



Busby Primary School Parent Council

Trustees' Annual Report

1st August 2024 – 31st July 2025



Busby Primary School Parent Council

Scottish Charity Number: SC044512

Email address : busbyparents@gmail.com

Website : <https://blogs.glowscotland.org.uk/er/wwhbbpc/>

Charity Trustees

1. Sarra Dalrymple
2. Mairi Watson
3. Patricia Murray
4. Vicki Aitken
5. Heather Fry
6. Sarah Guthrie
7. Claire Stevenson
8. Louise Pike

Objectives

The Parent Council collaborates with the school to benefit the pupils.

The Parent Council holds five formal meetings per school year, including the Annual General Meeting. These meetings are open to all parents and will always be attended by elected Office Bearers. Other attendees may include the school management team, school staff, local councillors, and external bodies.

Our meetings are used to discuss information and updates pertinent to the school and parents, and to plan fundraising events. Funding requests are accepted.

Information from the meetings is shared via the school's email mailing list, the school Twitter account, newsletters or via our own email mailing list as required.

Financials

The Parent Council maintain a cash amount in the bank account to ensure no school year starts on a zero balance. This allows us to fund events / requests from the beginning of term if required.

Funds are raised throughout the year with residual funds rolling into subsequent years. We aim to hold a min reserve fund of approx. £3000 that would allow us to continue finance items in the event no funds are able to be raised (example: COVID lockdown) This also allows us to absorb any deficit in a financial year whereby incoming funds are not banked in time for the annual report submission. The Parent Council always strive to raise equal or more than any spend in a year.

Structure, governance and management

A copy of our constitution can be accessed via Busby Primary School website:

<https://sites.google.com/er.glow.scot/bpc/home>

Trustee recruitment and appointment

Trustees are determined at each annual general meeting.

Office Bearer posts are terminated at the end of each year and nominations and votes are used to fulfil roles for the upcoming term.

All parents taking on a role within the Parent Council also agree to hold the role of trustee.

Achievements

In the school year 2024/25 the Parent Council, in partnership with parents at the school, were pleased to continue their fundraising attempts. Our activities included:

- Pupil Christmas Cards
- Christmas Fundraiser
- Pupil Discos

Our fundraising allowed us to fund the school Christmas Parties, the P7 Christmas parties and P7 leaver presents (ties). We also funded STEM equipment for the school, a new library space within the school, sports team uniforms and whole school Christmas parties.

Declaration

Signed on behalf of the charity trustees:

V. Aitken

Print name

Vicki Aitken

Designation

Treasurer

Date

23/04/2026