

<p style="text-align: center;"><b>COMHAIRLE NAN EILEAN SIAR</b> Department of Education &amp; Children's Services</p> <p style="text-align: center;"><b>Minute/Note of Meeting</b></p>		<b>TITLE</b>	<b>Parent Forum AGM Meeting</b>		
		<b>DATE</b>	<b>Monday 11<sup>th</sup> September 2023</b>	<b>TIME</b>	<b>6.30pm</b>
		<b>VENUE</b>	<b>Sir E Scott School</b>		
		<b>DISTRIBUTION</b>	<b>All Members</b>		
<b>Present:</b>	Andrew Coghill, Andy Murray (Head Teacher), Kathleen Duce, Alison MacDonald, Ian Murdo MacDonald, Gordon Macleod, Jenna Morrison.				
<b>Apologies:</b>	Rachel MacDonald, Caroline Chaffer, Donella Barker.				
<b>Agenda Item</b>		<b>S.mmary</b>	<b>Action</b>	<b>Who?</b>	<b>When?</b>
1	<b>Welcome</b>	A Coghill welcomed everyone to the meeting. Introductions were made and apologies were noted above.			
2	<b>Minute of Monday 12<sup>th</sup> September 2022</b>	The minute was agreed to be an accurate record – proposed: K Duce seconded: G Macleod			
3	<b>Chairperson's Report</b>	The Chairperson's Report had been previously circulated to the Parent Forum.			
4	<b>Treasurer's Report</b>	The Treasurer's Report was previously circulated to the Parent Forum. The accounts have been audited by Mrs Peggy Mackay.			
5	<b>Appointment of Auditors for the coming year</b>	All present agreed Mrs Peggy Mackay should be invited to continue to auditor for the PC Accounts.	Invite Mrs P Mackay to continue as Auditor.	AC	ASAP
6	<b>Appointment of Committee Members</b>	<p>The following parents have agreed to join the Parent Council for the next session.</p> <p><i>10 Parent Members:</i>  Donella Barker  Rachel MacDonald  Caroline Chaffer  Andrew Coghill  Deborah Coghill  Gordon Macleod  Alison MacDonald  Ian Murdo MacDonald  Jenna Morrison  Kathleen Duce</p>			

6.	<b>Appointment of Committee Members...</b> ....continued	<i>Non-Parent Co-opted Members:</i> There are currently no co-opted members. Any suggestions for community representatives would be greatly appreciated.	<ul style="list-style-type: none"> <li>Contact D MacDonald</li> </ul>	KD	ASAP
	<b>Appointment of Office Bearers</b>	Appointment of Office Bearers – <i>Treasurer:</i> Deborah Coghill <i>Secretary:</i> Mary C Martin <i>Chairperson:</i> Andrew Coghill – proposed: Gordon Macleod, seconded: Ian Murdo MacDonald <i>Vice Chair:</i> Gordon Macleod – proposed: K Duce, seconded: Alison MacDonald			
7	<b>Dates of Future Meetings</b>	AC listed the proposed dates of Parent Council meetings as follows; -  Monday 30 <sup>th</sup> October 2023 Monday 4 <sup>th</sup> December 2023 Monday 15 <sup>th</sup> January 2024 Monday 11 <sup>th</sup> March 2024 Monday 15 <sup>th</sup> April 2024 Monday 17 <sup>th</sup> June 2024	Enter dates on the school Calendar and on the FES Helpdesk.	MCM	ASAP
8	<b>Conclusion</b>	AC thanked everyone for attending and the meeting closed at 6.45pm.			