

St Mark’s Primary School

Parent Partnership

Formally St Mark’s Parent Council

Minutes

Annual General Meeting

12th of September 2018

7 pm-9 pm

Attendance

Emma Cuthbert, JohnBosco Ekejiupoa, David Smith, Dawn Smith, Louise Kennedy, Samantha Thomson, Jennifer Baillie, Paul Townsend, Heather Douglas, Anna Bliortu, Lorraine Hepburn, Paul Gibson, Carly Mc Gurn, Anna Marie Johnston, Cara Louise Geddes, Kari Pearce, Ruth Lancaster, Head Teacher Natalie Fitzsimmons, Deputy Head Teacher Christine Healey, Principal Teachers Lynsey Kelly and Gillian Hamilton.

Apologies

Lynn Costello-Duffy.

Welcome

Emma Cuthbert, Chair Person welcomed everyone to the meeting. Opening prayer was led by Head Teacher Mrs Fitzsimmons.

Approval of minutes from previous meeting

Minutes approved from previous meeting by Emma Cuthbert and Anna Marie Johnston.

Matters arising from previous minutes

None at this time

Chair’s Report

1. Parent Partnership Launch

Tonight’s meeting launched the beginning of the Parent Partnership (PP) which replaces the name of the former Parent Council. It was stated that it is hoped that the Parent Partnership will breathe new life into the Parent Council organisation and dispel some of the old pre conceived ideas that a Parent Teacher Association or a Parent Council is an organisation that is not inclusive to all.

A new Parent Partnership Constitution has been devised over the course of the last year and a copy of this will be disseminated to all. There were many new faces at the AGM and it is hoped this will continue throughout the year and the Parent Partnership / Council will have even more members than ever before.

The members of the Parent Partnership had identified that not everyone can attend every meeting. It is not expected that members attend every meeting. It is hoped parents / carers can attend as many as possible and participate in school activities. New members who are interested are encouraged to come along to chat and find out what’s going on in the school.

It was identified at the meeting that not everyone has child care which is why the meetings are held in St Mark’s Family Room where there are toys and activities for the children of the parents who come along. All children are welcome.

Similar to last year the Parent Partnership will be altering days of the week and times of the monthly meetings to make it possible for more people to attend.

***Action; Anna Marie Johnston / Emma Cuthbert to email new constitution to Ruth Lancaster to disseminate appropriately.***

1. Annual General Meeting 2018

The meeting was not only the launch of the Parent Partnership, but also the Annual General Meeting.

The first matter of business arising was the election of office bearers. Mrs Fitzsimmons invited nominations for Chairperson and Emma Cuthbert was nominated by Anna Marie Johnston and seconded by Ruth Lancaster. Mre Fitzsimmons then passed proceedings to Emma Cuthbert for the remaining office bearer position elections.

Cara Louise Geddes was elected as Vice Chair and supported by Emma Cuthbert and Louise Kennedy.

Ruth Lancaster was elected as Secretary along with Anna Marie Johnston who will support her in this role this was backed by Paul Townsend and Emma Cuthbert.

Louise Kennedy was elected as Treasurer; this was supported by Emma Cuthbert and Cara Louise Geddes.

Paul Townsend will continue as the St Luke’s Cluster Representative this was seconded by Emma Cuthbert and Carly Mc Gurn.

All office bearers were elected unopposed.

***Action; Ruth Lancaster to contact Pauleen smith at East Renfrewshire Council to notify Council of changes to PC and post holders.***

***Cara Louise Geddes to handover and provide support for Louise Kennedy in the new role of Treasurer.***

***Anna Marie Johnston and Ruth Lancaster to arrange time together to discuss sharing of the role of Secretary.***

1. Parent Partnership’s Annual Report 2017-2018

Emma Cuthbert who was Acting Chair Person over the last school year gave a presentation which discussed the many events and activities that the Parent Partnership had held;

The 80-90’s Family Disco which was held in the school in November was really good fun, returning a good profit for the PP and was agreed at the meeting that it had been a great success.

The Christmas and Summer Fayres raised a great amount of money for the school. It was confirmed at the meeting that in total this year they raised a huge £2,435.95. A huge thank you to everyone who donated, volunteered and came along to these events was expressed by all at the meeting.

It was also discussed that the PP have supported the school’s classroom Halloween and Christmas parties by providing sweets, crisps and drinks for all the pupils.

The P7 Leaver’s Night is funded and run by the PP. The Parent Partnership also funds the purchase of scientific calculators for the P7 Leavers.

First Holy Communion Missals are purchased from the money raised at the school events as is the arrangement of the Photographer for the First Holy Communions.

The presentation also highlighted that the PP also organised the Autumn and Spring Discos, which last year saw the inclusion of the primary 1-3. It was also noted that in 2017 year the PP invited Santa’s Reindeers to visit the school all the way from the North Pole.

Emma Cuthbert also mentioned that the Parent Partnership’s Chair Person also attends Chairs and Equality Forums which are held in differing East Renfrewshire schools throughout the year. Emma spoke about the chance this gives the Parent partnership to liaise with other Parent Councils and teachers and is an opportunity to see how other schools are organised.

Attached to the minutes is a breakdown of the Parent Partnership’s annual accounts which demonstrates this year’s activities and the funds raised.

1. Objectives for 2018/19, Emma Cuthbert presented the PP’s main aims for the forth coming year.
   * Hold regular well-structured Parent Partnership meetings
   * Engage with more parents/carers and ensure the Parent Partnership is an open forum for all
   * Focus on Fundraising events to raise money for the benefit of the children at our school
   * To increase communications between the Parent Partnership and Parent Forum

***Action; Ruth Lancaster to ensure Agenda and meeting times are notified to members in a timely fashion with as much notice as possible.***

1. Plans for the year ahead were also presented in the Power Point Presentation…

* Film Afternoon P1 – P3, 5th of October 2018
* Autumn Disco   P4 – P7, 11th of October 2018
* Christmas Fete, 30th of November 2018
* Raffle Draw, 14th of December 2018
* Cluster Quiz, TBC
* Spring Disco P4 – P7, 21ST of February 2019
* Film Afternoon P1 – P3, 22nd February 2019
* 60s/Motown Night, 1st March 2019
* Craft & Vintage Tea Fayre, 1st June 2019
* P7 Leaver  - TBC

It was then discussed that if anyone is interested in helping out at any of these events or leading their own event then please send us an email [ruthhferguson@gmail.com](mailto:ruthhferguson@gmail.com) or speak to one of the Parent Partnership members in the playground or leave a note at the school office.

***Action; Ruth Lancaster to ensure Lets are confirmed for events***

1. Forthcoming Meetings – Emma Cuthbert then led the discussion regarding the monthly meetings which would be held at different times however all would be based in St Mark’s Family Room. It was suggested by Dawn Smith at the AGM that we could arrange fun activities for the pupils / children to attract parents / carers to forthcoming Meetings. Therefore it was decided unanimously that the next meeting would be Halloween themed and that Dawn Smith would host kids craft activities on that night. It was also suggested that other themed Parent Partnership nights would continue after October. A Health and well-being night was suggested by a parent for November.

* 2nd October 6pm Parent Partnership meeting
* 8th November 2 pm Parent Partnership meeting
* 6th February 7 pm Parent Partnership meeting
* 7th March 2 pm Parent Partnership meeting
* 6th June 6 pm Parent Partnership meeting

***Action; Ruth Lancaster to produce flyer for 2nd of October meeting,***

***Emma and Dawn to plan activities for next meeting***

Head Teachers Report

1. HMI Inspection

Natalie Fitzsimmons began the Report by discussing the school’s recent HMI inspection and thanking all the parents who participated in the HMI meetings and questionnaires. Overall Mrs Fitzsimmons stated that she was very pleased with the reports results.

Mrs Fitzsimmons finished by stating that if there are any queries or concerns regarding the inspection that she would be very happy to answer any questions.

The school has provided a link for parent and carers to view the report. [https://sway.office.com/AUrXYUzSBrWFOy1e?ref=Link](http://email.groupcallalert.com/wf/click?upn=hJ-2Bv9m-2FpFHqd3QBvKUmxGdfbnRD7Qwzn0vWqUI1XsIL0HXMz60kYyDmdztElgfkdWOIIlE6U9n1rNyFmWI-2F4kA-3D-3D_9WRbzkzokm6eBaOZuHWpls-2FhZSODVgzAFyQmvAGB6gKdXGM2tcBN7D8WFrfrF0ggSk-2FCIi4azp4fKqGPuWGE41n1QSI3bMn5iWS2MoFsouMyhol3JX0TT8QmHDuGDNpmBJczyduRUYN1ivL-2Bkr8wQxVhRw-2F4t8FItBZX-2BTPrYkYANdx4FVtkt6RzdaCw6NLHbdWZswfX6b1OhTRPABLOrUHUAFmDKzbtATiYIwqS5fOjs-2FuRN0WyvMGM-2F-2FVzgjk4Q-2FNM-2FX6-2Ft4ScZqPoLNP8RLLEQvl9rJ5i2AskV40-2F2dINpUEkXRci19NQhStiVAUh5Mb-2F45zg6AoDeOri00fE1sxzydzHeUNFKherOfqytqtyimHcw05QRO42h9Zb3QB6CqDOJm55ykzZsaUavAKWWg-3D-3D)

1. Panto at Eastwood Theatre

Natalie Fitzsimmons then raised the matter of the proposed visit to Eastwood Theatre. In previous years St Marks has been able to take the pupils of the school to Eastwood Theatre to see a Christmas Panto. The Parent Partnership had been asked to donate £1,000 towards the trip Along with this money Mrs Fitzsimmons also discussed the holding of a fundraising event which would add to the Panto funds; An Old School Disco Night is to be held in November, it is not being run by the PP but Emma Cuthbert and Ruth Lancaster stated they would help at it. Emma Cuthbert then mentioned if anyone would like to volunteer / participate then they could drop her a message and it would be passed on to the organiser of the event. [emmadev83@hotmail.com](mailto:emmadev83@hotmail.com)

1. Parent Partnership administration

It was also raised in discussion by Mrs Fitzsimmons that the Councillors of Barrhead and Father Joe from St John’s Parish should be invited to the next meeting.

***Action; Ruth to email Margaret Pettigrew at East Renfrewshire Council to contact Councillors, providing them with Agendas/Minutes. Ruth to contact St John’s to invite Father Joe to meetings.***

Any Other Business

1. Parental Engagement - It was mentioned by JohnBosco Ekejiupoa that considering the amount of pupils the school has there is not many parents attending the Parent Partnership Meetings. It was then discussed ways in which we could engage with other parents to allow them to get involved and find out what is happening in the school.

It was suggested that we should have more social nights for example a games or cinema night. Or reaching out to parents in the playground and inviting them along to a meeting. Also suggested was…

* Agendas emailed to parents / carers, PP members in advance to try and include more people and raise awareness. Have themed agendas for example this month the PP will be discussing the Christmas Fayre or parking problems.
* Change meeting times and dates.
* Tweet that children are welcome at meetings.
* Have themed activities at the PP meetings which would encourage children and their parents / carers to attend. This was suggested by Dawn Smith who will be hosting a Halloween craft session for children while the PP meeting is in progress.

Next Meeting will be held in St Mark’s Family Room,

Tuesday the 2nd of October 2018 @ 6 pm.