



5th September 2019

AGM & PC Meeting

MINUTES

Members Present: David Bhella, Jayne Swanson, Joanne Simpson, Kelly Anderson, Lesley Carroll, Suzanne Morris, Emma McIntyre, Gail Wilson, Pamela Armstrong, Susanne Donachie, Lisa Kelly, Lisa Avery, Malachy Devlin, Dawn Tooke, Rachel Wylie, Saj Anwar, Leanne McKay, Gayle McMillan, Ashley Miles, Councillor Robert Brown.

Staff: Jen Innes, Jill Ring, Julie Kirkland, Ashley Combe, Zoe Gray, Gary Mowat, Jodie Collins, Amy Munro, Lauren Feenan & Maureen Waddell.

Apologies: Lynne Cintron, Vicki Campbell, Sara Walker, Sasha Bruce, Laura Connor, Karen Orr, Marion McAllister, Jill Hamilton, Elaine Miller, Karen Mackay.

▪ **Welcome**

Jayne opened the AGM and welcomed everyone to the meeting and thanked everyone for attending.

▪ **Explanation of Procedures**

Jayne explained that the first part of the AGM would be the re-election of current parent council members and it would also be the opportunity for teaching staff to either be co-opted back on to the Parent Council and also any new members of staff to be co-opted on. Jayne also advised that the office bearers would be confirmed.

▪ **Re-election of existing Parent Council Members**

Jayne advised that they would now go through the re-election of the current Parent Council member and to check that no one at the meeting no longer wished to be a member of the Parent Council. All members in attendance wished to be re-elected and remain on the parent council.

▪ **Election procedure for Office Bearers: Chair, Vice Chair, Treasurer and Secretary**

Jayne briefly explained the ballot process in June and confirmed the following outcome of the ballot for the office bearers for the Parent Council:

- Chairperson David Bhella
- Vice Chair Suzanne Morris
- Secretary Joanne Simpson
- Treasurer Lesley Carroll

▪ **Co-opting of Co-optees & new members**

Jayne asked Jen Innes if there were any changes to the teaching staff that were to be co-opted on and she confirmed that there was no change to existing members.

▪ **Annual Report**

Jayne confirmed that all members present had a copy of the Annual Report.

Jayne went through the end of year report and advised that she was really happy with what the Parent Council had achieved in the last school year. Jayne discussed how proud she was of the hard work and commitment from all members and we should be proud of what has been accomplished.

Jayne also gave a huge thanks to all parent council members, staff members and the whole Calderwood Community for making 2018/2019 another amazing year.

Jayne then handed the meeting over to Lesley Carroll to run through the trustees report. Lesley confirmed that again the main source of funding is still the Christmas and Summer Fairs. Lesley then ran through the current year funding and also the income and expenditure for the last year. If any member of the parent council has any questions regarding the figures on the trustees report the Lesley has welcomed any feedback and will answer any questions asked as we want to ensure full transparency. Lesley confirmed that arrangements would now be made for the report to be sent to the independent examiners.

AGM Closed

At the close of business for the AGM special thanks were passed on to Jayne for all her amazing work and dedication as Chair of the Parent Council. Jayne's hard work and commitment to the role of Chair has been inspirational and all members present are so grateful for her support, dedication and her role in shaping the Parent Council for the future.

Thank You Jayne!!

Parent Council Meeting Opened

Jayne the officially passed over the role of chair to David Bhella and wished him luck in the role going forward.

David then welcomed everyone to the first parent council meeting of the new school year and also gave a special welcome to the new parents that were attending.

- **Minutes from last meeting:** accepted and agreed by PC members, with the following action points still outstanding:
 - **Jayne Swanson-** Processes document to be produced covering all PC procedures – **on-going**
 - **Jayne Swanson** – To contact Suzanne to get a copy of the garden maintenance plan and to find out information about learning through landscapes for the garden subgroup. – **on-going**
 - **Jayne Swanson** – to speak to Suzanne about identifying a list of suppliers that she is looking to use for the garden – **on-going**
 - Compile a list of all PC members who are also PVG members – **on-going**
 - **Jayne Swanson** – process to be put in place for the collection of money from the office generated by school tie sales.
 - **Jayne Swanson / Jen Innes** – look at re-introducing pop up shop for spare school uniform. Possibly an order form in bag – **on-going**

▪ Correspondence

Jayne advised that she had met with Tony McDaid, Executive Director for Education Resources for South Lanarkshire Council in relation to the senior management recruitment and he has replied with a formal response which Jayne will circulate to all PC members.

David advised that Burnside Community Council would really like our input and involvement and that there is also a potential to access funding through the community council so we will be looking to build on that relationship going forward.

▪ Head Teacher Report – Jen Innes

▪ Subgroups

The sub group process briefly explained for the benefit of any new members present and also explained the different groups, what they do and what they look to achieve. It would be good if everyone would agree to take on at least one sub group and it was agreed that Joanne would send round an e-mail to all members with a full explanation of the subgroups and collate a list on who wants to be a part of which group for this year.

Events subgroup – Still to meet once members are confirmed. The event for the new P1s is already organised but more volunteers are needed. A letter has also to be agreed for the Halloween Disco.

Communications subgroup – Will meet once membership is agreed but will continue to support school going forward.

Garden subgroup – Julie advised that she is still chasing up musical instruments and confirmed that new goals have been ordered. Julie will provide an update at the next meeting.

Induction subgroup – All went really well and a huge thanks were passed on to this group for this.

School Liaison subgroup – Catch up meeting will be arranged to discuss this year's priorities.

Campaigns subgroup - The yellow lines at the Stonelaw side of the school will become enforceable very soon and date will be circulated once this is known. A further day of action has been set for Friday 20th September 2019 so parent and pupil volunteers will be needed for this in the morning and afternoon. Leaflets will also be produced for this.

Events Diary so far:

Halloween Disco: Thursday 24th October 2019

Donations/Dress down day for Christmas Fair – Date to be confirmed.

Christmas Fair Set Up – Friday 29th November 2019

Christmas Fair – Saturday 30th November 2019

Summer Fair – Date to be confirmed and Jayne advised that she will check with Councillor Brown for the date of Landemer Day so that the dates don't clash.

P7 Leavers Party – To be confirmed.

If anyone has any other ideas for events then please join the events sub group or e-mail ideas direct to Kelly.

▪ **Parent Survey Feedback**

It was agreed that the feedback from the survey sent to all of the Parent Forum would be discussed in more detail at the next Parent Council meeting.

▪ **Any other business**

Joanne asked if the school were doing the Christmas cards with the kids again this year and Jill Ring advised that she would be organising this.

A discussion also took place regarding school photographs and it was agreed that the school would look at only class photos and individual photos for P1 and P7 although if the child in P1 or P7 has siblings in the school they will also have a photograph taken together.

David then asked the four new parents that had attended a meeting for the first time if they now wished to join the Parent Council and they all agreed. New members are confirmed as follows:

Chris McVey - proposed by David Bhella and seconded by Malachy Devlin

Louise Bradshaw - proposed by Emma McIntyre and seconded by Suzanne Morris

John Maguire - proposed by Malachy Devlin and seconded by Lesley Carroll

Kim Wilson – proposed by Gail Wilson and seconded by Jayne Swanson

Aishah Ali – proposed by Lesley Carroll and seconded by Jayne Swanson

Lena Meloy – proposed by Joanne Simpson and seconded by Malachy Devlin

▪ **Next meeting Thursday 3rd October 2019.**

Meeting closed.