

APPENDIX 1



Scottish Charity Regulator

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	August	2024	To	31	July	2025

Reference and administration details

**Charity name**  
**Other names charity is known by**  
**Registered charity number**  
**Charity's principal address**

Friends of Low Port Primary School
<b>SC047942</b>
6 Deacons Court, Linlithgow
<b>Postcode EH49 6BT</b>

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Carrie Reid	Chair		
2	Cara Chavagneux	Secretary		
3	Stephen Rowntree	Co Treasurer		
4	Michelle Fathi			
5	Emma McGroarty			
6	Gillian Reynolds			
7	Helen Wallace			
8	Kate Sleight			
9	Ruth Forrester			
10	Sarah Brownell	Vice Chair		
11	Karen Donaldson	Co Treasurer		
12	Kathleen Chung		09/10/25	
13	Katie Morton		23/10/24	
14	Christie McMonagle		09/10/25	
15	Emma Strachan		09/10/25	
16	Joanne Banks		09/10/25	
17	Claire Metivier		09/10/25	
18	Ann Neilson		09/10/25	
19	Mikayla Nicoll		09/10/25	
20	Kathleen Chung		09/10/25	

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
Rebecca Smallwood	08/08/2025
Kate Sleight	27/06/2025
Kate O'Hara	09/10/2025
Gill Fraser	27/06/2025

## Structure, governance and management

### Type of governing document

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 17<sup>th</sup> November 2017. It has a single tier structure and as such the trustees are the members of the charity.

### Trustee recruitment and appointment

The trustees form the board of the charity. There is no restriction on who can be a trustee (other than employees and those disqualified from acting as a trustee). Appointment of trustees is by majority vote at a board meeting. There must be a minimum of three trustees. There is no maximum number of trustees.

## Objectives and activities

### Charitable purposes

The advancement of education and community development.

The charity was established to help the school and pupils and promotes close co-operation between parents and school staff.

### Summary of the main activities in relation to these objects

Fundraising and social activities in support of Low Port Primary School ensuring that as much money raised as possible goes back to the school.

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### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

Total income of £6,721 was raised during the year, of which £5,132 was raised from fundraising and £1,590 from other income (donations, Asda cashpot and easy fundraising).

In terms of social and fundraising events £161 was raised from the Gala Day, £500 from a swishing event, £1,177 across two school discos, £150 from the inter-school's quiz, £665 from the Spring picnic and £208 from the Christmas fair. In addition, the sale of commemorative tea towels and Christmas cards raised a further £306 and £637 respectively. The uniform commission for the year was £1,325.

Turing to donations, Tesco donated £1,125 reflecting the most tokens collected. The Bank of Scotland foundation donated £350 in respect of time donated by a parent volunteer and £54 and £60 were donated by Asda cashpot from schools and Easy fundraising respectively.

Regular outgoings in support of the school included a £500 donation to support pupils in their endeavours with the F1 in schools' competition, £300 donation to activities for the P7 leavers, £63 for the P1 parent's welcome morning and £67 hosting a cheese and wine evening. In addition, £1,500 was donated to support the new STEM area utilising funds raised from the Tesco blue token scheme and £1,570 was donated to support children to attend school camp.

### Financial review

#### Brief statement of the charity's policy on reserves

To continue at the current level as agreed by the Trustees for the year.

#### Details of any deficit

N/A

#### Donated facilities and services (if any)

During the year many parents volunteered their time at various fundraising events.

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**Other optional information**

During the financial year there was a large invoice for uniforms received which related to the prior school year. In addition, due to timing Insurance was paid twice, this covers two financial years.

**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

<b>Signature(s)</b> <i>OSCR will accept digital or typed signatures</i>	Karen Donaldson	
<b>Full name(s)</b>	Karen Ann Donaldson	
<b>Position (e.g. Chair)</b>	Co Treasurer	
<b>Date</b>	09/10/2025	

