**Parent Council (PC) AGM and Meeting**

**Kirkcudbright Primary School (KBT PS)**

**Wednesday 8th May 2024**

**Attendees**

Mary Cruickshanks (Head Teacher)

James Flannighan (Acting Depute Head Teacher)

Emma McKenzie (Chair – EMc)

Elaine Manson (Treasurer)

Clare Hope-Dunbar (Secretary)

Avive Asbridge

Claire Gilston

Joanne Duffy

Zoe Richardson

Rebekah Broadfoot

**Apologies**

Ruth Gordon (Teacher and Vice Chair)

Hollie Mitchell

Susan Corrie

Shani Asbridge

**AGM 2023/2024**

1. **Welcome** 
   * Apologies were received from the above members
   * Rebekah Broadfoot was welcomed as a new member of the Parent Council
   * Minutes from the meeting in April were approved
   * There was a discussion with regards to the published minutes. It was agreed that a link would be available on the Parent Council FB site that would take viewers to the school website where the minutes approved from the previous meeting will be available for all parents
2. **Constitution**

EMc distributed copies of the KBT PS Code of Conduct and Parent Council Know How published by D&G Council. All members had been sent a digital copy of the Code of Conduct and were asked if there were any questions. None received. EMc requested that signed copies are returned to her

1. **Office Bearer Roles** 
   * EMc agreed to continue as Chair for her third year. There were no objections
   * Due to Ruth Gordon being absent it was agreed that we would discuss her role as Vice Chair in the next meeting
   * Elaine Manson asked if there was any volunteer willing to take on the role of Treasurer. Zoe Richardson agreed. The two will have a handover period and Elaine will remain on the PC until her daughter leaves at the end of the next academic year
   * Clare Hope-Dunbar agreed to continue as Secretary
2. **Treasurer Report** 
   * The balance – as at the end of the tax year – stood at £4258.50. All agreed that was a healthy sum and would be well received for school trips and transport

**General Meeting**

1. **Headteacher Update**

Miss Cruickshanks gave a welcomed school update to the PC. She started by saying how much she was enjoying the role and getting to know the school, staff and pupils. Both Miss Cruickshanks and Mr Flannighan praised the children, particularly in light of recent external events such as the P5 trip to Barcaple and the Kirkcudbright Swimming Gala. The children did themselves proud in representing the school.

It was advised that they are currently working on the class and staff allocation for the new academic year. There will be no major staff changes. As it stands there are due to be 215 pupils enrolled in the school. The P1 Class will be 25, with 38 P7s leaving in July this year. The classes are likely to fall as follows:

P1, P1/2, P3, P3/4, P4, P4/5, P5/6, P6/7, P7. Miss Cruickshanks advised that the average class size will be 25, with 28 in the P4 class and 27 in the P7 class (as it stands). All agreed these were good numbers. An announcement with regards to class teachers is due to be made to parents in the next couple of weeks.

Miss Cruickshanks said that she was delighted to see more parent volunteers coming into the school – supporting with IT, Gardening, Careers Education etc. More of this is encouraged and parents are welcome to get in touch with the school directly if they can offer support or advise in any way. The school will also be hosting a careers fair later this term with more parents involved in talking to the children about different careers and opportunities.

Class Trips – the school is working to ensure these are agreed and booked further in advance so that the PC and parents have an idea of budgets required to support these trips and cover transport. All agreed this was a good idea.

As outlined in Miss Cruickshanks newsletter – which the PC acknowledged had been well received by parents – each child will be involved in a decision-making group and the Pupil Council will be more active.

P1 had a fabulous set of results for their assessment with each child meeting or exceeding expectations and national averages.

Weekly Assemblies are taking place and from the new academic year the plan is to invite parents/carers in once a month (where their child/children are hosting the assembly). Adults will then be invited to stay for a cuppa afterwards.

Communication – this was discussed. Miss Cruickshanks advised that she has a preference on face-to-face meetings with parents and these will be encouraged for the meetings in November and March with the child report due in May/June.

PEF – the school has been using their PEF (Pupil Equity Funding) to close the poverty related attainment gap in Literacy and English by implementing targeted interventions with pupils. This is having a positive impact and will – the school hopes – continue.

In terms of focus areas moving forward the following areas were outlined:

* **Visions / Values and Aims** – to be re-looked at taking into consideration the rights of the children, anti-bullying and positive relationships policy and given that these have not been addressed in recent years and that the school is now under new leadership
* **Transitions** – into different year-groups, from the KBT PS Nursery and Johnston Nursery to P1 and from KBT PS to the Academy.
* **Digital Technology** – creating a KBTA Cluster Framework for this plus increasing teacher confidence and competence in teaching. The school will also focus on the Assessment is for Learning strategies as a universal approach to help improve the quality of learning, teaching and assessment.

1. **Trip Funding**

After some confusion with regards to parental support for trips it was clarified that parents are sent a trip form with an opportunity to donate funds – this is for those that can.

1. **Bingo**

Thursday May 23rd. 6-8pm. School Hall.

Good response from local businesses to support the cause with prizes. These are being collated currently. Capacity for 180. Need as many as possible to make it a worthwhile event. Cost will be £10 a book (6 games) with a bonus game. These will be sold on the door.

* **Support:** there will need to be 2x PC members selling on the door, 2x PC members selling Raffle Tickets and 1x PC member selling Dabbers. 2x PC members helping with tea/coffee. PC members to arrive 4/4.30pm on the Thursday evening to set up. Prizes to be allocated on the Monday/Tuesday before. EMc to confirm time. Both Miss Cruickshanks and James Flannighan will be present on the night as well.
* **Marketing:** a reminder to be sent to parents – EMc. Avive Asbridge liaising with the school re posters for KBT to promote this to the wider community. EMc to sort a reminder re Bingo prize donations from parents. To be in school no later than Friday 17th May.
* **Purchases:**

Tea/Coffee/Biscuits/Milk/Sugar/Disposable Cups – to be sourced by EMc

Dabbers, booklets etc. to be sourced by Avive Ashbridge from Amazon if not available locally.

1. **Win a Holiday**

Claire Gilston informed the PC that a prize holiday had been donated by Auchenlarie Holiday Park worth £500 to raise funds for KBT PS. Claire will be running a Lucky Squares game which can be bought for £5 per square in advance of the Bingo night. The winner will be announced on the 23rd May.

EMc raised concerns re proceeding with fundraising without approval from other council members as it is not constitutional. EMc requested that all fundraising ideas be brought to a PC meeting first for agreement between the committee members.

1. **First Aid**

David Tyson will run 2x 3hr sessions for the PC at c.£55pp. Price tbc. EMc to confirm next steps

1. **AOB**

Outreach from Laura, Chair of the PC at the Academy. EMc to share the email with Ruth Gordon and Miss Cruickshanks so that this can be shared with P7 parents to anyone that might want to get involved with the PC at the Academy.

Debbie Craig (Councillor) was also in touch with both the school and PC re a forum on the 23rd May at 4pm at the Johnston centre with regards to the future of Kirkcudbright. EMc to attend on behalf of the PC.

1. **Next Meeting**

The next meeting will take place in August / early September once the new academic year is underway.