

# Maidenhill Primary School Parent Council Working Group Meeting



Date: 1.10.19

Present: G Craig, L Brown, L O'Donnell, S Chalmers, A Johnston, M Kaur Virdee, L de Franca, A Langley, S Sohail, W Nixon, S Hamill, A Akbar, D Bickley, J Wylie, G McNeill, A Shaw, A McDonald (minutes)

Apologies: A Donnachie, C Lamont

## 1. Welcome and aims of working group

AMcD welcomed everyone to the working group and explained that the purpose of the group was to consider the structure, membership and constitution of the council and to consider office bearers for the session ahead. He highlighted the role of the Connect organisation in supporting the work of parent councils and spoke of the resources available on their website.

## 2. Structure and membership of the council

The group considered two documents produced by Connect: 'What is a Parent Council?' and 'Steps to a Parent Council'. The group agreed, at least initially, that Maidenhill's Parent Council would follow Model 2 as set out in the first document, whereby the Parent Council acts as one group and does everything including organising fundraising activities. The group then agreed that the number of parents attending the working group would be suitable for forming a council. The council was therefore formed from those in attendance on this date. It was agreed to include A Donnachie and C Lamont who had both submitted formal apologies to the meeting.

## 3. Constitution

L Brown agreed to form a sub-group to draft a proposed constitution to be reviewed at the first meeting. AMcD suggested the use of the Connect-produced template as a starting point.

## 4. Office Bearers

AMcD suggested that role bearers could be selected by the group by proposing, seconding and then agreeing on suitable candidates. This was agreed upon by the group.

The following office bearers were duly selected:

Chair- Lindsay Brown

Deputy Chair- Wendy Nixon

Treasurer Team- Leigh O'Donnell & Susan Hamill

Secretary Team- Alison Langley & Sabrina Chalmers

#### 5. A.O.C.B

Discussion arose around future fundraising events that the Parent Council may wish to lead, including discos and Christmas and/ or Summer Fayre. AMcD confirmed that PVG was not required for all parents volunteering at Parent Council- organised events. This business will be added to the agenda of the first official council meeting.

#### 6. Dates of future meetings

The next meeting was scheduled for 6 30pm on Tuesday November 12. AMcD to organise let (*actioned 7.10.19*).