



Torrance Primary School & Early Years Centre

Parent Council Minutes

Date: Tuesday 2nd September 2025 @ 17:45

Location: Torrance Primary School

Present: Lynsey Slowman (LS, Chair), Laura Browne (LB, Clerk), Gillian Bonar (GB), Charlotte Copeland (CC), Cllr Lynda Williamson (LW), Gordon Smith (GS) and Caireen Taylor (CT)

Apologies: Lizzie O'Donnel (LO) and Melody Buchan (MB),

1. Welcome, Introductions and Apologies

LS welcomed all to the meeting and noted attendance as above.

2. Minutes of Previous Meeting

The minutes of the May 2025 meeting were agreed.

- **ACTION:** LL to consider asking parents to collect their children from their new classroom on 18th June, coinciding with the date of the class swap happening - **COMPLETE**
- **ACTION:** LB to check with LW if future Parent Forum dates are set so we can ensure dates don't clash with each other - **COMPLETE**
- **ACTION:** LL and LB to agree dates for next academic year's Parent Council meetings - **COMPLETE**

GB updated the Parent Council that the school bell trial has been working well, with plans to continue with no bell ongoing.

3. Notices of Resignation/Election for Chair and new members

Due to Euan McMillan (former Chair) and Adam Mills having resigned from the Parent Council, the following positions and new members were voted in:

- Lynsey Slowman (LS) – Chair
- Gordon Smith (GS) – New member
- Caireen Taylor (CT) – New member

With GB now having taken on the role of Acting Head Teacher, CC will also join the Parent Council as Deputy Head Teacher.

4. Matters Arising

Milngavie Primary School temporary re-location

GB updated the Parent Council that Milngavie Primary School pupils and staff are settling in well, with everyone quickly adapting to the changes that have been put in place. Milngavie Primary School staff have passed on their appreciation of being made to feel so welcome both in the school and by the community.

School crossing patrol

LB informed the Parent Council that a parent had been in touch expressing great concern about the removal of the school crossing patrol and questioning why a risk assessment was not completed. LW spoke of the difficulties the Council has had in recruiting for this position. The Council is still trying to fill this and other school crossing patrol positions across East Dunbartonshire, with priority being given to those schools with no mechanical crossing.

LW communicated that a risk assessment has not been completed as it is the responsibility of parents to decide how best for their children to safely get to school. LW has, herself, observed the school crossing area and has not noted anything of concern. If anyone does observe cars going through red lights this should be reported directly to the police.

GB and CC spoke of the work being done in school, both at assemblies and in class, to ensure pupils have a good understanding of road safety. CT asked if there was more that could be done relating to mechanical crossing awareness for ASN children. CC confirmed that this is being considered in the work they are doing with children. For more detail, please refer to the Head Teacher's report.

5. Head Teacher's Report

GB talked through the Head Teacher report which covered the following areas:

- Staffing update
- Milngavie Primary & Torrance Primary & EYC
- Ethos & Life of the School
- Parent/Community Volunteers/PVG
- School Improvement Plan Priorities
- School Crossing Patrol

ACTION – LW to chase up the gym hall curtain..

On the subject of masterclasses, LB suggested the idea of advertising for volunteers in the wider community, potentially using the Torrance Community Facebook page and posters on noticeboards.

ACTION – GB to consider the idea of reaching out to the wider community for masterclass volunteers and ask for support as required.

6. Councillor's Report

Before the end of last term, LW updated the Parent Council that she attended a welcome meeting for probationers where she met the new Torrance Primary probationer.

Due to the summer holidays, it's been a fairly quiet period. The next Education Committee meeting is scheduled for 4th September with the following items on the agenda:

- SQA results
- Mosshead Primary Inspection Report
- St Mary's Nursery Inspection Report
- Mobile Device's Report
- The National Improvement Framework

LW also updated that a range of other reports will be shared and discussed.

Of particular note is the Mobile Device's Report, which according to LW is likely to be contentious. The recommendation is for final decisions to be made by individual Head Teachers, based on their own schools, but if agreement isn't gained, the report will then go to the full Council in October.

7. Parent Council Discussion Points

Constitution and Code of Conduct

LS updated the Parent Council that she would be attending a Connect membership Zoom meeting the following evening. The meeting is for new members, with a focus on Code of Conduct and templates.

PVG Requirements

Members discussed whether or not there is a requirement for Parent Council members to be PVG'd. GB updated there is now a requirement for anyone who is making decisions relating to children to be PVG'd and therefore Parent Council members will require to be PVG'd. GB stated that by signing up to Connect, the Council pays for PVGs for the whole parent body, with requests coming through the Parent Council Clerk.

Details relating to this should be covered in the Connect meeting, being attending by LS.

ACTION – LS to share more info relating to PVG requirements and what to do next.

8. Correspondence

LB updated that the only correspondence that had been received was in relation to the school crossing patrol (see point 4. Matters Arising).

9. AOB

CT raised concern that children are not always getting their first choice of school lunch. GB and CC were both very clear that there is plenty of food but there has been some issues at the start of term with children not always taking what they have ordered at the start of the day. Checklists are now being used to keep everything in order.

CT asked if P6 and P7 will be sharing a calm corner rather than having their own spaces. It was confirmed that it will be a shared space but that there are also other shared spaces available that are usually free.

ACTION - CC to remind class teachers of the spaces available and make sure pupils know that they can have quiet time when they need it.

A member of the parent body had raised concern with CT over the size of the P3 classroom. LW confirmed that the space is in-line with Scottish Government requirements. It was also noted that the class has access to break out areas available outside of the classroom itself, and also the outdoor space which is being utilised as much as possible.

LS noted that there is some concern amongst parents as to why the road restrictions have been put in place for a period of 18 months and whether this implies that Milngavie school works are likely to overrun. LW was very clear that there is no need for concern. The cost for road planning to be put in place is the same for an 18 month period as it is for 1 month. Therefore, it is common practice for contingency to be built into road planning and there is absolutely nothing to suggest that timings will go beyond what is planned.

The possibility of holding some Parent Council meetings online was discussed. It was agreed that Parent Council members would vote on this at the next meeting where hopefully there will be full attendance.

ACTION – LB to add ‘Meeting Format Vote’ to the next session’s agenda.

10. DoNM

Tuesday 4th November 2025

Tuesday 27th January 2026

Tuesday 17th March 2026

Tuesday 19th May 2026