

Minutes of St Clare's Parent Council AGM

Wednesday, August 24th 2022

In Person at St. Clare's PS and

Virtual Meeting via Microsoft Teams

Attendees:

1. Anna Reid (AR)
2. Louisa Inglis (LI)
3. Heather Ferry (HF)
4. Benjamin Clark (BC)
5. Nicola Steel (NS)
6. VC
7. Michela Pagliocca (MP)
8. Elizabeth McHaffie (EMH)
9. Dove Cozzigan (DC)
10. Segun Olarinoye (SO)
11. Lynne Din (LD)
12. Victoria Kurth (VK)
13. Maria Hannah (MH)
14. SCM
15. Nadia Capuano (NC)
16. JTB
17. Seán Carr (SC)
18. Isabel Caicedo Arbeláez (ICA)
19. Louise Chabrut (LC)
20. Arfah Shafiq (AS)
21. Lakshmi Rose Joseph (LRJ) New member
22. Mrs Absolom, Head Teacher (AA)
23. Miss Flaherty – Depute Head Teacher (KF)
24. Miss Leyden - Acting Principal Teacher (LL)

Apologies:

CE, MS, KB.

1. Welcome - Anna Reid, Chairperson & Prayer

AR welcomed all participants, and said a prayer in the absence of CE and MS.

The minutes of the previous AGM on 25th August 2021 were acknowledged.

2. Chairperson's Update (see Appendix 1) AR

AR gave a brief overview of the ethos of the Parent Council for new participants, and she explained that the AGM is usually held around this point in the calendar. AR invited new members to introduce themselves.

AR noted the success of the first in-person event since the pandemic began, the Summer Fayre. Hopefully future events will be even better.

AR directed participants to her report (see below), given the time constraints of the AGM.

3. Treasurers' Report (see Appendix 2) BC, VC

BC referred participants to the below report, indicating the income and donations. He highlighted the fundraising activities that had been adapted due to the pandemic. It was agreed to continue the voluntary donations (£20 per child or £50 for families with 3+ children). JTB noted the importance of the fundraiser role.

The accounts will be independently reviewed by VK.

4. Discussion of Vacant Roles - AR

AR explained that the roles of Chairperson, Joint Treasurer, Joint Secretary and Head of Fundraising were becoming vacant. AR thanked BC, MP and SCM for their work over recent years. She invited interest from other members. HF and LI were nominated and seconded as Co-Chairs. HF has been Deputy Chair, and will be replaced by BC after he was nominated and seconded. LD and VK were nominated and seconded as Joint Heads of Fundraising. SC volunteered to be Joint Treasurer. The role of Joint Secretary was still vacant, and to be discussed after the meeting if anyone wished to speak to SCM about duties.

New members will be added to the relevant WhatsApp groups and contact lists.

5. Fundraising Report - MP

MP will handover to LD and VK.

The Christmas Cards/Gifts Fundraiser will be organised by SCM, and EMH and IC will help to check submissions.

6. Head Teacher's Report (see Appendix 3) AA, KF, AP

AA welcomed everyone, in particular new members.

AA noted the positive changes since last year, with easing of Covid rules. She noted the continued issues in the car park. NS has provided information regarding alternate parking spots nearby.

AA noted the new staff members and those who have left.

There has been some interest from the Parent Forum regarding the Friends of St. Clare's. There has been particular interest in a Chess Club and Football Club. SCM noted that there had been a plan to start a chess club when the school opened, in conjunction with Calderwood Lodge. Her understanding was that chess sets had been bought. KF will look for the chess sets. SCM advised that there may be children who could help with the club, such as one of the P7 boys, who is very good at chess.

Canon Eddie will continue to support the school, in particular with the children's Sacramental Journeys.

AA acknowledged AR's work and support over the last two years.

7. Chess Club, Gardening Club and Christmas Card Fundraiser – AR

Chess Club was discussed in Section 6. The Christmas Card Fundraiser was discussed in Section 5.

Gardening Club - AM's children have moved to St. Ninian's, but she will still remain somewhat involved with the club. It is hoped that more parents and grandparents or carers might volunteer, and the club will now meet Mondays and Fridays at lunchtime.

8. AOB - AR

Concerns were voiced about inconsiderate behaviour and parking. The letter issued by the school about the school car park was noted. NS agreed to collate a note of previous points raised about the car park and alternative parking options.

Coda to minutes

Given that SCM had stood down at the AGM, the PC had a vacancy for a Co-Secretary. Following the AGM, a member of the PC, Arfah volunteered to become Co-Secretary. Her election was ratified in writing.

Furthermore, VK reviewed and approved the accounts.

APPENDICES:

Appendix 1. Chairperson's Report

Appendix 2. Treasurers' Report

Appendix 3. Head Teacher's Report

Appendix 4. Agenda Items

Appendix 1. Chairperson's Report (AR)

Welcome everyone to the first Parent Council meeting of the school session and a special welcome to our new parent Committee members.

Overview of activities since last meeting

- The Summer Fayre was a big success and thanks to the Fundraising team for their organisation and to everyone who volunteered on the day.
- The P7s enjoyed their fun night, with catering funded by the PC and we arranged for high school ties for all of the P7s. Cheryl of Halo Events kindly gave up her time to set up an amazing Class of 2022 display.

Feedback and initiatives to be carried forward

We've had really positive feedback in respect of the various initiatives taken forward by the Parent Council, namely:

- Voluntary donations initiative (no scrambling about for loose change for the monthly themed days!);
- The monthly themed days, which the children have really enjoyed;
- The option to make direct payments into the PC bank account;
- The Class Reps with ability to disseminate updates quickly through What's App;
- Regular PC newsletters, with updates;
- St Clare's hoodies and joggers and a great ordering system, all thanks to Michela;
- From the PC office bearers, appreciation of the team based approach and engagement in the dedicated What's App group.

We will take these initiatives forward into the school year.

Changes in the PC office bearer team

Anna, Sinéad, Ben and Michela will step down as Chair, Co-Secretary, Co-Treasurer and Head of Fundraising. All the best to the new team, and thanks to the Parent Council and wider parent forum for all of the support you have shown to us. We have a finalised handbook in place for

the new office-bearers starting, which will give a detailed overview of what the Parent Council does and will be a good guide for the future.

We discussed and agreed some key dates with the school for social and fundraising events this year... Watch this space for details!

Thank you!

Finally, thanks, as ever, to Mrs Absolom and team, for their professionalism, dedication and support and for enabling such a positive collaboration with the Parent Council. We are all looking forward to a great 2022/2023 session.

Anna Reid

24 August 2022

Appendix 2. Treasurers' Report (BC/VC)

Annual Treasurer's Report for the period Aug 2021 to July 2022

Overall it was a positive year and was great to get back to some sort of normality with the Parent Council's fundraising activities this year. The effort and energy by all members of this team along with the School leadership team to continue to be creative in the fundraising initiatives that ultimately benefit our children. Again, in this academic year, the separate fundraising team within the Parent Council continued to be very proactive and continued to come up with unique fundraising initiatives. This allowed the Parent Council to continue to support the school, the children and the wider school community despite limited fundraising opportunities.

We started the year with a bank balance of £7,334.77. Net fundraising income was £7,418.41, which is a 40% increase on last year. The main fundraising initiatives were the Summer Fayre £3,547.22, voluntary donations of £3,222, dress as you please of £724.64, Christmas cards £507.10 and Ladies Night £395.61. For clothing (joggers, hoodies and hats), we have a net loss of £868.15 due to the bulk order placed for the Summer Fayre and the stock we hold to fulfil orders for this coming school year. Once taking in account of the donations below, this resulted in a closing bank balance of £5,770.79 as at 31st July 2022.

The main donations were as follows:

- Shed £4,880.74
- Outdoor play £1404.50
- Seasonal gifts for children £1,088.90
- Leavers related donations of £905.84
- Acrylic pens £321.32
- Kaplan Toys £194.16

Full details of fundraising and donations are shown in each of the quarterly reports and a consolidated full year balance sheet will be provided

The accounts has been reviewed by the Co-Treasurer, Vanessa Clinton and have been independently reviewed by Victoria Kurth. I would like to thank Vanessa for her continued support as Co-Treasurer.

I would also like to thank all those involved in organising the fundraising events and all who donate and continue to support the fundraising initiatives each year.

Benjamin Clark

Reconciliation of fundraising initiatives

In line with interim updates provided throughout the year. The Treasurers would like to take the opportunity to thank the fundraising team in their administrative efforts in reconciling payments received to orders placed during the fundraising initiatives. As Treasurers, we would like to note that whilst every effort has been made to reflect these as accurately as possible, there may be minor discrepancies in allocation between the fundraising initiatives and voluntary donations. On a best efforts basis, treasurers have based the allocation between initiatives on amount received through

bank or PayPal which correlate to each initiative. The total income and expenditure remain accurate.

| St Clare's Primary School Parent Council Treasurer Report Academic Year 21/22 | | | | |
|---|-------------------|--------------------|-------------------------|---------------------|
| Balance Summary | | | | |
| Cash Book balance brought forward from August 2021 | £ | 7,334.77 | | |
| Add: Income from Fundraising Events and Donations | £ | 7,620.90 | | |
| Less: Donations Made to School | £ | 9,118.88 | | Excluding paypal |
| Balance per bank statement as at 7/7/22 | £ | 5,836.79 | | £ 5,770.79 |
| Fundraising | | | | |
| | Income | Expenditure | Net Funds raised | |
| Voluntary donations | £3,032.00 | | £3,032.00 | |
| Dress as you please | £713.00 | £0.00 | £713.00 | |
| Clothing mixed (4/5/22-7/7/22) | £1,714.82 | £2,314.78 | £-599.96 | |
| Summer Fayre | £5,953.52 | £2,379.30 | £3,574.22 | |
| Cauliflower Remittance | £507.10 | £0.00 | £507.10 | |
| Sum of PayPal | £66.00 | £0.00 | £66.00 | (to be transferred) |
| Ladies Night | £1,495.00 | £1,074.90 | £420.10 | |
| Sum of Joggers | £816.00 | £1,416.10 | £-600.10 | |
| Sum of Bobble Hats | £439.00 | £781.50 | £-342.50 | |
| Sum of Easy Fundraising | £146.64 | £0.00 | £146.64 | |
| Sum of Hoodies | £2,026.00 | £1,321.60 | £704.40 | |
| | £ 16,909.08 | £ 9,288.18 | £ 7,620.90 | |
| Total Income per accounts | £ 7,620.90 | | | |
| Donations | | | | |
| P7 Trip donations | £ | 450.00 | | |
| Acrylic pens (expense file 10) | £ | 321.32 | | |
| 3 Foyer decorations | £ | 261.66 | | |
| P7 Leavers | £ | 455.84 | | |
| Shed | £ | 4,880.74 | | |
| PC gift to school - santa choc | £ | 346.49 | | |
| Kaplan toys | £ | 194.16 | | |
| Seedball | £ | 12.00 | | |
| Mr Edgar | £ | 36.98 | | |
| Halloween sweets and treats | £ | 277.52 | | |
| Sum up Card Readers | £ | 149.95 | | |
| Outdoor Play | £ | 1,404.50 | | |
| Christmas Sweets and treats | | £327.72 | | |
| | | £ 9,118.88 | | |

Appendix 3. Head Teacher's Report (AMA, KF, LL)

Another new year...

Health & Safety

We have once again returned to school ready to learn and are looking forward to another great year in St Clare's.

We no longer have additional hours for Covid touch cleaners in school, however we continue to ensure a high standard of hygiene and cleaning across the school. Children are encouraged to wash hands before and after lunch every day and follow good hygiene practice if they cough or sneeze.

Everyone is encouraged to take responsibility for their health and wellbeing and follow the guidance from public health if they do feel unwell. If there are any changes to this as we proceed into winter, the school will keep parents updated. We are hoping and planning for a return to normal whilst continuing to work together to keep everyone safe.

Car Park

We will continue to share updates and send reminders to parents and carers about the importance of being courteous and driving safely when using the car park. If any parent feels threatened by the actions of another adult they would report the incident to the police.

Our children set a great example through our school values of how to be their best self every day and we would expect the same approach from our families. The school cannot be responsible for the actions of other adults and the way they conduct themselves. Once a child has been collected from school at the end of the day, they return to being the responsibility of the parent, who should then ensure their child is safe and beside them when walking through the car park. Your support with matter is greatly appreciated.

School Improvement Plan 22-23

| 23. School Improvement Priorities |
|---|
| <ul style="list-style-type: none">• Embed whole school Improving our School model, to lead change for improvement• Apply previous learning & implement whole school approach to IOC area of highly effective practice – Metacognition• Embed a whole school evidence based approach to improving an identified area of practice |
| <ul style="list-style-type: none">• Analyse data to improve approaches to teaching and learning within targeted curricular area - Writing• Assessment & Moderation through collaboration |
| <ul style="list-style-type: none">• As a Ladauto Si School promote wellbeing and equality for all |

- Embed our Fact, Story, Action whole school approach, in using data to raise attainment and achievement over time

Parent Friendly versions of the Standards and Quality Report 21-22 and School Improvement Plan 22-23 will be uploaded to our school website.

Staffing

We welcome new teachers to St Clare's. Miss Mc Kendrick, Miss Fitzpatrick and Miss Mc Cann who will be with us until Mrs Mc Luney returns from maternity leave in January 2023. Mrs Kavanagh relocated to Dubai and her post has been filled on a temporary basis by Mrs Conway and Mrs O Meara.

Mrs Gardener has returned to work part-time after her maternity leave.

We congratulate Miss Dougan who is now Mrs Paul and Miss Igoe who is now Mrs Taylor.

We have 14 classes with a current school roll of 409. Once again we welcomed new families to St Clare's and I know that the Parent Forum will do all they can to make them quickly feel part of our St Clare's Family.

PSA's - Mrs Cooper and Mrs Gauld remain with us. We have allocated money from our Pupil Equity Fund, which has enabled us to create additional hours to employ two PSAs. Mrs Kerry Clear has joined us and we are waiting on paperwork to be processed in order to fill another position. As discussed at our PC meeting in May, Miss Lauren Leyden has been appointed as Acting Principal Teacher and a significant part of her remit will be focused on implementing our Pupil Equity Fund Plan for this session.

Additional Support Needs, whole school approach - Katrina Flaherty

We've reflected on our support model across the school and looked to expand to include key staff in supporting needs.

As a staff we have reflected on our collective responsibility and ways we can provide innovative, support using technologies, research and evaluating learner experiences that meets the needs of all learners.

We also now have Amy Gardiner on the team as our literacy lead

Lauren Leyden as Numeracy

Jodie Fitzpatrick as early intervention and wellbeing support.

Katrina Flaherty will continue as ASN coordinator and we welcome our new educational psychologist, who continues to work in supporting the school. Our PSA'S continue as important support in class and we have looked to provide coverage across literacy and numeracy.

Groups

We had 9 responses to our friends of St Clare's volunteer form. Our key areas we look to offer first are paired reading and the children are really keen for chess and football clubs. We will look

to expand on support and groups as session progresses. We are also looking to revamp and start using family area for parent workshops this year.

Pupil Equity Funding – Lauren Leyden

We are committed to using allocated PEF funding to provide targeted support that raises attainment for our learners. As part of this, we are currently introducing 'SEAL' to support learners in Numeracy, and with close monitoring and succinct reflections on pupil progress, we aim to extend this approach to Numeracy intervention across the school. Additionally, throughout the year, we would like to raise awareness of 'Participatory Budget. This will involve children and families deciding how we might spend part of our PEF funding on a project to support our school community.

Digital Update

This session we received a 'digital refresh', which has provided us with brand new HP laptops to go along with our other digital devices. Our digital devices consist of a range of laptops, Chromebooks, iPads and Apple pencils. These will be timetabled and shared across the school to support learning and teaching across the curriculum.

RERC Update

Canon Eddie and I met yesterday to plan dates for visits and services throughout Term 1. Each class from P1-7 will work with Canon Eddie and this will incorporate sacramental preparation, as well as a variety of other aspects of faith life.

Appendix 4: Agenda

ST CLARE'S AGM

WEDNESDAY 24 AUG 2022

AGENDA

7.00pm Welcome/Prayer - Anna

7.05pm Chairperson Report - Anna

7.15pm Treasurer report and approval of accounts - Ben/Vanessa

7.25pm Discuss vacant roles - Anna

7.35pm Appoint new Chairperson/co-Treasurer co-secretary/Head of fundraising - Anna

7.40pm Approval of new Committee members - Anna

7.45pm Fundraising report - Michela

7.55pm Head Teacher report - Anne Marie

8.05pm Chess club, Gardening Club and Christmas gifts/cards - Anna

8.15pm AOB - Anna