

Minutes of Parent Council AGM 24th September 2025, St Joseph's Primary School

Present

School representatives: Mrs Martin, Mrs Addison, Mrs Leddy

Parent Representatives: Karen Jordan, Mark Lilley, Aime Scullion, Samantha MacConnell, Johnny Carroll, Annie Crowley, Amy Dickson

Apologies:

Suzanne Kavanagh, Angela Macklin, Rosie McCluskey, Nicola Corbet, Digher Karaban

Approval of last year's AGM Minutes proposed – seconded by Amy Dickson

Annual Report provided by Johnny Carroll

Since we last met, we have had a drive to extend parental participation in SJPC and in particular in taking on office bearer roles including that of chair and vice chair. To date we have some success with some positions being taken up but are still awaiting someone open to taking on chair and someone for vice chair. To aid parental participation we have sought to minimise responsibilities and time taken but not not to restrict those who can and want to do more. For example we have reduced meetings to four for the year. We have also I introduced a vice position for all office bearer roles including the newly established Faith: Laudato si. As it stands given changes in my professional commitments through work as well as having held the role of chair for a significant period of time it would seem right that I stand aside and allow others to take on this role. It is frustrating g that I cannot give it the time I want to and feel a change would be to the benefit of the parent council. I am willing to remain in post for this coming academic year or until such time as someone puts themselves forward. I would also offer to assist anyone who took on the role of chair if they so wished for as they felt it beneficial. A concern, shared by PCs across the authority is the emerging responsibility and administrative workload being placed on the PC through the legal provision and requirement for PVG registration. This is being explored with the authority through the authority PC chairs group as well as it being looked into from SJPS by Mrs Martin and Mark Lilly. At a time when it is already proving challenging to have parents take on office bearer responsibility within the the PC the concern is that this will exacerbate this challenge. As a PC we look forward to the year ahead and the many experiences and opportunities we are confident will be delivered to out children and the opportunities for us to support the school in this endeavour.

A lot of work done on social front has been carried out which is to be commended as well as the work being carried out by the Faith and Laudato Si group. The social committee will now have 2 representatives from each class to reduce the burden with regards to organising the treats required for events such as the Halloween discos.

Appointment of Office Bearers- chaired by Mrs. Martin, Head Teacher

Chair

No nominations and current chair, Johnny Carroll, looking to step down this year. Mrs. Martin advising that will hold as a vacancy at the moment, and she will check how long the position can be held vacant for, before having to consider dissolving the Parent Council.

Vice Chair

No nominations and current vice chair, Aime Scullion, looking to step down this year. Position now vacant.

Secretary

Claire Campbell has stepped down due to no longer having a child at the school. Amy Dickson nominated as previous vice secretary and being voted in.

Vice Secretary

Position vacant due to Amy Dickson moving to secretary role. Dhiju Karaban and Annie Crowley nominating as joint vice secretaries and being voted in.

Social Secretary

Suzanne Kavanagh willing to stay on in role at present and being voted in.

Vice Secretary

Angela Macklin willing to stay on in role at present and being voted in.

Laudato Si

Karen Jordan willing to stay on in role and being voted in.

Deputy Laudato Si

Claire Sweeney stepping down from role. Aime Scullion being nominated and voted into role.

Treasurer

Nicola Corbet willing to stay on in role and being voted in.

Vice Treasurer

Samanatha MacConnell willing to stay on in role and being voted in.

Diocesan Representative

Rebecca Harrison stepping down from role. Fr. Dan has to approve the new representative and Mrs. Addison will check with him who the new representative will be.

Communications Role

This role will now be amalgamated into the vice secretarial role.

Approval of accounts – read out by Samantha MacConnell

For the full school year we spent £5,267 and raised £4,936. The current balance is £7,306 which includes £4,664 previously ringfenced for playground equipment/repairs.

Opening balance as at 16th September 2024	£7,637	
Easy Fund Raising	£557	
Parent donations	£690	
Halloween Activities	£1,253	-£665
PC/AGM Expenses, Connect Membership		-£374
P1 Welcome Night		-£453
Sponsored Bounce	£1,329	-£100
Preloved Uniform Donations	£748	
Winter Wonderland		-£612
PC Donation to school		-£520
Jubilee Celebrations	£360	-£873
First Communion Breakfast		-£280
Wild Week		-£1,114
P7 Leavers		-£277
Revised balance as at 24th September 2025	£7,306	

Opening balance as at 12th May 2025	£8,529.46	
Parent donations	£225.00	
Uniform/Preloved Uniform Donations	£410.00	-£65.45
Jubilee Event Ticket Sales	£110.00	-£170.00
P1 Welcome Night		-£245.95
P7 Leavers		-£77.00
Wild Week		-
		£1,113.75

Jubilee Badges	-£305.92
Easy Fundraising	£305.23
PC Expenses	-£295.45
Revised balance as at 24th September 2025	£7,306.17

Mrs Martin advising that the inspection of all playground equipment in October. Then she is provided with a report about what needs replaced. The maintenance and repair of the playground equipment is expensive. The back trim trail is swappy. Going to put gravel back there during the Day of Action to see if that helps. The drainage is poor. Yearly maintenance of drains and gutters is required. She will let the PC know once the report has been received and what needs to be repaired.

PC Meeting

Minute of previous meeting/matters arising – previous minutes approved.

Head teacher's update

Staffing:

Maternity cover for Mrs tolan who had a boy recently. Mrs McCardle covering for 2 days. She has a great skill set based around nurture.

There is 1 NQT this year, Ms Byrn, who has been with the school as a student and is with primary 2b.

The PEF fund has been £18000 for the last few years. It has been used for outdoor learnings, clubs etc. There is an issue this year due to child payment as tipped numbers up the way. Those with 3 children or more, get free school meals which means put onto PEF radar. Gone from 13 children to 19 and they are all in upper school but there has been no increase in budget. Tried to subsidise residential for these children but difficult because of budget constraints. There are 6 children who are entitled to it and don't have it in the budget. Issue around government making decision.

Last year, we had to take money out of the school funds to subsidise the residential trip. The school is given a small percentage from the authority of £250 for residential trips. However, the school will not allow any child to miss out on the residential trip as it is such an important part of primary 7.

Read and recovery continues with Mrs Leddy with primary 2 which is fully funded by the school. It has had a significant impact over last few years.

There has been a reduction in pupil support staff and so the school is more reliable on parents for Off Grid. Struggling with that as have a few children who need one to one support and therefore need more parent support to allow the children to continue to enjoy Off Grid.

Current school role is 368 with 14 classes. The role is dropping but continue to receive lots of placing requests. There were 12 deferrals this year and 10 last year. This has an impact going forward. Effects learning and we are keeping a close eye on how that manifests particularly from a learning and social perspective.

Current attendance levels sit at 98%. Diagnostic assessments are being carried out which target children who require specific support. Overall attainment exceeds Authority levels. Slight decrease in numeracy and writing due to primary 7 having a lot of children with additional support needs. Areas for support identified and digitised and can be tracked from primary 1-7.

Over 90% of the children are achieving the national average or above in reading, writing and numeracy.

Most primary 7s last year achieved their Pope Francis award.

Nil by Mouth have been in visiting for Primary 6 and 7 to discuss sectarianism. Children from Carolside Primary School joined too.

Positive feedback received about how the children have all settled back into school.

This term is STEM focused. Thanks to parents for continued support. More opportunities for parental involvement. Termly newsletter worked well as well as the cluster workshops.

Archbishop Tartaglia tournament was last Friday. Was very successful. St Ninians provided the referees.

Had 14 new Samsung phones donated by a parent who runs IRepair. Another parent donated 10 new yoga mats. Sand and gravel has also been donated for the Day of Action. Many thanks to those parents.

No inspections this year from Local Authority. Government level shift in education. There's going to be a change to the SQA. Education Scotland is also changing. The proposal is that the HMI will be stand alone and no longer part of Education Scotland.

Social secretary update – read by Amy Dickson

The faith group are going to take over the P1 welcome night going forward and the joint effort for the P1 welcome night this month was a successful one.

In order to reduce the burden of the social secretary roles, we are trying a different format this year academic year with having a social representative in each class in the hope that many hands make light work.

We are keen to have a family fundraiser this year and can accommodate this round when the school would prefer.

Mrs Martin advising that school's preference would be an event such as a fayre around Easter time as other times of the year are very busy.

The PC will provide the treats for the Halloween Howl.

Mrs. Martin advising that she will check that 30th October is ok for the Halloween Discos to take place. Need to check the position about the PVGs as parental helpers will now require these. The school has a list of people for whom the school has previously arranged to have PVGs.

Mark Lilley advising that PVGs are currently taking approximately 3 weeks to come through once all information provided. Amy Dickson suggesting that, while it is worked out the parent council is going to deal with all the Regulations around that as a voluntary organisation, that a small number of people put themselves forward to have their PVG done through the school and the PC will reimburse the school for the cost of the applications, in order to speed up the process, or else some of the upcoming PC events will be unable to run.

It been agreed that those Office Bearers who wish to do so or are required to have one in terms of their role, can provide Ms Hill in the school office their details and she will co-ordinate the applications.

Laudato Si update – Karen Jordan

Over £1048 made uniform sales which is a huge increase from previous years. No longer just badged items that are being sold.

Summer events brought in more than £400 mainly from new parents.

An email has been set up email for uniform requests. Samantha McConnell manages that and the details are contained within the newsletters.

Our email is in use and we have been receiving a number of requests out with the uniform events that we have been able to accomodate.

We have run two additional church hall events one at the end of June and one in Aug which have been well received.

Parent evening eco uniform events have also been a success and allowed parents to view at their convenience.

The preloved uniform group has been rebranded as the Eco Uniform hub:

ECO UNIFORM
SHOP

Eco Uniform Shop DONATIONS APPEAL

*St Joseph's Primary
Laudato Si' Initiative*



We're Accepting :

- Blazers
- Storm coats
- Jumpers and cardigans
- PE kit
- Skirts, trousers and shirts
- Muddy movers kit
- Communion attire
- P7 residential supplies

Donations accepted at the school reception, uniform bins (in school) or by arrangement via email at stjosephsuniforms@gmail.com

There are lots of lovely communion dresses. However, they do not tend to be purchased so may need to look at other parishes to see if they need them rather than having them in stock and not used.

All of the dates for the pre-loved uniform events are in the newsletters and reminders sent out on the Class Whatsapp chats.

There will be a preloved event at this year's parents' night on 6th November

More Caritas students have joined us to help with the sorting of all of the clothes as well as new parents joining to assist. Team has grown and we now have Tanya Mulholland, Karen and Louise who have joined the team in addition to Claire, Emma, Sam, Aimee and Rebecca)

On 5th October there is the Jubilee Walk. There is a joint OLM uniform sale on 2nd Nov 2025. There is a parent reflection evening on 28th Nov 2025 which is being arranged by St. Cadocs and will be held in St Joseph's Church Hall.

Samantha McConnell advising that she is happy to arrange the P7 leavers hoodies again this year. Plan is to keep with the company that used before as offering same price this year and the hoodies are good quality. In relation to school ties there is still a stock of normal and elastic ties kept in the office. There is still a kick back from Schoolwear Made Easy in relation to that.

In relation to upcoming events there have been discussions with those on the social committee in relation to sharing the load a bit more. The Faith group will do the p1 welcome night and Communion brunch.

The recent p1 welcome night was a success. There was a smaller turn out than usual due to number of current p1s already having siblings in the school.

For the upcoming Day of Action, focus on doing school values on the boards outside. Rebecca Harrison has designed stencils. Unfortunately, the Prayer garden slates were damaged by people on bikes. Considering replacing those with concrete slabs.

Mrs. Martin advising that the school now has CCTV to assist with protecting the school grounds.

There is a parent reflection evening on 28th Nov 2025 which is being arranged by St. Cadocs.

AOCB

None.

Meeting concluded.