

St. Stephen's RC Primary School
Parent Council AGM Minutes
Wednesday 24th September 2025

Attendees:

Lyndsey Smith (LS) - Head Teacher

Nicola Ferguson (NF) - Principal Teacher

Susan Kozlowski (SK) - Co Chair

Jane Retson (JR) - Co Chair

Asta Gadeikiene (AG) - Vice Chair

Rosie Moore (RM) – Treasurer

Malcolm Howden (MH) – Secretary

Attendees: Steven Stewart, Geraldine Howden, & Laura Gardiner

Apologies – Asta Gadeikiene

1. Opening prayer

2. Welcome to Parent Council

3. Head Teacher's Report

Pupil roll has dropped by 1 this year taking us to 79.

Breakdown as follows; P1-P2=14, P3-P4=18, P5-P6=22, P7=25

Staffing spread updated to reflect the following:

P1/2 – Mrs Cathcart

P3/4 – Miss Hegarty

P5/6 - Mrs Combe

P7 – Mrs Ferguson (Mon/Tue) and Mrs Houston Gibb (Wed/Thu/Fri)

Our school priorities for session 2025-26 are as follows:

1. Improving writing planning and marking framework.
2. Create new teaching & learning framework.
3. Refreash the curriculum design, creating a more engaging curriculum for all and take part in day dream believer initive. More details to follow.

Pupil equity fund (via council), has gone towards provision of play assistant for p1 group.

Additional funding has also gone towards NESSY online spelling tool.

Communication will remain with parent app, just2easy app, newsletters and ParentPay.

4. Treasurer's Report

Funds raised through last years events:

- Halloween Party 2024, whilst this was cancelled due to strike action, £98.67 was spent on items, these were subsequently re-distributed to pupils or re-used at other events, resulting in no wastage.
- School Christmas Panto 2024 buses, Parent Council covered half the cost; £380.
- School Christmas Light Switch on in the Wellmedow 2024; spent £131.11, raised £155.
- Christmas Fayre 2024; spent £150.69, raised £970.
- School Christmas Party 2024; £41.67.
- iPads; £809.92
- P7 Leavers trip; £244.60
- School Summer Trip to Active Kids buses, Parent Council covered half the cost; £450.
- Sports day tombola; raised £241.

Parent Council account currently standing at £1657.97 as of 31st July 2025.

Flyer to go out for Bonus Ball.

Grant of £450 still to come in from Perth & Kinross Council, increase of £50 from last year.

5. Election of Committee Officers

Chair Person; Steven Stewart

Assistant Chair Person; Laura Gardiner

Treasurer; transition from Rosie Moore to Jane Retson.

Secretary; Malcolm Howden

6. Halloween Disco

To be held on Friday the 31st during school hours of 1330 to 1500, parent council members available to help on the day, and provide games, prizes and snacks.

7. Christmas Pantomime Visit

The school will be visiting Perth theatre this year to see the Snow Queen, Thursday the 18th December. PC to contribute half the cost of the buses.

8. Any further business

Christmas nativity/fair to take place on Tuesday 16th December.

Border embroidery currently provide school uniform, concerns have been raised regarding quality, price, and service provided, school to look into potential alternative suppliers.

JR, proposed alternative supplier for P7 hoodies for 2027 leavers, quote to be provided for next year.

JR, proposed end of year summer party for all school pupils, options to facilitate this to be further discussed.

Parent Council to fund P7 end of year evening out this year and potentially move to funding hoodies next year instead.