



Annual General Meeting  
**St John's Parent Council**  
 Tuesday 5<sup>th</sup> September 2023 18:00  
 St Luke's High School

Item	Agenda Item	Actions																								
<b>1</b>	<p><b>Welcome, Attendees and Apologies</b></p> <p><b><u>Welcome</u></b></p> <ul style="list-style-type: none"> <li>Jillian Grosart declared the meeting open.</li> <li>Welcome to our new Parent Council member, Catherine Ellis.</li> </ul> <p><b><u>Attendees</u></b></p> <table style="width: 100%; border: none;"> <tr><td>Jillian Grosart</td><td>(JG)</td></tr> <tr><td>Laura Webster</td><td>(LW)</td></tr> <tr><td>Anmarie Strain</td><td>(AS)</td></tr> <tr><td>Lisa McDaid</td><td>(LM)</td></tr> <tr><td>Catherine Ellis</td><td>(CE)</td></tr> <tr><td>Jennifer Cassidy</td><td>(JC)</td></tr> <tr><td>Sarah McElroy</td><td>(SM)</td></tr> <tr><td>Louise Hunter</td><td>(LH)</td></tr> <tr><td>Kathleen Fallon</td><td>(KF)</td></tr> <tr><td>Colette McGill</td><td>(CM)</td></tr> <tr><td>Karen MacLeod</td><td>(KML)</td></tr> <tr><td>Mairi Hughes</td><td>(MH)</td></tr> </table> <p><b><u>Apologies</u></b></p> <p>Apologies received from Jennifer Lavery (Acting Deputy Head)</p>	Jillian Grosart	(JG)	Laura Webster	(LW)	Anmarie Strain	(AS)	Lisa McDaid	(LM)	Catherine Ellis	(CE)	Jennifer Cassidy	(JC)	Sarah McElroy	(SM)	Louise Hunter	(LH)	Kathleen Fallon	(KF)	Colette McGill	(CM)	Karen MacLeod	(KML)	Mairi Hughes	(MH)	
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<b>2</b>	<p><b>Election of Office Bearers</b></p> <p>The following appointments were voted on and agreed.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Chairperson</td> <td style="width: 30%;"><b>Anmarie Strain</b></td> <td style="width: 40%;">Re-elected to position.</td> </tr> <tr> <td>Vice Chairperson</td> <td><b>Jennifer Cassidy</b></td> <td>Elected to position.</td> </tr> <tr> <td>Treasurer</td> <td><b>Mairi Hughes</b></td> <td>Re-elected to position.</td> </tr> <tr> <td>Secretary</td> <td><b>Karen MacLeod</b></td> <td>Elected to position.</td> </tr> <tr> <td>Fundraising</td> <td><b>Lisa McDaid/Colette McGill</b></td> <td>Re-elected to positions.</td> </tr> </table> <ul style="list-style-type: none"> <li>Each newly elected office bearer was present and accepted their responsibilities.</li> <li>Thank you to previous office bearer Kathleen Fallon for Secretary duties undertaken.</li> </ul>	Chairperson	<b>Anmarie Strain</b>	Re-elected to position.	Vice Chairperson	<b>Jennifer Cassidy</b>	Elected to position.	Treasurer	<b>Mairi Hughes</b>	Re-elected to position.	Secretary	<b>Karen MacLeod</b>	Elected to position.	Fundraising	<b>Lisa McDaid/Colette McGill</b>	Re-elected to positions.										
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<b>3</b>	<p><b>Previous Minutes and Chairperson's Report</b></p> <p><b><u>Previous Minutes</u></b></p> <ul style="list-style-type: none"> <li>Engage with a new church representative Margaret Mary [insert surname] – action carried forward.</li> <li>AS to engage with KML to organise meeting with Church Rep</li> </ul>	AS/KML																								

	<p><b>Chairperson's Report</b></p> <ul style="list-style-type: none"> <li>Correspondence received – cheque not paid into bank (Easy Fundraising) <ul style="list-style-type: none"> <li>AS to arrange for new cheque to be issued or funds to be paid via bank transfer.</li> </ul> </li> <li>Diocese meetings – next meeting due at end of October and AS looking to ensure representative from Parent Council in attendance. <ul style="list-style-type: none"> <li>AS/JG to share date with JC who will attend if available.</li> </ul> </li> </ul>	<p>AS AS/JG JC</p>										
<p>4</p>	<p><b>Head Teacher's Report</b></p> <ul style="list-style-type: none"> <li>Primary 1 children have settled extremely well.</li> <li>P1 Parents/Carers have been invited in for Stay and Play and lunch experience Tuesday 12<sup>th</sup> September and Wednesday 13<sup>th</sup> September.</li> <li>Discovery days/Curriculum afternoons will take place across P1-7 between January and June.</li> <li>Primary 7 are rising to the challenge of being 'top of the school.'</li> </ul> <p><b>Staffing Update</b></p> <p>Welcome 2 new members of staff at the beginning of the session:</p> <ul style="list-style-type: none"> <li>Miss Kirsty Toner Newly Qualified Teacher (Primary 3b) – supported by Ms Laura Webster</li> <li>Miss Louise McBride Class Teacher (Primary 7b)</li> <li>Miss Emma McLachlan appointed as Class Teacher (Primary 3a) – previously NQT at St John's last session.</li> <li>Ms Laura Webster has been appointed Acting PT, funded by PEF</li> </ul> <p>Update on use of staffing out-with class commitment:</p> <table border="1" data-bbox="233 1081 1380 1480"> <tr> <td data-bbox="233 1081 480 1149"><b>Mrs Kaitlin Parry</b></td> <td data-bbox="480 1081 1380 1149">NCC cover across P1, 2, 5, 6 and 7 – ICT, Problem Solving, Modern Languages Leadership role – Family Centred Approaches</td> </tr> <tr> <td data-bbox="233 1149 480 1249"><b>Mrs Holly Breslin Strain</b></td> <td data-bbox="480 1149 1380 1249">Support for Learning with a focus on Numeracy and Mathematics – P1, P2, P3, P6 and P7 Leadership role – House System and Pupil Council</td> </tr> <tr> <td data-bbox="233 1249 480 1350"><b>Mrs Lisa Millar</b></td> <td data-bbox="480 1249 1380 1350">Reading Recovery, Literacy Interventions eg. TRAiL, TBR, Writing support in classes. Leadership role – PM Writing development</td> </tr> <tr> <td data-bbox="233 1350 480 1417"><b>Mrs Clio McKenna</b></td> <td data-bbox="480 1350 1380 1417">Health and Wellbeing – small groups, 1:1 support and team teaching.</td> </tr> <tr> <td data-bbox="233 1417 480 1480"><b>Mrs Francesca Dissanaïke</b></td> <td data-bbox="480 1417 1380 1480">P3a 1.5 days, P4, P4/5, P6 NCCT Support for Learning – TRAiL Leadership role – House System and Pupil Council</td> </tr> </table> <p><b>In-Service Days</b></p> <ul style="list-style-type: none"> <li>Relaunch St Luke's Cluster Vision, Values and Aims</li> <li>Child Protection, GDPR, Code of Conduct, Maximising Attendance, Fire Safety</li> <li>School Improvement Planning/PEF Plan</li> <li>Setting the Standard – Staff Meeting</li> <li>Literacy: The Balanced Reader and Writer (PM Writing)</li> <li>National Discussion on Education. All Learners in Scotland Matter: Our National Discussion</li> <li>Data Analysis – CfE Judgements and ST/SNSA results</li> </ul> <p><b>Health and Wellbeing</b></p> <ul style="list-style-type: none"> <li>Mrs Wilson working alongside Ms Webster to develop current programmes.</li> <li>The clubs will continue this session and will be based on pupil need.</li> <li>Groups are going to start back next week and run for 8 sessions. <ul style="list-style-type: none"> <li>Health and Wellbeing group, which is based around emotional regulation, discussing and dealing with feelings, resilience, self-esteem.</li> </ul> </li> </ul>	<b>Mrs Kaitlin Parry</b>	NCC cover across P1, 2, 5, 6 and 7 – ICT, Problem Solving, Modern Languages Leadership role – Family Centred Approaches	<b>Mrs Holly Breslin Strain</b>	Support for Learning with a focus on Numeracy and Mathematics – P1, P2, P3, P6 and P7 Leadership role – House System and Pupil Council	<b>Mrs Lisa Millar</b>	Reading Recovery, Literacy Interventions eg. TRAiL, TBR, Writing support in classes. Leadership role – PM Writing development	<b>Mrs Clio McKenna</b>	Health and Wellbeing – small groups, 1:1 support and team teaching.	<b>Mrs Francesca Dissanaïke</b>	P3a 1.5 days, P4, P4/5, P6 NCCT Support for Learning – TRAiL Leadership role – House System and Pupil Council	
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- Social skills groups are more based around communication and interaction skills. Identified children are being supported on a one-to-one basis.
- Team teaching approaches will continue to be developed with a focus on Primary 6 this term.
- Ms Webster and Mrs Wilson will host workshops for parents, dates tbc.

**School Improvement Plan**

- Focus on literacy initiatives early intervention (Reading Recovery, TRaIL etc.)
- Continuing to develop PM writing resource with cluster colleagues.
- Focus on Numeracy and Mathematics this session, looking closely at pedagogy and practice to increase confidence and attainment in identified cohorts of learners.
  - Plan to look closely at approaches such as Number Talks to develop consistency across the whole school.
- More information on the School Improvement Plan will be provided at Meet the Leadership Team on Thursday 7<sup>th</sup> September at 5pm.
- A parent/carer version (above) and full version of the plan will be made available on St John’s website.

JG

**Pupil Equity Funding**

- £68 600 allocated (part of which is being used to fund a teacher and the current PT role (Ms Webster).
- Focus for our PEF interventions for this session:
  - Health and Wellbeing
  - Literacy (ongoing supports)
  - Numeracy and Maths
  - Parental Engagement – Family Centred Approaches
- Mrs Grosart and Ms Webster are meeting with Catherine Mullen (Education Scotland Attainment Advisor) to discuss the current PEF plan ensuring outcomes are accurate and measured over time.
- PEF continues to be a focus of ERC to ensure relevant measures are put in place to close the poverty related attainment gap.

**Parental Engagement Planning**

- Meet the Teacher Thursday 7<sup>th</sup> September.
- Evaluation will seek views of parents/carers on how to build upon existing positive relationships to support us in developing the calendar over the next few months.
- The previously run ‘Reading Café’ is included in the current School Improvement Plan with staff hoping to develop and reintroduce this session.
  - Kids café suggested. JG encouraged this to be suggested via the feedback survey.
- Space is available if parents/carers wanted to established drop in sessions.
- 4 workshops have been planned to provide guidance for parents/carers in supporting reading and numeracy and maths at home.
  - Reading at home P1-3 Wednesday 27<sup>th</sup> September 3.15-3.45
  - Reading at home P4-7 Wednesday 4<sup>th</sup> October 3.15-3.45
  - Numeracy at home P1-3 Wednesday 25<sup>th</sup> October 3.15-3.45pm
  - Numeracy at home P4-7 Wednesday 1<sup>st</sup> November 3.15-3.45pm

**RERC**

- Father Joe McGill will be joining St John’s Parish as Assistant Priest
- Class Masses will take place again this session with the first class mass P4/5 and P5 Tuesday 12<sup>th</sup> September
- Current Primary 6 pupil have been enrolled in the Pope Francis Faith Award and will be officially enrolled at their class Mass in October
- Primary 4 Sacrament dates have been confirmed and have been communicated to Primary 4 parents: Reconciliation – Monday 4<sup>th</sup> March 2023 – 6:30pm, First Communion – Saturday 11<sup>th</sup> May – 10am. Both joint with St Mark’s Primary
- Primary 7 Confirmation Thursday 18<sup>th</sup> April time TBC
- Primary 7 pupils will attend Mass with Bishop John at St Mirin’s Cathedral 10.15am next Thursday 14<sup>th</sup> September.

	<ul style="list-style-type: none"> <li>• First Friday Mass taking place this session – Primary 3 attended in September, Primary 4 and 5 will attend in October.</li> </ul> <p><b><u>Health and Safety update</u></b></p> <ul style="list-style-type: none"> <li>• Following an inspection of our playground equipment the benches and adventure situated in the back area are out of use until further notice.</li> <li>• Funding was awarded for playground Equipment such as friendship bench and equipment - AS and JG to discuss allocation of funds.</li> <li>• Adventure trail – AS to look at funding opportunities to replace this following Inspection of equipment.</li> <li>• Regarding the recent press on RAAC concrete in schools, JG confirmed the school has been surveyed and deemed safe.</li> </ul> <p><b><u>Tesco</u></b></p> <ul style="list-style-type: none"> <li>• Stronger Starts – grant programme to boost funds for extra food and activities for young people. Funding can be used to improve a library space which could be utilised here at St John’s.</li> <li>• Request for Fundraising committee/Parent Council to apply for this (KM given Grant information)</li> </ul> <p><b><u>Other Discussions</u></b></p> <ul style="list-style-type: none"> <li>• Confirmation of P.E Uniforms have been communicated to parents/carers.</li> <li>• Preloved uniforms – KML and CE to take forward (discuss Halloween and Christmas)</li> <li>• Staff are hoping to utilise parent/carers skills to facilitate a well-being day – SM offered to support</li> </ul>	<p>AS/JG</p> <p>AS</p> <p>LM/ CM/KML</p> <p>KML/CE SM</p>
5	<p><b>Treasurer’s Report</b></p> <p><b><u>Balances</u></b></p> <ul style="list-style-type: none"> <li>• Balance August 2022 £2,581.11</li> <li>• Balance July 2023 £5,166.42*</li> </ul> <p><b><u>Income/Expenditure</u></b></p> <ul style="list-style-type: none"> <li>• Largest costs include P7 leavers, Shoppers night and Christmas</li> <li>• Largest income includes Playground grant (£2000), Shopper’s Night, Family Night and school disco</li> <li>• Largest profit generated from Shopper’s Night and Family night</li> </ul> <p><b><u>Annual Accounts ratified.</u></b></p> <ul style="list-style-type: none"> <li>• Confirmed LH allowed to do accounts as not an office bearer.</li> <li>• Accounts confirmed as ratified (pending query with one receipt)</li> </ul> <p><b><u>Parent Council Notice Board</u></b></p> <ul style="list-style-type: none"> <li>• Notice board to be updated with Visuals including funds in/out - AS/LH to update</li> <li>• Christmas cards (CMcG dealing with this) – add to Fundraising section</li> </ul> <p><b><u>Parent Council Bank Account</u></b></p> <ul style="list-style-type: none"> <li>• Decision to remain with Bank of Scotland.</li> <li>• MH and LM getting access to online banking and cards.</li> <li>• Ex parent council member Marie Easdon to be removed from Bank account.</li> <li>• AM, MH and LM to be added to account/have access to bank cards.</li> <li>• AS confirmed that ALL spending must be completed using Bank cards connected to PC bank account.</li> </ul> <p>*Funds inclusive of funds still to be paid out £2085.67</p>	<p>AS/LH</p> <p>CM</p>

6	<p><b>Constitution</b></p> <p>The Constitution sets out how the Parent Council operates, how decisions are made and the procedures which are followed to ensure that decisions are efficient, transparent, and accountable. It is also required for various memberships.</p> <ul style="list-style-type: none"> <li>• Agreement from all to review/re-write the constitution. <ul style="list-style-type: none"> <li>○ End of October for draft constitution</li> <li>○ Finalised and agreed by December.</li> </ul> </li> <li>• AS to arrange time in school to meet and update constitution.</li> </ul>	All AS
7	<p><b>Fundraising</b></p> <p><b>Cluster 100 Club</b></p> <ul style="list-style-type: none"> <li>• Proposal to change the 100 Club from a collective fundraiser with the Cluster, to St John's only for P6 Lockerbie Fundraising (St Marks and St Thomas's school have agreed) <ul style="list-style-type: none"> <li>○ AS to gain agreement from Cluster School Parent Councils also</li> <li>○ Once agreement confirmed LM to organise 100 Club</li> </ul> </li> <li>• AS will look at opportunities to work with the other cluster schools e.g. a school disco for P7 following Lockerbie Residential has taken place.</li> </ul> <p><b>Lockerbie – Parent Fundraising</b></p> <ul style="list-style-type: none"> <li>• P7 Parents Fundraising meeting held and the following options tabled: <ul style="list-style-type: none"> <li>○ Optional football cards – opt out for each family.</li> <li>○ Car wash on school grounds</li> <li>○ Family night (opportunity to raise money at this event)</li> <li>○ P7 Christmas gifts and décor (stall)</li> <li>○ Movie nights Christmas night</li> <li>○ Christmas Fayre tuck shop</li> <li>○ February family night and or Ladies night</li> <li>○ Car boot sales</li> <li>○ Valentine's disco (valentine's cards and P7 to sell and deliver)</li> <li>○ Bracelets for communion</li> </ul> </li> <li>• Query if PC can help with any of the activities. <ul style="list-style-type: none"> <li>• Separate meeting proposed to discuss events planned by Parent Council to determine which events could be arranged by parents for Lockerbie Fundraising.</li> </ul> </li> </ul>	AS LM  AS          AS
7	<p><b>Replacing Items</b></p>	

	<ul style="list-style-type: none"> <li>• Request to consider repairing replacing some classroom equipment (compasses) <ul style="list-style-type: none"> <li>○ LW confident that they could be repaired (tightened) to allow them to continue to be used.</li> </ul> </li> <li>• Replacing items – Bike sheds and metal goals <ul style="list-style-type: none"> <li>○ To be dealt with as part of the playground priority</li> </ul> </li> </ul>	LW/JG/AS
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