**Minutes of Port Ellen Primary School Parent Council**

**Annual General Meeting**

**18th January 2018 6.30pm**

**In Attendance**

Maureen MacDonald, Katie Bonar, Maggie Harrison, Mary Swanson, Maria Heads, Linda Kirkpatrick, Bonnie Wood, Sally Campbell, Kate Brown,

**Parent Chair Welcome**

The Chair welcomed everyone to the meeting.

**Apologies**

Sarah MacMillan, Grace Gibson, Lesley Blair

**Minutes from last AGM**

The last meeting was held on 18th January 2017. The chairperson read through the minutes of the meeting.

It was noted that an action to update the constitution was to be undertaken. This has not been done but will be addressed at the next meeting in accordance with the constitution;

1. The Port Ellen Primary School Parent Council may change it’s constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendments and given reasonable time to respond to the proposal.

**Chairpersons Report**

The Chair read out her report which is attached to these minutes.

**Treasurers Report**

The Treasurer presented the report for the year. Income from tea towels and the recipe book were noted as being excellent £537 and £1021 respectively.

The current bank balance is a healthy £2,781.81 which is excellent news. The only outstanding income for the year is from Calmac for tea towels.

**Selection of new office bearers**

All members stood down from their positions.

Sally Campbell resigned from her position as Treasurer.

Sarah MacMillan and Lesley Blair have both resigned their positions on the Parent Council.

**TREASURER**

Maria Heads was nominated as Treasurer This was proposed by Bonnie Wood and seconded by Maureen MacDonald.

**SECRETARY**

Bonnie Wood was proposed by Katie Bonar and seconded Mary Swanson.

**CHAIR PERSON**

Mary Swanson was proposed by Maureen MacDonald and seconded Sally Campbell.

**VICE CHAIR PERSON**

Katie Bonar was proposed by Bonnie Wood for role as Vice Chair seconded by Maria Heads.

**Other roles confirmed;**

Kate Bonar will be the Staff Member as Maggie Harrison steps down from this role.

Co-opted members will remain the same.

**AOB pertinent to AGM**

The Constitution will be reviewed at the next meeting and any changes reviewed with The Parent Forum before amendments made.

**Date of next ordinary meeting**

Thursday 8th March 6.30pm and will focus on the constitution. Look at parent zone education Scotland.