14 <sup>th</sup> May 2026 7pm in Nursery Family Room			