

Linlithgow Primary School Parent Council

Trustees' Annual Report

Period From 1 September 2024 to
Period End 31 August 2025

Charity contact information

Linlithgow Primary School Parent Council

Scottish Charity Number: SC050713

Linlithgow Primary School
Preston Road
Linlithgow
EH49 6HB

Charity Trustees

1. Kathryn Holm
2. Natalie McKillop
3. Katrina Ovenden

Objectives and activities

Purposes

The advancement of education, which will be achieved by the following methods:

- a) to promote close co-operation and communication between parents and school staff;
- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils; and
- c) to engage in activities which support and advance the education of pupils attending the school.

Why was the charity set up?

The Linlithgow Primary School Parent Council was established as a charity to enable fundraising initiatives for the school, ensuring as much money raised as possible goes to the school. This allows matched giving for parents who can boost fundraising through their employers who offer to match the money raised by employees. It also means we are eligible for Gift Aid.

Who does it help?

The charity helps the school and the children within it. Linlithgow Primary School is the main catchment school for the town's social housing so through fundraising we are able to subsidise activities to make them affordable for all.

Structure, governance and management

Type of governing document

The Linlithgow Primary School Parent Council is a Scottish Charitable Incorporated Organisation (SCIO) which is governed by a Constitution.

Trustee recruitment and appointment

The trustees are recruited and appointed from anyone who is a member of the Linlithgow Primary School Parent Council and is over the age of 16. Applicants must sign a written application for membership which is then considered by the board and decision notified to the applicant.

Achievements and performance

What was done?

Over the past year, the charity has raised £5,895.09 for the school. This included a family ceilidh. We created a ceilidh, children's discos, raffle and a school quiz night. Grants were also received.

FAST

Balance bought forward	£4397.47
<u>Income</u>	
Spooky Lane	£0.00
Bank of Scotland Foundations	£1,500.00
Ceilidh	£692.00
Spring Fair	£0.00
CALA	£0.00
Christmas Fayr re	£0.00
Discos	£1,484.00
Raffel	£615.00
ParentKind ASDA Cashpot	£104.09
Joint School Quiz night	£150.00
Total income	£5,895.09

What was the outcome

Fundraising at the school helped in various ways. Children in their final year of school were able to purchase leavers hoodies, subsidised by our charity to ensure all families were able to afford them. We funded the children's Christmas parties and pantomime. In addition, we funded the cost of costumes and accessories for our children taking part in the Gala Day Parade. We also funded an annual zoom fee and sumup card machine fee.

Expenditure

Gala Day Parade	(£320.41)
P7 + leaving gifts	(£739.38)
Spring Fair	(£0.00)
Ceilidh	(£504.55)
Pantomime& Parties	(£1,800.00)
Discos	(£300.00)
Transfer to school	(£230.00)
Miscellaneous	(£174.88)
Total expenditure	£4,069.22

Impact

The money raised through our charity ensures that no children miss out on school/age group wide initiatives. The fundraising helps maintain the grounds of

the school and activities and facilities on those grounds. It is important that our charity support the children in making the most of the school's outdoor facilities.

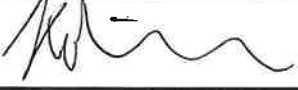
Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the period.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Declaration

Signed on behalf of the charity trustees:

 Owendan

Print name

Kabriha San Owendan

Designation

Trustee

Date

24 July 2026