

Dunlop Primary School Parent Council/Parent Association

Meeting: 16th June 2021. 7.30pm - 9.00pm

MINUTES

Present:

PC Jess McCormack, Hazel Salt, Kate McCallion, Claire Tooze, Anna Wilson, Linda Lamberton, Shona Cooley, David Caulfield, Emily Bennett, Amy Donellan, Kate Murray, Justine Young, Lee-Anne Johnstone, Claire McAuslan, Jen Gaskin, Caroleann Maclellan; Hazel Salt.

Parent forum Aileen Dunlop

DPS Mrs Nouillan

Apologies:

Daniela Young, Debbie Simmers, Lee-Ann Dalziel; Martin Brogan.

Annual General Meeting

1. Ratification of 2020 AGM Minutes

Proposed by David, seconded by Amy.

2. Chair's report

Jen gave her report of the past year. This included: the PC's thanks to all of the school staff; the challenges and successes of a year of school during a pandemic; how the fundraising has helped the school; the trial of the ECC liaison role on the PC; suggestion to see if we can make purchases for the school outwith the EAC purchasing mechanisms; a note on the function of the PC and the value of the PC members' experience over the years; and finally a thank you for everyone's support over her seven years in office.

3. Headteacher's report

Mrs Nouillan gave her report. This included: written reports will be out soon; class structure for 2021; new staff for 2021; fewer classes this year so a room has become free that will be set up as a Support for Learning Base; Health week 2021; Prizegiving 2020 and 2021; P7s celebrations/transitions; ECC/P1 celebrations/transitions; the new ECC building; and finally thanks were given to the PC for their support this year and thanks to Jen for being a wonderful chairperson.

4. Treasurer's report

Kate gave a detailed summary of the accounts and spending this year and will provide a written summary in due course. After all committed payments are made, there will be approximately £750 of unallocated funds in the bank account at the start of the next school year. This is estimated to last until Christmas based on usual spending patterns. The Pennies in the Park fundraiser next week will boost this balance.

Accounts will be verified by Dan before being submitted to OSCR.

5. Election of new members to the PC

The following members are standing down from the parent council :- Martin Brogan; Debbie Simmers; Jen Gaskin; Carol McLelland. Earlier this year, year Diane Brown and Aileen Dunlop stood down from the parent council.

The following members were re-elected:

Member	Proposed by	Seconded by
Hazel	Jess	Kate
Carolann	Shona	Kate
Linda	Jen	David
Shona	Lee-Anne	Caroleann
David	Claire	Jess
Justine	Jess	Jen
Anna	Claire	Emily
Kate	Claire	Hazel

The constitution states that there can be two co-opted members on the council – this can be considered by the incoming chair.

6. Election of Office-bearers

Name and Role	Proposed by	Seconded by
Claire Tooze, Chair	Jen	Kate
David Caulfield, Vice-chair	Jess	Linda
Emily Bennet, Treasurer	Shona	Hazel
Caroleann Maclellan, Secretary	Kate	Amy

7. Housekeeping/Handovers

- Amy to store Halloween decorations.
- Jen to store Fun Run materials.
- David to store bowls, plates alongside other crockery.
- Jen will notify the PC steering group and OSCR of the new chair/vice-chair details.
- Jen will arrange delivery of £5 gift to 2019/2021 P7s.
- Jen will buy flowers for school staff that are leaving.
- Bank account to be handed over to new office-bearers.
- New chair to consider permanent ECC liaison role for the Pc – would need to change the constitution.
- The existing Facebook page for the PC is “owned” by a parent of an ex-pupil. New office-bearers to consider setting up a brand-new page. Kate and Anna can remain as admins on the existing page until the new one is organised.
- Existing office-bearers will remain in their positions until the end of the month.

- Email account, amazon smile account, and paypal account details to be provided to the new office-bearers.
- Dan usually reviews the accounts and historically has been thanked with the gift of a bottle of gin.

Parent Council

1. Matters arising

None raised.

2. ECC liaison

Jess has been liaising with ECC parents/carers and raised several issues for consideration, including; graduation; drop-off and pick-up times; lunches and snacks; outdoor learning; photos on the blog; French; P6 buddy activities. Mrs Nouillan asked Jess to email the full list and she will respond fully, but explained that the blog has reached capacity so staff have been unable to post photos. Mrs Marshall is trying to remove some of the files. Mrs Nouillan will check with Miss White if these can be archived.

Fundraising

1. Pennies in the Park is taking place next week

Pupils will organise picking up the coins afterwards, PC will take to the bank.

2. Tea Towels

Kate Murray offered to organise this next year. Lee-Anne Johnstone offered to help with this.

3. Fun Run

Jen noted that she was happy for someone to take over the organisation of the fun run, or she would continue it on behalf of the school.

4. Winterfest

Daniela has offered to organise this event next year.

The next meeting will be organised by the new-office bearers for the 2021/2022 school year.

AGM 16/06/2021 Finance Report

Income

Virtual Fun Run	£672
Dunlop Post Office Donation	£650
Xmas Card fundraiser	£145.90
AmazonSmile	£5
Total	£1327

ECC Expenditure

Hollow Blocks	£285
Outdoor PE Equipment	£250
Waterproofs	£110.85
Santa books	£30
Graduation P1 Ties	£63
Total	£738.85

School Expenditure

Class Pen boxes	£550
Outdoor numeracy	£250
PE storage bags	£108
Halloween snacks	£55
Xmas party snacks	£140
Santa books	£50
Hoodies & P7 party	£200
Sports Day	tbc
Prizegiving	£411.94
2020 Leavers 'Party'	£150
Total	£ 1914.94

Other Expenditure

Insurance	£122
Fun Run donation (ComCoun)	£50
Staff Leaving gifts	£173.99
Total	£345.99

Still To Pay

2 x Wooden benches	£1800 approx
Staff Leaving gifts	£75
Total	£1875

Accounts

Bank Account Balance	£3614.33
Cash held	£60
Total Funds	£3674.33*

*includes £900 Community Project Award for school garden and flower baskets only.

Minimum projected spending for 2021/2022 is £1000 (insurance, xmas books & party, P7 party and prize-giving)