

Abernethy Primary School - Parent Council Meeting Annual General Meeting

Wednesday 28th August 2019 @ 6.45pm

Attendees – Jill Young (Chairperson), Sue Smith (Treasurer), Alison Craig (Secretary), Suz Mckenzie (Head Teacher), Morag Hodgkinson (Principal Teacher), Paula Mallinson, Lisa Rooke, Rachel Blues, Rachel Battilana, Liz Farmer, Cllr Kathleen Baird, Cllr David Illingworth, Bless Kuri and Lara Robertson

Apologies – Senga Robertson, Jane Burns, Cllr Henry Anderson, Kirsty Baird, Liz Duff, Rachel Shepherd, Sam Dean and Karen Jerrard

Absent – Sharon Smith and Donna Sandilands

1 – Welcome & Introductions

- Jill welcomed everyone to the AGM
- Everyone at the meeting introduced themselves and stated what children they had at Abernethy PS and the year that they attended

2 – Chair's Report

- Copy attached – summary, as below
- Jill thanked everyone for their contribution to the Parent Council throughout the year
- Jill provided a brief overview of the fundraising activities that had taken place over the course of the year. The Halloween disco had been a success, although would like to see more parents at the younger childrens' disco. The Christmas Fayre was good but numbers were down on previous years – possible change of format required. Bingo Tea was good fun and particularly enjoyed by the children. The P7 Cystic Fibrosis café had also gone well and it was good that additional support was received from the wider school community. On the whole, it was a successful year of fundraising
- The other three aims of the Parent Council, namely to promote a partnership between school, its pupils and all its parents, to develop and engage in activities which support the education and welfare of the pupils and to identify and represent the views of parents /carers on the education provided by the school and other matters affecting the education and welfare of the pupils, it was felt were not fully met

- At the end of the year, the Parent Council's two stars were commitment and effort by everyone and good fundraising, and our wish is to achieve all our objectives in the year ahead

3 – Annual Financial Report

- Summary

	<u>2018-2019</u>	<u>2017-2018</u>
Opening Balance	£2,180.78	£1,457.12
Closing Balance	£1,409.44	£2,180.78
Total Credits	£2,679.55*	£3,355.52*
Total Debits	£3,450.91*	£2,631.86*

*Includes cash float withdrawals and repayments of £585, all fundraising costs and a payment of £53.85 re money raised at Christmas Fayre from Jrock stall which was banked for them and then paid by cheque

- PKC awarded budget of £410, which was used as part payment for contribution towards bus for County Sport Final (£210) and contribution towards bus costs and Christmas events for children (£300)
- Many thanks to everyone involved with the fundraising activities throughout the year, we raised £1,302.96 in total (reduction of £365 on last year).

Breakdown as follows:-

Halloween disco raised £206.52

Christmas Fayre raised £843.34

Easyfundraising raised £220.70

Cake Sale raised £32.40

- Budget and funds raised were used as follows:-
 - Christmas** - £63 School Christmas tree
 - £330.84 (contribution to Christmas party food with Christmas stocking gift)
 - **Equipment** - £93.46 (sports equipment for Netball After School Club)

- **Other** - £8.10 (School sports day refreshments)

£69.50 (Leavers gift 2017)

£285 (2x magnifying posts for school playground; 1 part funded for PM leaving gift)

£120 (County Sport Final bus transport)

£1,511.68 (4 x replacement laptops)

4 – Election Of Office-bearers (Chair, Vice-chair, Treasurer, Secretary)

- Chairperson: Nominate: Jill Young, Proposer: Sue Smith, Seconder: Paula Mallinson
- Vice-chairperson: Nominate: Paula Mallinson, Proposer: Jill Young, Seconder: Sue Smith
- Treasurer: Nominate: Rachel Battilana, Proposer: Jill Young, Seconder: Alison Craig
- Secretary: Nominate: Liz Farmer, Proposer: Paula Mallinson, Seconder: Jill Young
- Sue and Alison were thanked for their time as Treasurer and Secretary

5 – Attendees and Members 2019/20

- Sharon Smith stepped down as a Parent Council member. All other members remaining. Rachel Shepherd and Sam Dean new members
- Members for 2019/20 are Kirsty Baird, Rachel Blues, Jane Burns, Alison Craig, Sam Dean, Liz Duff, Karen Jerrard, Senga Robertson, Lisa Rooke, Rachel Shepherd, Sue Smith, Suz McKenzie (Head Teacher), Morag Hodgkinson (Principal Teacher) and Donna Sandilands (Community Council representative)

6 – Review of Bank Mandate

- Current Bank signatories are Kirsty Baird, Sue Smith and Alison Craig – to be removed
- Proposed new Bank signatories to be Jill Young, Rachel Battilana and Liz Farmer – any 2 people to sign at any time
- Account is held with Royal Bank of Scotland and we have no electronic banking facility
- The following was agreed:

It was resolved that a banking relationship will be maintained with The Royal Bank of Scotland Plc (the **Bank**) in accordance with this mandate and that:

the individuals identified as **Authorised Signatories** may, in accordance with the **Signing Rules**:

- to sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the accounts even if it causes an account to be overdrawn or exceed any limit
- to sign, accept or endorse bills of exchange.
- to request and give counter-indemnities for the issue of letters of credit or Guarantees (including bonds, indemnities and undertakings)

Authorised Signatories identified in the **Signing Rules** for unlimited amounts may, in accordance with the **Signing Rules**:

- to sign agreements for electronic products, including payment systems, and appoint or remove administrators and operators of those electronic products. The Business / Organisation authorises the administrators and operators to exercise the powers detailed in the terms of each electronic product. These powers may be extensive and include the power to make payments and access information on behalf of the Business / Organisation, and in the case of administrators, the power to appoint and remove other administrators (with the same powers) and operators
- any **Authorised Signatory** may give other instructions or requests for information to the Bank in relation to the accounts;
- opening accounts with the same **Signing Rules** and **Authorised Signatories**; closing accounts; or other banking services or products
- the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions
- The mandate will continue until the Customer completes a new mandate / passes a new Authority advising the changes in authority on the account(s);

7 – Review of Constitution

- It was agreed that no amendments to the Constitution were required at this time