



**Giffnock Primary Parent Council  
Minutes of meeting  
Monday 21st August 2017**

**Present:** Alastair Milloy (Chair), Rob Lawson (HT), Kirsty Rawley (DHT), Fiona Walker (Vice Chair), Rachel Philp, Fiona Serafini, Emma Farrell, Fiona Brown

**Apologies:** Murray Husband (Secretary), Leigh Perrot (Vice Chair & Treasurer), David McLelland, Provost Fletcher, Clare McGinn, Nic Dickson, Neil Hughes, Sarah Harris

**1) Introductions (Chair)**

Everyone introduced themselves, new members EF, FB and FS were welcomed. Apologies given. FB volunteered to take the minutes.

**2) Update of Members and Class Reps**

To be circulated with the minutes.

**3) AGM**

The AGM will take place on 4<sup>th</sup> September in the Library. FW confirmed Cheese and Wine would be available.

It was agreed it should be used to seek out volunteers to join the PC and for assistance with Fundraising events in particular. Also that "job descriptions" of the roles available will be a good marketing tool to make it feel more accessible/ less overwhelming to people.

RL will do a summary of the school improvement plan at AGM.

Action: ALL –Key messages for all Communications relating to AGM/ PC;

- How to get involved
- Volunteers Wanted
- You won't be the only newbie!
- Meeting are at different times to be suitable for all
- You don't have to attend every meeting
- PC email address to be used for volunteer to contact: [giffnockpc@hotmail.co.uk](mailto:giffnockpc@hotmail.co.uk)

Action: RL – school newsletter to promote AGM and key messages.

Action: AM to prepare "job descriptions" for the AGM.

Action: KR to reshare job descriptions from Scottish Parent Council. - COMPLETED

Action: ALL - PC members/ class reps to share AGM details and seek involvement through their class Whatsapp groups.

#### **4) PC Annual Newsletter**

FW was seeking ideas for what to include in the Newsletters as there was some free space. It was agreed that a summary of events for the year and their objective (fundraising) would be valuable.

Action: FW to include details on the school year fundraising events in the annual newsletter.

Action: KR to forward information to FW on Equalities Group for newsletter – COMPLETED.

#### **5) Fundraising events**

FW outlined the draft programme of Fundraising events for the year:

<i>Event</i>	<i>Date</i>	<i>PC lead</i>
Halloween disco P1-5 (2 sessions)	26th October	FW
Sponsored event e.g. run	TBC	TBC
Christmas Fayre	2 <sup>nd</sup> December	RP
Ceilidh	January	FW
Enterprise stalls	TBC	TBC
Quingo or other family event	June	TBC

FS and FB confirmed they are content to volunteer for fundraising events.

RL confirmed the school will be doing a fundraising event specifically re. Reading, as per the School's improvement plan.

Some discussion on the most suitable and preferred event for the P6s and P7s. It was agreed that they should be given the choice of Movie night (as per last year) or Disco.

Action: RL to speak to P6 and 7 teachers who will ask the pupils to vote on the event they would prefer.

#### **6) AOB**

RL confirmed school email system is still one address per child. Are seeking to change. Applies across many schools.

AM made plea for school forms to be PDF with completion fields. RL explained many forms have to be in hard copy.

FB volunteered to be involved in any revisions, amendments, promotions etc with regard to the school travel plans, engaging with the JRSOs , as has previous experience.

Healthy eating - ERC have equipment which is available to be used at special events. Any money available should be spent on the food.