

Fenwick Primary & ECC Parent Council AGM-Annual General Meeting

9 Sept 2024- John Fulton Hall, Fenwick 7.00pm start

Minutes of Meeting

Agenda

Welcome & Apologies (Donna Vivers, Chair) (DV)

Attending-Mary Welsh-Treasurer (MW), Jennifer Chalmers (JC), Lorna Muir (LM), Patricia McMillan (PMcM), Jacqueline Millard (JM), Kerri Mitchell (KM), Bev Tannahill (BT), Councillor Ellen Freel, Rhona McKillop-Deputy HT, Deborah Kerr (DK), Karin Stewart (KS) and Laura MacLean (LMac), Jamie Dalgouttee (Vibrant Communities) (JD)

Apologies- Jamie Houston-Head Teacher, Councillor Stephen Canning, Rebecca Batchelor-Secretary, Claire Hynds (CH), Bev Tannahill (BT).

Donna welcomed everyone to the meeting and each attendee made their introductions. PMcM would take the minutes in RB's absence.

PC Elections and Resignations.

DV invited JD to oversee the above processes.

Chair Election - DV indicated she would be happy to restand for election this year, however indicated this would be her final year as chair. DV stood down and resigned, re presented herself election, election approved by 1st MW and 2nd PM. Appointment Approved

Treasurer Election – MW stood down and resigned, re presented herself election, election approved by 1st LM and 2nd DV. Appointment Approved

Secretary Election – DV confirmed RB would like to continue in her roll, and had given DV the authority be presented for election. RB stood down and signed, DV re presented RB for election Re - election approved by 1st JM and 2nd JC. Appointment Approved.

JD handed back to DV. Other PC Elections/Appointments- DV indicated the following:

Chris Duncan resignation from PC. Kerri Mitchell Appointment to PC, Bev Tannahill Appointment to PC, Deborah Kerr Appointment to PC. All other members to remain on the PC.

Action - DV would issue welcome pack to all new members. DV also noted banner outside required to be updated with new school value and would require to be actioned.

Report of the Year presented by Chair – DV Presented the report below:

Overview

2023-24 has been a very busy year for the Parent Council (PC) and Fenwick Primary & ECC. With the popularity of the school increasing from the good reputation that we are

building and the hard work of all the staff, the school roll has increased to the point that we move into this new year with only two composite classes!

This brings with it new families that we must ensure feel welcome, involved and listened to wherever possible and I thank you all for the sharing you have done this year through class group chats on social media. We also thank the school for supporting our own communications through the school app as well.

One of the highlights of 23-24 for me was the amazing amount of money that we raised for the school's reading scheme. The effort was enormous, but the amount raised was even greater! Everyone should be proud of this achievement.

Of course, the parent council are not just about fundraising, we are also here to represent the wider parent voice and ensure strong and interactive engagement & communication between families and the school.

This year we listened to the wider parent voice and escalated the parking issues outside of the school. It took a very long time for a permanent solution to be found but we are so pleased and should be feeling empowered that the months of lobbying finally paid off and we returned in August to not one but two new crossings and new safer road markings outside of the school!!!

This is a special year for the school as we celebrate the 150th anniversary which means yet another exciting year ahead so keep up the great work and I look forward to another successful year.

Focus for 2023-24

We started the year with a focus on literacy across the curriculum, specifically reading attainment along with supporting the refreshed school values driven by our school improvement plan.

The first issue to address was the lack of a reading scheme that covered all stages. Many of the hard copies of books were in use when the parents went to the school! They were outdated and not engaging for the children.

This gave our fundraising a focus for the year.

We thank Roger & Sandra Binding for their generous donation, fundraisers Jim McCulloch (P4) who walked to over 200 wind turbines, Alfie & Sonny (P2&3) who took part in the colour run and Archie(P5) who played football for 50 hrs, the school mums' Edinburgh Kiltwalk, PC gala day raffle, Fenwick show 'guess the balloons in the tractor', Halloween disco, Christmas fayre and epic Psychic night!

I personally wish to thank every parent and child that was involved in all of the fundraising efforts last year, we reached our goal and were able to support the school in purchasing all the books they needed.

I also want to add that many larger EAC schools receive funding from the council to purchase items such as reading schemes but as we are not in an area of high deprivation, we are not given this support. We

are also a small school with a small community and regular fundraising targets the same small group of people, but we have shown we can do great things when we work together.

General Fundraising

Again, the PC were able to fund the P7 yearbook, the ties for the new P1's and the buses for the fantastic science centre trip and Ayr Farm Park trip for the ECC.

At Christmas, a call out to the community saw Haasel Consultancy & Coaching, ABP signs and the Charlesworth family support us by donating selection boxes at Christmas. A HUGE thank you to all of them.

Volunteering

The PC and wider parent body were given the opportunity to take part in the reading committee within the school. This group voted on the reading scheme they thought would be the most engaging before the school made their purchase. We look forward to seeing the books in the school bags very soon!

We also supported:

- GOLD RRS discussions
- The school's strategic improvement plan evening
- Burns day celebrations
- School football team
- Parent Information Booklet on Additional Support Needs

Fenwick Foxes

Many of you will know that I have been instrumental in building the afterschool club for a number of years. The demand is healthy with parents asking when we will extend to the ECC. We are a small school, and this makes expansion difficult, we also cannot cater for everyone's needs but we have been pretty successful to date, and it is my hope that after this year I will step back and appoint a senior play leader who will take on the admin and report direct to us. We will have oversight of the bank account until such times that this becomes a separate business.

This year we received funding from the Tesco blue token scheme and the EAC Wellbeing for All fund. This meant we could purchase sports equipment and also bring down the cost of the sessions for parent.

The biggest challenge is finding and retaining good, qualified staff. As we are only offering a relatively low number of hours, the play leader post doesn't suit everyone. Over the last year we have had six play leaders leave. Claire Coleman has been our one constant this

year and even she faces challenges but is super keen and I have her ready to take on the reins...when I feel like it is time to let go!

Moving forward, we have a separate bank account which will make our new treasurers' job so much easier as well as mine.

PC Objectives for the Year 2023/24 & Outcomes

The PC general objectives remain the same, but we like to add one specific linked to the improvement plan for the school each year. I would very much like us to take some time and work with the school to decide if there is a specific objective we can support again this year.

General Objectives

Aim: Enhance the educational, social and cultural experience for pupils at Fenwick Primary School & ECC

Objectives:

1. Contribute to the school's resources and environment.
2. Support Fenwick Foxes Afterschool Club
3. Represent the Parent Forum (all parents) and ensure strong and interactive engagement/communication between the Parent Forum and the School
4. Work closely with the school to enhance its implementation of the School Improvement Plan a. Link to 2023/24 Improvement plan 2023-24-Final-Fenwick-PS-ECC-SIP.pdf (glowscotland.org.uk)

Mission Statement: We undertake to plan, organise, and deliver a range of activities each year. Every activity will meet one or more of our objectives either directly or indirectly through volunteer time & fundraising.

Thank You

The Chair would like to thank all the PC members for their active participation over the past year and ongoing commitment to Fenwick Primary School & ECC.

The Chair would also like to thank all the teachers for the hard work over the past year and continued engagement with the wider school community. We thank Mr Houston for yet another successful year with many more to come!

We look forward to a successful year ahead.

Treasurer's Update

MW presented the Annual Accounts for the financial year and provided full explanation of income, expenditure and cash position - Please see attached with narrative of discussions.

Fenwick Primary & ECC Parent Council
Receipts and payments account for the year ended 31st March 2024

		Year to 31/03/2024 £
Receipts:		
Gala Day income & P7 leavers hoodies	Note 1	527.44
Halloween disco income	Note 2	400.80
Christmas Fayre income	Note 2	0.00
Easter disco income	Note 3	27.00
Psychic night income	Note 4	1435.00
Reading scheme & Just Giving income	Note 5	226.54
(Fundraising Income)		<u>2616.78</u>
Fenwick Foxes parent income		5089.00
Fenwick Foxes grant income	Note 6	9123.00
(Fenwick Foxes Income)		<u>14212.00</u>
Total Receipts		<u><u>16828.78</u></u>

Payments:		
Halloween disco expenses	Note 2	120.00
Easter disco expenses	Note 3	56.25
Psychic night expenses	Note 4	56.25
Bank charges expenses		145.95
Insurance expenses		130.00
School & ECC costs- expenses	Note 7	190.00
Reading scheme transfers- expenses	Note 5	550.00
Extra school expenses	Note 8	278.55
(Fundraising Costs)		<u>1527.00</u>
Fenwick Foxes wages expenses		7413.78
Fenwick Foxes snacks expenses		264.77
Fenwick Foxes hall hire		3066.32
Fenwick Foxes miscellaneous expenses	Note 9	564.89
(Fenwick Foxes Costs)		<u>11309.76</u>
Total Payments		<u><u>12836.76</u></u>

	PC	Fenwick Foxes	Overall
Surplus/(Deficit) for year	1089.78	2902.24	3992.02

	PC	Fenwick Foxes	Overall
Opening Bank balance	268.40	1028.66	1297.06
Surplus/(Deficit) for year	1089.78	2902.24	3992.02
Closing Bank balance	<u>1358.18</u>	<u>3930.90</u>	<u>5289.08</u>

Fenwick Primary & ECC Parent Council

Note 1 - Gala Day & hoodies income

P7 leavers hoodies were bought for and paid back by the school

Note 2 - Halloween Disco income & Christmas Fayre

Cash from these events was lodged into the bank at same time

Most Halloween disco tickets paid for with cash

Halloween disco expenses were paid with cash from ticket sales on the night

Fenwick Hotel room hire was £100. Entertainment at £120 was paid for with cash.

Approximately £450 was made from the Halloween disco

Broke even at Christmas Fayre with selling pens, toys and flashing toys

Note 3 - Easter Disco

Cash made was lodged into bank after this financial year end

Expenses paid at this stage was Fulton Hall hire

Entertainment at disco was done fom PC members for free

Approximately £560 was made from this disco

Note 4 - Psychic Night income

Cash lodged into bank after this financial year end

Expenses paid at this stage was Fulton Hall hire

Over £2600 was made from the Psychic night overall

Note 5 - Reading scheme

Income was based on a £50 donation and £176.54 from Just Giving

£550 transferred to the school for the reading scheme in Dec 2023

£2000 was transferred to the school in Dec 2023 directly from Just Giving account from funds raised through Kilt Walk and Jim's windfarm mchallenge

Note 6 - Fenwick Foxes Grant income

Based on grant from EAC for £3563 for hall hire, plus grant for snacks for £380, plus EAC grant for £4680, plus Tesco blue token grant for £500

Note 7 - School & ECC costs

Paid £190 for the bus for 2023 ECC Christmas show trip to Troon Town Hall

Previously in 2022 PC paid £350 towards school panto trip

Note 8 - Extra school expenses

P7 year book cost £87.10

P1 school ties cost £83.45

Small Easter eggs for all pupils & ECC bought for £108 (75p each) in 2024. Decided not to buy any in 2023.

Did not buy selection boxes for all pupils & ECC at Christmas 2023- asked for donations and got them this way

2022 Christmas bought 80 selection boxes and got 35 for free from supermarket

Note 9 - Fenwick Foxes Miscellaneous expenses

After school party bouncy castle cost £60

Equipment bought with grant money for £504.89

MW also provided an update on the position post 31 March 2024 to date:

Treasurer's update since the year end at 31st March 2024 -

In June we raised £822.60 from the bottle stall at Gala Day and £266.68 from the family quiz night during Gala week.

Paid for P1 school ties and P7 leavers books plus annual insurance as normal.

In June the PC transferred £2000 to the school for the reading scheme.

In July we received £757.13 match funding from Barclay's bank for the Psychic night and £700 of this was transferred to the school for the reading scheme.

Parent Council bank balance at 5th September was £1677.91.

Fenwick Foxes bank balance at 5th September was £3988.40.

DV thanked MW for the update and her clear and detailed presentation of the information.

Head Teachers Update

Rhona McKillop presented the head teacher update.

School

The PC fundraising has resulted in new book club, bug club and chapter books all being ordered and the school are starting to receive these, with some still due to be delivered. They are very much looking forward to the children accessing these resources.

The children are settling in well on return to school after the summer. The current school role is 115 children over 6 classes. With the school receiving daily enquires about spaces and have parents visiting and touring the school. This number is increasing continuously and is due to the positive reputation of the school and the hardwork of the full teaching team and support of the PC.

The school is not yet full and there is space in each class.

Physical space for staff in non contact time is an issue and Mr H is working on utilising the space in the best possible way, with potentially converting the old nursery toilets into a usable meeting room. This is ongoing, and the staff room is being used where possible.

Nursery

The ECC is at full capacity and continues to have waitlist. One child has left and a ballot was held and documented to allocate this space. Current wait list is 6 children, again this is increasing daily.

The nursery is currently staffed as per the legal requirement of ratios to have 21 children.

LM, LMac, and KS all raised concerns regarding the drop off and collection procedures and not having time with their children's key workers. They also voiced concerns

regarding the number of staff and two members of staff who had left recently but were not replaced.

Mrs McKillop sympathised with the concerns and that she had been in constant contact with the local authority re additional members of staff. She advised that more of her time was being provided to the nursery to support, although she is meant to be in the school they are doing their best to provide extra time where possible. She assured the PC they were complying with legal ratios, and they were doing their best to try and improve this. They have secured a support worker for 4 hours a day to help further.

Further concerns were raised and it was agreed that parents would raise their concerns individually with the authority, as the school were doing all they could to request more support from EAC and working within the legal ratios. Councillor Freel also agreed that she would support by discussing additional staff with Janie Allan, although EAC have £6million overspend in education to try and reduce.

JC raised the Halloween celebrations date in the school being on the 31st, and this meant there would be three hallowed events of the PC disco, Kilmarnock Halloween, and traditional Halloween. Mrs McKillop agreed she would raise this with the teaching team and revert back.

With no other questions the HT update was brought to a close.

Target for this year, funding focus

DV will discuss with Mr Houston on his return and report back to PC.

Event Planning

DV raised event planning for the year. The following was discussed and it was agreed we would continue to organise these via whats app to reduce actual meetings.

- Halloween (booked 24th Oct JFH) – PC to make arrangements
- Psychic night or equivalent
- Christmas Fayre 6th of December
- Easter disco
- Gala day & fun night
- Tea room/tea towels.
- Christmas card designs.
- Ceramics
- Time capsule
- Drone

DV also raised the 150th anniversary celebration, and we agreed this would be carried out for the full year school year and speakers and events planned throughout it.

AOB

With no other business raised, DV thanked Jamie and Councillor Freel, all parents and PC members for attending this evening, and the meeting was brought to a close.

Dates of meetings for this year: Mon 25 Nov, Mon 17 Feb, Mon 28 April, Mon 16 June.

Actions:

DV would issue welcome pack to all new members.

DV also noted banner outside required to be updated with new school value and would require to be actioned.

DV and Mr Houston to discuss funding focus and will be raised at next meeting.

PC to progress with organising Halloween disco.

Mrs McKillop to advise re Halloween dates.

Councillor Freel to raise allocation of more nursery staff to Fenwick ECC with Janie Allan.