

**Laurencekirk Primary School Parent Council - Annual General Meeting**

**Date:**

**Present:** Pam Walsham, Claire Hunter (Minute), Ann Robertson, Nicola Campbell, Denise Stewart, Amanda Baillie, Katrin Lewis, Laura Baird, Graeme Boyd, Marianne Clark (part)

**Apologies:** Lesley Phillips, Nanette Brown, Sarah Nicol

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|  | **Key Discussion Points** | **Decisions and Actions** | **By who and by when** |
| 1. | Welcome and Introductions  Chairperson Pam Walsham welcomed attendees to the Parents Council AGM. Unfortunately no new faces were in attendance. |  |  |
| 2. | Treasurer Update  Ann presented the annual income and expenditure statement for 2014/15:   * The opening balance as of 1 September 2014 = £1,960.22 * The closing balance as of 20 August 2015 = £2,524.15 * Total net profit for 2014/15 = £563.93   Overall, during the year only a small amount of fundraising had been carried out by the Council with the daffodil collection being a particular highlight alongside the bags to school collection. The profit from the 2014 Christmas Fair totalled £2,113.49 an increase of £712.47 from the previous year.  Graeme raised the fact that two payments had been received from Aberdeenshire Council during the period totalling £645.90. Without these payments a loss would have been experienced rather that a net profit. | Treasurer update proposed for approval by Laura Baird and seconded by Amanda Baillie. |  |
| 3. | Chairperson Update  Pam provided a verbal overview as Chairperson of the activities of the Council during the year:   * Only a small amount of fundraising had been carried out during the year. The Laurencekirk Gala Day had been cancelled so the planned bottle stall and tombola did not go ahead. The bottles gathered and the tombola will not go to waste and will instead be used at the Christmas Fair. * Pam and Claire had been involved in the recruitment of a number of key posts to the School including that of Head and Deputy. * A team of 8-10 volunteers had undertaken Bike-ability training and were about to start helping children through the scheme. * The constitution of the Parents Council had been reviewed and revised (see Item 5). |  |  |
| 4. | Revised Constitution  Pam presented a revised version of the Parents Council Constitution with the following points discussed:   * 6.7 School to give Parents Council space within the School Newsletter for the promotion of messages and information. * Graeme to be given access to the Parents Council Facebook Page. * 6.10 Members of the Parents Council must attend at least one meeting per year to remain on the Council. | Graeme to provide Chairperson with list of deadlines for content for School Newsletter.  Chairperson to arrange for content to be produced for newsletters.  Chairperson to arrange for Facebook access to be given to Graeme. | GB by 9 October  Chair – dates to be confirmed  Chair by 9 October |
| 4. | Resignation of 2014/15 Office Bearers and appointment of 2015/16 Office Bearers  The 2014/15 Office Bearers all resigned from their positions on the Parents Council:   * Pam Walsham, Chairperson * Claire Hunter, Vice-Chair * Ann Robertson, Treasurer * Lesley Phillips, Secretary   **At this stage of the AGM, Graeme took over as Chair of the meeting and thanked the out-going office bearers for their contributions over the year.**  Graeme asked if any attendees present wished to be considered for a post-holder position.  Both Pam and Ann stated they would not be standing again. Pam also stated that Lesley would also not be standing. Claire stated that she would be happy to be considered for Vice Chair again however would not be willing to be considered as Chair.  Nicola asked Pam if she could share with attendees some more information about each of the posts and what they involve.  Attendees discussed opinions as to why parents don’t want to get involved with the Parents Council including:   * An assumption that the Parents Council is only involved in fundraising. * Some parents feeling they don’t have the right skills or experience to get involved.   Attendees agreed on the need to ensure all parents understand more about what the Parents Council is about and that there are no special requirements for getting involved - ALL parents are welcome! Graeme also suggested that the Council may want to look at involving teachers more as part of the group.  Nicola asked attendees to be considered for the post of Chairperson.  Claire asked to be considered for the post of Vice Chairperson.  Denise asked to be considered for the post of Treasure.  Amanda asked to be considered for the post of Secretary.  Members of the Parents Council for 2015/16 were confirmed as follows:   * Nicola Campbell, Chairperson * Claire Hunter, Vice Chairperson * Denise Stewart, Treasurer * Amanda Baillie, Secretary * Pam Walsham * Ann Robertson * Lesley Phillips * Nanette Brown * Sarah Nicol * Katrin Lewis * Laura Baird   **This concluded business of the Laurencekirk Primary School Parents Council AGM.** | Nicola Campbell proposed as Chairperson by Claire Hunter and seconded by Denise Stewart.  Claire Hunter proposed as Vice Chair by Nicola Campbell and seconded by Amanda Baillie.  Denise Stewart proposed as Treasurer by Nicola Campbell and seconded by Claire Hunter.  Amanda proposed as Secretary by Denise Stewart and seconded by Nicola Campbell.  Pam Walsham and Ann to arrange a hand-over to both Nicola and Denise.  Nicola to write an “all about me” article for next School Newsletter | PW, NC, CH by 30 September.  NC by date to be confirmed. |
| 6. | Fund Raising Sub-Group Consideration  The Council discussed a suggestion that had been made for a fund-raising sub-group to be developed during the day. | Nicola and Claire to arrange a meeting in school hours to establish if there is any interest. | CH/NC by 9 October |
| 7. | School Uniform Consultation  Graeme asked that the Parent Council to lead a consultation process with pupils, parents, teachers, staff and other stakeholders regarding opinions on the current school uniform.  Graeme pointed out that this is not about removing the uniform but about capturing opinions over what people think of it.  House badges will be replaced by coloured wrist bands over the coming weeks as funded by the Parents Council. Graeme reported that there was now a real “buzz” in the school around house colours with the pupils embracing the concept. | Nicola and Claire to develop a plan and timeframe for the consultation for approval by Graeme and the Council.  School Uniform Consultation to be added to future agendas as a standing item. | CH/NC by 30 October 2015  AB – future meetings |
| 7. | AOCB   * Graeme issued copies of the School Improvement Plan * Mearns Allsorts has requested that the minute of the last meeting be adjusted and that their name be removed in reference to a funding proposal that is being put together for new play equipment in the playground. At this stage no support has been offered by Mearns Allsorts in terms of backing such a proposal.   Graeme stated that ALL stakeholders would be consulted on any developments to the playground if funding is secured.   * Graeme distributed a plan for the proposed extension to the School. The plan is currently at planning application stage. The plans are now public and available for all to view via Aberdeenshire Council’s Planning Portal. * Laura Baird asked if the school would be willing to support the Blyswood shoe box appeal this year. Graeme spoke about comments that had been made from teachers about how much charity work had been undertaken last year and the balance that needs to be struck. The school will be supporting Mary’s Meals over the coming weeks. Graeme was happy for a leaflet to be distributed via home packs about the shoe box appeal however Laura would be responsible for managing the collection element. * Ann spoke about homework and asked Graeme if there was any potential for information to be shared with parents in terms of how particular subjects are being taught in a “this is what we did at school today and this is how we do it” format. The examples of long division and multiplication were used. * Claire and Denise raised concerns over the P2s now exiting from the big playground door and some occasions of particular “chaos”. Graeme said he was aware but that the situation is improving * Graeme requested to be consulted by Nicola prior to future Parents Council Meetings (15mins before the meeting). | Reference to Mearns Allsorts to be redacted from last meeting note. | NC/AB by 30 September |
| 8. | Date of Next Meeting  Special meeting to be held at 7pm on Wednesday 30th September to focus on Christmas Fair planning. |  |  |