



St Joseph's Primary Parent Council



Minutes of Parent Council AGM 12th September 2023 St Joseph's Church Hall

Parent Attendees

Claire Campbell (Secretary), Jonathan Carroll (Chair), Aimee Scullion (Vice Chair), Samantha MacConnell (Uniform Secretary), Nicola Hill (Treasurer), Lynn Johnson (Vice Treasurer), Suzanne Kavanah (Social Secretary),

Sharon Constable, Karen Jordan, Claire Sweeney, Leeanne Macklin, Claire Carr, Stacey Hogg, Amy Wright, Hilary Young, Rosie McCluskey, Fiona McKenzie, Emma Merriman, Clare Friel

St Joseph's School Representatives: Suzanne Martin (Head Teacher), Karen Wynne (Deputy Head), Clionagh Leddy (Principal Teacher), Hannah Addison (Acting Principal Teacher), Katie Baxter

St Joseph's Parish Representative: Rebecca Harrison (see apologies)

Opening Prayer lead by Karen Jordan
Introductions and Apologies

Apologies: Canon Stephen, Rebecca Harrison, Kirsty McDermaid, Marie-Claire Mackie

Minutes of previous 2022 AGM and circulated and approved

Proposed by **Sam MacConnell** Seconded by **Aimee Scullion**

AGM ITEMS MATTERS ARISING

No matters arising.

ANNUAL REPORT - read by Jonny Carroll, Chair

I welcome the opportunity first of all to thank parents and the staff of the school for all their support over the course of last year. In particular I would like to thank those members of the Parent Council for the time and effort they give to the work of the Parent Council.

Having parent class representatives at each stage throughout the school is key to the effective communication between the Parent Council and the parents it represents. I want to thank them for their volunteering to take on this role. Recently we held a get together for class reps as a means of allowing an opportunity for them to meet, share views and dialogue in person concerning matters of value to the Parent Council. The response was positive and for those in attendance it was unanimous that we run another get together to be scheduled for February.

Last year as a Parent Council we established two new sub-groups. The Faith, Laudato Si Team, led by Karen Jordan and the Communications Team, led by Rosie McCluskey. We will hear from both later this evening regarding progress made as part of our first meeting that follows our AGM. I nonetheless want to thank all involved for giving their focus and time to

establishing and driving forward the work of each of these subgroups. I have every confidence that both will go on to serve well the community of St Joseph's Primary School.

I am also very keen to recognise the marvellous work of the already existing and successfully run fundraising / social team who yet again served our community so well last year in the many fundraising activities they led and the various social events they ran so successfully.

The uniform team also has once more had a successful year in providing support to parents in acquiring appropriate uniform. A change in the provision of uniform through the Parent Council however has been made that now means that the work of supporting and providing uniform will now be done appropriately through the Faith, Laudato Si subgroup given our focus on driving forward preloved uniform provision for ecological purposes as well as looking to assist with the cost of the school day that perfectly align with challenges of Laudato Si. With this change new uniform items will cease to be available through the Parent Council.

The schedule for meetings this year has been generated with a decision to move the meetings from a Tuesday to a Monday with the exception of the AGM so as to allow access to the Church Hall. It was also decided that the AGM be an in person meeting with all other meetings being run on a digital platform as has been the case since Covid-19. The effectiveness and preference of which will be evaluated again during the course of the year ahead.

We welcomed the 104 responses to our questionnaire issued to the end of last year which overwhelmingly supported the work of the Parent Council in acknowledging the positive impact it has in supporting St Joseph's Primary School and its wider community. Suggestions and ideas proposed within this feedback have been noted and highlighted and will be considered when planning for the year ahead.

I am looking forward to the year ahead and building on the work to date with fellow parent council members, staff of the school, and of course the broader parent body for whom the chief purpose of the Parent Council is to serve.

SELECTION OF NEW PC OFFICE BEARERS – Chaired by Head Teacher

Chair:	Jonathan Carroll (re-election)
Vice Chair:	Aimee Scullion (re-election)
Secretary:	Claire Campbell (re-election)
Vice Secretary:	VACANT
Treasurer:	Nicola Hill (new appointment)
Vice Treasurer:	Lynn Johnson (new appointment)
Social Secretary:	Suzanne Kavanagh (new appointment)
Vice Social Secretary:	VACANT
Uniform Rep:	Samantha MacConnell (re-election)

Parent Council Membership

Attendees were invited to become members of the Parent Council for the coming school year and Code of Conduct forms were circulated. Anyone wishing to become a member of the Parent Council should sign and return the form to the Secretary.

Parent Council Members (excluding Office Bearers):

Karen Jordan
Leeanne Macklin
Claire Carr
Angela Macklin
Fiona McKenzie
Emma Merriman
Sharon Constable
Hilary Young
Stacey Hogg

Approval of accounts and appointment of auditor

Since 2nd June we have raised £881.03 and spent £2171.23, leaving us with a current balance of £3,461.05. Full breakdown is below. Held within our funds for playground equipment is £2,230 raised from February family day and Class Tea Towels. Therefore, current balance excluding committed is £1,231.05.

	Credit	Debit	Balance
Opening Balance (as of 2nd June 2023)			£4,751.25
Connect fee		152.00	
Leavers disco pizza		79.90	
Flowers for departing PC member (Katrina)		35.00	
Tea for recycling events		18.09	
Wild week supplies		48.04	
Tea towel refunds		16.00	
Class fundraising tea towels		1822.20	
School tidy up donations	50.00		
Easy Fundraising	115.03		
Pre-loved fundraising	410.00		
School ties sales	40.00		
Tea towels	36.00		
Standing Order donations	230.00		
Balance (as of 11th September 2023)	881.03	2171.23	£3,461.05

The accounts are still to be audited. A request will be made for someone on the parent body to audit the accounts (can't be a Council member).