

Kirkhill Primary School Parent Council

PARENT COUNCIL ANNUAL GENERAL MEETING

DATE: 30th AUGUST 2022

LOCATION: MEARNS CASTLE HIGH SCHOOL

ATTENDEES

Sidra Hasan Ahmed (Chair), Laura Hutton (Vice Chair), Jago Brown (Treasurer), Lynsey Hamilton (Treasurer) Mark Carter (Secretary), Laura Moir, Wendy Espie, Mudi Raja, Hazel Aitken, Sam Thompson, Lynda Donaldson, Jan Coyle, Lynsey Jackson, Liz Matthews, Lesley Menzies, Shabana Hussain, Cllr Andrew Anderson, Cllr Paul Edlin, Susan Duncan, Gillian McClinton, Kasmin Sarwar, Corin Ling, Pujan Rai, Mallika Kadam

MINUTES OF MEETING

Parent Council Annual General Meeting Agenda Items

1. Welcome
 2. Apologies
 3. Chairperson's Report - Highlights of 2021/22
 4. Finance Report 2021/22
 5. Appointment of Office Bearers
 6. Appointment of Parent & Teacher Reps
 7. Code of Conduct
 8. Data Protection
 9. Events for 2022/23
 10. Head Teacher's Report
 11. Any Other Business
 12. Date of Next Meeting
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1. Welcome

Sidra welcomed all present to the Annual General Meeting and our first face-to-face meeting since January 2020!

Having introduced the other office-bearers, Sidra noted this year will be her last as Chair of the Parent Council as her youngest child is now in P7.

2. Apologies

Carly Mason, Manish Singh, Lisa Sarkar, Lorraine Fleming, Jenny Simpson, Pete Kevin, Diane McCartney, Joanna Mathisen, Kathryn Chisholm, Amy Hale, Janine Anderson, Vicky Wallace, Cllr Caroline Bamforth.

3. Approval of Minutes: Minutes of the last meeting were approved as an accurate record - proposed by Jan Coyle & seconded by Lynsey Jackson.

4. Chairperson's Report - Highlights of 2021/22

The highlight of last session was undoubtedly Joe Wicks' visit to Kirkhill Primary! In addition to this, we again held our pumpkin carving competition, the festive art design project, online raffle and we were fortunate to reinstate our summer fair, and traditional leavers celebrations for the P7s.

Gardening Club - Sarah Brown/Mr How and four parents. Every Tuesday after school. Mr How also runs an afterschool gardening club, Pupil Groups also involved in working in the school grounds.

Uniform Bank - Shona Melrose QAs items and anything we can't repurpose is donated to charity. At the moment every day Uniform Bank is at front door, every Friday is lost property. By September weekend everything left in lost property will be transferred into the Uniform Bank.

Playground Equipment repairs - quotes are in hand to repair the playground equipment. Scotplay will do the work by October week, but the quote has gone up due to price rises, etc. Lesley Menzies suggested

wear and tear of the equipment is a positive in that it means it's in heavy use, and affirmed this explaining every break time the equipment is very popular and rotas are still in place to ensure fair use.

We also intend to implement a regular review of equipment/grounds so we can flag up issues earlier in the hope we can address before they get too expensive. Ideally a Parent Council member can work with the school together on this.

The Parent Council Chairs forum meets regularly through the session and covers a broad range of subjects including ongoing review work around the Curriculum for Excellence and national assessment.

Parental Engagement review/survey ran across the year with findings/report summary presented by Sidra in our June meeting.

Equalities Forum highlights included a focus on adopting the UN Convention on the Rights of the Child.

5. Finance Report

Jago Brown delivered the Finance Report:

Kirkhill Parent Council Finances	30/08/2022		
Bank Balance	£12,146.06		
Outstanding Income	£0.00		
Standing Items	£1,751.25		
Discretionary Items	£537.70		
Outstanding Expenditure	£2,288.95		
Projected Cash Balance	£9,857.11		
Standing Items	Budget	Spent	Remaining
Annual Playground Maintenance	£500.00	£500.00	£0.00
Annual Garden Spend	£500.00	£251.25	£248.75
Uniform Bank	£100.00	£0.00	£100.00
P7 Ties	£550.00	£511.50	£38.50
P7 Leavers Dance	£1,000.00	£1,000.00	£0.00
Total	£2,650.00	£2,262.75	£387.25
Reserve	£2,650.00		
Projected Balance for Discretionary Spend	£7,207.11		

The above table includes the treasurers' suggestion to introduce budget figures for the annual expenditure items the Parent Council commits to: playground repairs, gardening, Uniform Bank and P7 Leavers (dance & ties) - which comes to a total of £2650pa. Based on current projected cash balance,

this would offer a discretionary spend this year - without taking into account any income generation - of £7207. discretionary spend available of £7207.

Laura Hutton presented a summary overview of the academic year's fundraising efforts:

Activity	Income	Expenditure	Profit
EasyFundraising	£278	£0	£278
Pumpkin Carving (donations)	£108	£0	£108
Joe Wicks - Dress Down Day	£200	£0	£200
Christmas Cards & Gifts	£1651	£0	£1651
Christmas Hampers Raffle	£640	£165	£475
Summer Fair	£5063	£1027	£4035
TOTAL	£7940	£1192	£6747

6. Appointment of Office Bearers

Chair: Sidra Hasan Ahmed

Vice: Laura Hutton (also Fundraising lead)

Co-Treasurers: Jago Brown & Lynsey Hamilton

Secretary: Mark Carter

7. Appointment of Parent & Teacher Reps

P1a: Gillian McClinton

All current reps for all classes in P2, P3, P4, P5, P6a, P6c, P7a, P7c agreed to continue in post.

P7b: Pujan Rai

P1b, P1c, P6b.1 and P6b.2 have no class reps, so we will endeavour to advertise and recruit.

Coopted members (no voting rights): Sarah Brown - Gardening club; Vicky Wallace - fundraising

Please remember that you don't need to be officially a member of the PC to volunteer/help at events, etc.

Teacher Reps: Lesley Menzies, SMT, Shabana Hussain, Lauren Hay

Equalities Forum: Mudi Raja

8. Parent Council Policies

All policies (eg. Code of Conduct, Data Protection) to be issued to members, policies will also be posted on the school website.

PVG disclosure is no longer a mandatory requirement for all helpers (eg for discos) however we will only place disclosed helpers in positions of working with children individually - toilets/first aid station, etc.

9. Events

Planned events for the coming session are as follows:

2022

Friday 30th September - P1 Disco - Kirkhill Primary School

Friday 28th October - Halloween Disco (P2-P7) - Kirkhill Primary School

Tuesday 8th November - Parent Council Meeting - Mearns Castle High School

Saturday 3rd December - Christmas Fair - Kirkhill Primary School

2023

Thursday 28th February - Parent Council Meeting - Mearns Castle High School

Friday 24th February - P2-P7 Disco - Kirkhill Primary School

Thursday 27th April - Parent Council Meeting - Mearns Castle High School

Friday 12th May - P1-P6 Disco - Kirkhill Primary School

Saturday 10th June - Summer Fair - Kirkhill Primary School

Thursday 15th June - Parent Council Meeting - Mearns Castle High School

In addition, we hope to reintroduce parents' social night fundraisers.

10.Head Teacher's Report

Liz Matthews welcomed new families to Kirkhill and to the Parent Council meeting.

School closures due to industrial action are expected next week although hopefully the situation will change before then and there should be more information regarding learning provision in the next few days. As and when information is available or circumstances change, the school will let families know as soon as possible.

The school will be looking to re-establish and develop Parental Engagement, with more parents involved, more time in the school, more feedback on how to improve the school, etc.

A reminder of your child's Stage Lead this session:

Mrs Gray - P1 & P2

Mrs Tees - P3 & P4

Mr Tyler - P5

Mrs Menzies - P6

Mr Russell - P7

Any concerns/questions, please get in touch on phone or email. SMT are usually at the gate at the end of the school day too. Better to act quickly than things making you anxious.

Improvement Priorities: these will be covered in the upcoming school newsletter and will be inviting parents and children to discuss and feedback:

Leadership & management - in staff and pupils

Successes & Achievements

Health & Wellbeing

Uniform Bank - thank you to Shona Melrose for help with Uniform Bank and Lost Property. Donations can still be handed in to the school, should be individually bagged and labelled, clean and in good condition.

Liz closed by thanking the Parent Council again for community support and efforts, especially over the last few years.

11.Any Other Business

Jan Coyle asked whether Seesaw could be used to ask a question into school/teacher. Liz Matthews explained the app appears to have been updated recently including a new feature to allow parents to make comments/ask questions. However since our teaching staff use Seesaw as a teaching tool, including projecting onto smart boards in classroom, and these inbound questions and comments can appear as notifications in the app, the school is aiming to disable this functionality.

Lauren Hay raised the food bank donations the school is gathering - tinned, non-perishable, items to be brought in weekly and every month the school will take the donations to the East Run Larder food bank. Liz mentioned this may also be made available for parents to use and asked members to spread the word about the donations, and also reminded everyone that there are various avenues available for assistance and support and if in need to contact the school - all enquiries will be dealt with confidentially.

Liz Matthews asked class reps to encourage parents to register with ParentsPortal as the school plans to transition away from paper-based consent forms and instead submit & manage these online.

Cllr Edlin added to earlier discussion points on financial distress and hardship that families can contact their councillor directly and all enquires will be treated confidentially. Cllr Anderson noted the good work on Pupil Equity and the Uniform Bank and its potential to impact the cost of the school day for families.

Jago requested donations for the gardening club - Mr How has won a grant for 200 saplings but they will not grow in the soil as-is so need raised beds: pallets, treated wood, etc. Also compost.

12. Date of Next Meeting

The next Parent Council meeting will 8th November 2022.