

Robert Owen Memorial Primary School

Parent Council AGM

Minutes of the meeting held in the school staff room on

17th May 2022 at 19:30

1. Welcome

Kathryn welcomed everyone to the first meeting in person in over two years and to the new attendees.

Present

Kathryn Gartshore, Mrs Thomson, Bronwen Aidoo, Gareth Brown, Erica Baillie, Erin Barrie, Joanna Harrington, Kathryn Gartshore, (Chair), Catriona Murdoch, Claire Froud, Fiona Barr, Gemma Good, Laura Black, Gillian Drummond, Vikki Epton.

Apologies

Mrs McCallum, Mrs Allan, Miss McAllister, Ina Marshall, Claire Orr, Vicky Waugh, Vicky Day, Joan MacMillan, Fiona Rogerson, Susan Girvan, Annie Smith, Jenni Smith, Lis McNally, Kirsty Gray, Jennifer Fisher

2. Agreement of the March minutes

Proposed Fiona Barr

Seconded Gillian Drummond

It was agreed by the meeting these minutes will be proposed and seconded by email to finalise everything this academic year and send the details of the new office bearers and Elected members to South Lanarkshire Council.

3. Updates

Entrants and leavers gifts

52 ties have been ordered for the P7 leavers. These will be given out in person at the Gala evening. Catriona and Claire will distribute as they will be present on the 16th June 2022. 39 t-shirts have been ordered for the P1 entrants and these will hopefully be ready next week. It was agreed if they are ready, they will be given out at the teddy bears picnic or at the meet the teacher session along with a copy of the Parent Council newsletter to invite new parents to join. Kathryn will advise the school once the T shirts are ready. If a member can be present at this a volunteer will be arranged.

Fundraisers.

Movie night 24th May

15 Volunteers have agreed to assist, 2 volunteers are welcomed from outside parent council members. The movie night has been capped to keep our safety ratio of 1 adult to 12 children. The parent council understand there has been disappointment around this but we have to remain within the ratio as advised by South Lanarkshire council. All communication clearly stated there will be a limit. The children will be split into Zone 2 for Primary 1-3 and

Primary 4-7 in the main hall. Following discussion, it was agreed that Sing 2 would be the movie for P1-3 and Ron's Gone Wrong for the P4-7. Members were reminded to keep the titles secret, so that it is a surprise for the children. Gareth is trying to arrange the popcorn machine from Greyfriars church. We will need to buy new popcorn stock or bagged popcorn if the machine is not available. Children will get popcorn and mini sweetie packet on arrival and then a drink at the break. Drinks will be drunk outside of the screening areas and tuck shop will be available of chocolate bars and some sweeties. Details will be finalised by email prior to the event. The risk assessment is still valid until September of this year and Bronwen is happy to be the first aider on duty. Breaks will be staggered and pick up will be staggered to reduce congestion.

Book sale

The used book sale will go ahead on the 13th June at the same time as the silent disco. The poster produced by Gemma and Fiona was agreed and will be shared with the school. There are 12 volunteers to assist over the 2 days for the book sale and disco. Mrs Thomson will arrange a timetable for the classes to visit the book sale and it was agreed the books will remain out after 3pm if any parents want to browse. Volunteers will be needed to organise the books prior to the sale. Books can be handed into the office.

Summer Treat

A Silent Disco has been arranged for the summer treat for the whole school and ELC on the 12th and 13th June 2022. The school will arrange a timetable for classes for this. The headphones cost 200 pound with 80 pound deposit. They come with access to Spotify playlists free of charge or we have the option to set up our own playlists. Kathryn will check the requirements for the event for access to devices and playlists and details will be finalised by email prior to the event. There are 12 volunteers over the 2 days for the book sale and Silent Disco.

4. Chair persons report

Kathryn Gartshore read her report. Please see attached copy of the report.

5. Treasurers Report

Gareth Brown presented his report see attached summary. Copies of the summary report and accounts were circulated prior to the meeting. Gareth advised there is still expenditure to come off and some income to come in so the final report for the year will only be possible after the movie night, booksale and silent disco have been finalised. Fiona Lawn will audit the accounts on completion of the year.

6. Head teachers report

Mrs Thomson gave a summary of the events of the year and thanked the Parent Council for the support they have given the school over the year. She updated the meeting on staff changes and advised that class allocation for the new year will be finalised pending confirmation of staffing. She advised the school has been accredited as a Silver Reading School by Mrs Allan just prior to the meeting. She shared the attainment results which show improvement from the attainment assessed after the first lockdown. She advised there will be an improvement plan in the next session and details will be shared in future meetings and with the wider school. She advised that it is great to have parents and visitors back in the school and there are lots of events planned in the run up to the end of the year. These will be shared in the

newsletter/sway. She presented Kathryn with flowers and thanked her for her work as Chairperson and contribution to the life of the school.

7. Appointment of Office Bearers Committee roles and responsibilities

There was discussion regarding roles and responsibilities of the vacant posts and the office bearers were elected are as follows:

Chairperson

Kathryn Gartshore stood down.

Laura Black and Gemma Good were elected joint chair.

Laura Black proposed by Gillian Drummond and seconded by Bronwen Aidoo

Gemma Good proposed by Fiona Barr and seconded by Gareth Brown.

Vice Chair

Gemma Good stood down.

Claire Frood and Fiona Barr were elected joint vice chair.

Fiona Barr proposed by Gemma Good and Seconded by Claire Frood

Claire Frood proposed by Catriona Murdoch and seconded by Gillian Drummond.

Treasurer

Gareth Brown remains as Treasurer

Proposed by Catriona Murdoch and seconded by Claire Frood.

Secretary

Bronwen Aidoo remains as secretary

Proposed by Gemma Good and Seconded by Claire Frood

Lets secretary

Jennifer Fisher stood down

Gillian Drummond was elected as lets secretary

Proposed by Bronwen Aidoo and seconded by Gareth Brown.

Elected Members list

This list is composed from the responses to the google forms sent out prior to the March meeting.

Elected members are as follows:

Laura Black, Gemma Good, Claire Frood, Fiona Barr, Gareth Brown, Bronwen Aidoo, Gillian Drummond, Kathryn Gartshore, Annie Smith, Vicky Waugh, Catriona Murdoch, Ina Marshall, Claire Orr, Erin Barrie, Jenni Smith, Vicky Day, Joan MacMillan, Erica Baillie, Kirsty Gray, Vikki Epton, Joanna Harrington, Jennifer Fisher. This number of 22 elected members is within the 25 spaces set out in the constitution.

Kirsty McFerran and Fiona Rogerson are stepping down as elected members this year. Both have shown great support to the Parent Council over the years and we thank them for the time and commitment they have shown. The parent council gave thanks to those stepping down and gave chocolates and flowers to Jennifer and Kathryn to thank them for the contribution as office bearers.

8. End of year newsletter

This will be sent out to update the parent forum of the new office bearers. Bronwen will draft this and it will be circulated for approval and hopefully will be included with the t shirts to advertise the parent council to the new P1 parents.

9. New committee paperwork

Kathryn will arrange to send the required paperwork for office bearers and elected members to South Lanarkshire Council. The AGM minutes will also be sent to ensure SLC have all paperwork to end session 2021-2022 and begin the new session.

10. Agreement of constitution for 2022-2023

The updated changes to the constitution were shared with the parent forum and no amendments or objections were received. The annual general meeting adopts the changes for a quorum for meetings and AGMs. The new constitution is attached. This will be sent to South Lanarkshire council.

11. Planning Ahead

P1 Parent Event

The Parent Council may be represented at the Information evening for new Primary 1 parents in August. Details of this will be agreed with the school and new office bearers.

Fundraising Calendar

It has been agreed throughout this year that a fundraising calendar will be discussed with Mrs Dunlop to spread costs throughout the year and ease cost of school day as possible. The Lanimer committee have asked us to note that if approved by the school, they plan to run fundraising discos in the new session.

12. Meeting Dates

Meeting dates will be confirmed with Mrs Thomson and the new office bearers. Meetings will take place in the following months:
September 2022, October 2022, November 2022, January 2023, February 2023, March 2023.
The AGM will take place in May 2023.

13. Active Agenda.

This was not discussed due to lack of time and will be discussed at the next meeting in September: Points to carry forward are: funding for ELC Graduation and end of year gifts, ELC end of year graduation, uniform pop up shop, school photographs.

Meeting closed at 21:00 to allow Janitor to close school.

Minutes agreed by email:

Proposed by Erin Barrie

Seconded by Catriona Murdoch