

Parent Council and School Association AGM Minutes

18 September 2023

Time: 7pm

Castlehill Primary School Hall

**In person**

Emma Purvis (PC Chairperson), Gordon Florence (PC Vice Chairperson), Neil Keddie (Treasurer) Mary Spence (SA Chairperson) Sally Curnyn (SA Vice Chairperson), Anne Lawson (SA Secretary), Lisa Gilroy (Headteacher) Mira Caie, Katy Keddie, Kim Duffy, Jenna Aitken, Katharine McCann, Leigh Jamieson, Jackie Nimmo, Gemma Bissett, Kate Magumise, Gillian Lumsden

**Apologies**

Su Florence, Yvonne Strachan. Cllr Margaret Kennedy, Cllr John Caffrey, Kara Kinnaird, Karen Smith

| Agenda Item   | Minutes   |
|---|---|
| Welcome and Approval of AGM minutes from 2022<br><i>Chairperson</i> | Approved by Katy Keddie<br>Seconded by Gordon Florence  |
| Parent Council Report<br><i>Chairperson</i>                         | Please see appendix 1.  |
| School Association Report<br><i>Secretary</i>                       | Please see appendix 2.  |
| Treasurers Report<br><i>Treasurer</i>                               | Please see appendix 3.  |
| Headteacher Update<br><i>Lisa Gilroy</i>                            | LG thanked the Parent Council, School Association and Castlehill parents. The events which are organised, such as the discos, whilst good for fundraising are also good for the children and they love attending these.<br><br>There has been some success by Castlehill school groups and clubs including the Glee Club and the gymnastics club.<br><br>Castlehill is fortunate to have a strong team of teachers and staff, engaged parents and good connections to the local community. The Cupar Rotary Club for example will be helping to |

|                                  |   |
|----------------------------------|---|
|                                  | <p>organise our upcoming sponsored walk which the whole school will be involved in .</p> <p>Academically, the school is attaining in the <a href="#">Stretch Targets</a> which are set by Fife Council.</p> <p>The Head of Service has visited and improvements have been highlighted.</p> <p>The school has developed the physical areas within the school, the primary 5 areas in particular. This is considered to be the right setting for all children.</p>  |
| Appointment of Committee Members | <p><b>Parent Council</b></p> <p>Chair: Nominated Emma Purvis<br/>Proposer Katy Keddie<br/>Secunder Leigh Jamieson</p> <p>Vice Chair: Nominated Gordon Florence<br/>Proposer Neil Keddie<br/>Secunder Mary Spence</p> <p>Secretary: Nominated Vacancy<br/>Proposer<br/>Secunder</p> <p><b>School Association</b></p> <p>Chair: Nominated Mary Spence<br/>Proposer Emma Purvis<br/>Secunder Kate Magumise</p> <p>Vice Chair: Nominated Gemma Bissett<br/>Proposer Gordon Florence<br/>Secunder Sally Curnyn</p> <p>Treasurer: Nominated Neil Keddie<br/>Proposer Emma Purvis<br/>Secunder Anne Lawson</p> <p>Secretary: Nominated Jean Smart<br/>Proposer Mary Spence<br/>Secunder Sally Curnyn</p> |
| AOCB                             |   |

Next Meeting Monday 6<sup>th</sup> November 2023 at 7pm

**Future meetings**

15 January 2024

11 March 2024

13 May 2024

**Appendix 1.**

**Parent Council Chairperson's Report 2022-2023**

Our Parent Council is a group of around 25 parents who meet once per term to discuss issues which affect our school and its pupils. The aim of the Parent Council is to act as link between the school and its parents and carers. We can take issues to the Senior Leadership Team and they can also update us on school life and ask for our support in some matters.

The Parent Council only involves itself in general matters and any issues regarding individual children should be raised directly with the class teacher in the first instance and then, if necessary, with the Senior Leadership Team who will be happy to help.

We normally have one if not all the Senior Leadership Team at our meetings and we always receive a Headteacher's report which provides the Parent Council with a valuable insight into what is happening within the school. This might cover, for example, any new staffing arrangements, new school procedures or class or curriculum news.

The Parent Council has changed since the pandemic in March 2020 when we moved to online meetings however, happily, we have returned to holding our meetings in person but have continued to offer an option to attend the meetings remotely. I would say that in the last year we have had mixed results in this in that some of our hybrid meetings have worked well and others not so well.

Over the last year we have discussed a variety of issues such as road safety around the school, health and wellbeing in respect of education around vaping, school closure notifications and how we share in our children's learning. We have discussed and workshopped the cost of the school day and looked at the hidden costs that families face when sending their children to school. Hopefully we will see some of the suggestions put forward by our Parent Council come to fruition.

Parent Council volunteers have also assisted at our Primary 1 transition days and we hope that some of the parents and carers we spoke to at the transition meetings will soon feel able to join our meetings.

In addition to the School Association, the Parent Council has sub groups. These are groups led by parents who have volunteered to take ownership of a particular project

and who report back to meetings on their progress.

Our Library Project group, Kim Duffy and Su Florence, have worked tirelessly to provide our school with a wonderful new library resource for our pupils. This has been made possible through book donations from parents/carers and substantive grant applications by the team (Tesco and University of St Andrews).

Our Eco-Garden group has plans to work closely with the pupil's own Eco Committee to ensure that the help given by the group is what the pupils want and need. This year we finally got the sheds painted, thanks to those who took up a brush and to those who donated their time, paint and resources.

Our lost property has been an issue and a sub-group seems to have evolved out of necessity. Parent Council and Association members cleared our lost property at the end of the last school year with named items being returned to pupils and the rest sold for Association funds or donated. Since then, we have accumulated more to a point that is unmanageable. We will hopefully soon have a place to store our lost property so that it is readily accessible for parents and pupils to retrieve their items. My thanks to Leigh, Katy and all the other parents who have and are continuing to tackle this issue.

As is the case every year, we have people to thank. The Parent Council are grateful for the support of our Local Councillors who regularly attend our meetings and provide support and advice when necessary. Our thanks also go to our Senior Leadership Team, the teachers, school office staff and the janitors for their support during the year. My thanks go to our Vice-Chair Gordon Florence, to Su Florence and Anne Lawson for their administrative support, and to all the parents who have come along to meetings and supported the Parent Council over the last year.

Two of our School Association office bearers, Anne Lawson and Sally Curnyn, are leaving their committee roles this year and the Parent Council would like to thank them for their hard work over the last year.

The Parent Council represents the whole of our Castlehill community which is why it is so important that we engage with as many families as possible. We need the support of our parents and carers so we can continue to have this dialogue with the school and also so that we can run our School Association events otherwise they just can't happen. I hope that over the next year we can concentrate some efforts on further engagement with our Castlehill families and show everyone what we can achieve together.

## **Appendix 2.**

### **School Association's Report**

The Association has had a busy year. The school year 2022 – 2023 was the first year since the pandemic where we could have unrestricted events.

We kicked this off with a Halloween Disco at the start of term 2. This was a hugely popular event which needed extra tickets to be released to cope with demand.

At the end of term 2 we ran our first Christmas Fair which took place in the school hall. Pupils made Christmas decorations which were on sale and there were numerous other stalls with games, baking, a chocolate stall, raffle, face painting and a bottle stall. The baking and chocolate stalls ran out of things to sell! The school choir also gave a lovely performance.

School Association and parent volunteers helped at the Christmas Movie night which by all accounts was a lovely family night.

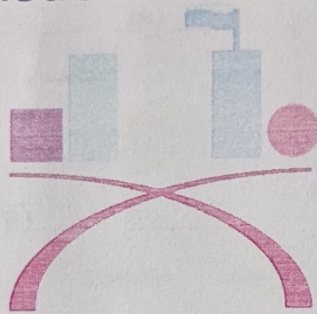
In term 3 we ran a Valentines Disco which although not as popular as the Halloween Disco, was great fun.

In term 4 we had a strawberry and cream stall at School Sports Day which was a sell out yet again and a lovely accompaniment to the drama unfolding on the field. Later in term 4 we ran a Summer Raffle which like the Spring Raffle in 2022, was run from an online platform. We were generously supported by local businesses who gave a large variety of great prize donations. To top off term 4 we had an end of term disco which was another great success.

The amounts raised for the School Association from all of these events has been testament to the efforts put in throughout the year by not only the Association members but also the various volunteers that we have had.

**Appendix 3.**  
**Treasurer's Report**

Castlehill Primary



School Association

**FINANCIAL STATEMENT**  
**2022 – 2023**

### Statement of Receipts and Payments for Year Ended 31<sup>st</sup> August 2023

| Receipts                          |   | Notes | Unrestricted | Restricted    | Total<br>2022-23 | Total<br>2021-22 |
|-----------------------------------|---|-------|--------------|---------------|------------------|------------------|
|                                   |   |       |              |               | £                | £                |
| Event Income                      | 1 |       | 3,544        | 0             | 3,544            | 0                |
| Grants                            | 2 |       | 0            | 2,623         | 2,623            | 0                |
| Donations                         | 3 |       | 69           | 9,885         | 9,954            | 113              |
| Fundraising                       | 4 |       | 3,075        | 0             | 3,075            | 1,493            |
| <b>Total receipts for Year</b>    |   |       | <b>6,688</b> | <b>12,508</b> | <b>19,196</b>    | <b>1,606</b>     |
| <b>Payments</b>                   |   |       |              |               |                  |                  |
| Event Payments                    | 5 |       | 1,642        | 0             | 1,642            | 0                |
| Fundraising Expenses              | 6 |       | 275          | 0             | 275              | 165              |
| Castlehill Library Project        | 7 |       | 209          | 2,623         | 2,832            | 0                |
| Other                             | 8 |       | 45           | 0             | 45               | 856              |
| <b>Total Payments for Year</b>    |   |       | <b>2,171</b> | <b>2,623</b>  | <b>4,794</b>     | <b>1,021</b>     |
| <b>Surplus/(Deficit) for Year</b> |   |       |              |               | <b>14,402</b>    | <b>584</b>       |

### Statement of Cash & Bank Balances

|   | 2022-23       | 2021-22      |
|---|---------------|--------------|
|   | £             | £            |
| Opening balance at 1 <sup>st</sup> August 2022              | 3,406         | 2,822        |
| Surplus/(Deficit) for the year                              | 14,402        | 584          |
| <b>Closing balance at 31<sup>st</sup> August 2023</b>       | <b>17,808</b> | <b>3,406</b> |
| Bank Current Account  | 15,951        | 3,071        |
| Cash in Hand  | 1,857         | 335          |
| <b>Total Monetary Assets at 31<sup>st</sup> August 2023</b> | <b>17,808</b> | <b>3,406</b> |

These accounts are viewed as an accurate record of the current financial position for Castlehill School Association for the financial year 1<sup>st</sup> August 2022 – 31<sup>st</sup> August 2023. The year is reported over 13 months due to payment of invoices, and will return to financial year ending on 31<sup>st</sup> July 2024 going forward.

Signed:

Neil Keddie  
Honorary Treasurer

Mary Spence  
Chair School Association

Emma Purvis  
Chair School Council

## Notes to the Statement of Receipts and Payments

The notes below form an integral part of these statements.

### 1. Event Income

The school association runs events for the benefit of the young people at Castlehill Primary School (discos and tuck shops).

|                             | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u><br><u>2022-23</u> | <u>Total</u><br><u>2021-22</u> |
|-----------------------------|---------------------|-------------------|--------------------------------|--------------------------------|
|                             |                     |                   | £                              | £                              |
| Halloween Disco (Oct 2022)  | 883                 | 0                 | 883                            | 0                              |
| Movie Night (Dec 2022)      | 104                 | 0                 | 104                            | 0                              |
| Valentines Disco (Feb 2023) | 635                 | 0                 | 635                            | 0                              |
| Summer Disco (June 2023)    | 620                 | 0                 | 620                            | 0                              |
| Tuck Shop Income            | 1,302               | 0                 | 1,302                          | 0                              |
|                             | <u>3,544</u>        | <u>0</u>          | <u>3,544</u>                   | <u>0</u>                       |

### 2. Grants

|                          | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u><br><u>2022-23</u> | <u>Total</u><br><u>2021-22</u> |
|--------------------------|---------------------|-------------------|--------------------------------|--------------------------------|
|                          |                     |                   | £                              | £                              |
| Tesco Bags of Kindness   | 0                   | 1,123             | 1,123                          | 0                              |
| University of St Andrews | 0                   | 1,500             | 1,500                          | 0                              |
|                          | <u>0</u>            | <u>2,623</u>      | <u>2,623</u>                   | <u>0</u>                       |

### 3. Donations

|                             | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u><br><u>2022-23</u> | <u>Total</u><br><u>2021-22</u> |
|-----------------------------|---------------------|-------------------|--------------------------------|--------------------------------|
|                             |                     |                   | £                              | £                              |
| Lost Property Sales         | 69                  | 0                 | 69                             | 113                            |
| Cupar Kids Club Dissolution | 0                   | 9,885             | 9,885                          | 0                              |
| Other                       | 0                   | 0                 | 0                              | 0                              |
|                             | <u>69</u>           | <u>9,885</u>      | <u>9,954</u>                   | <u>113</u>                     |

### 4. Fundraising

|                               | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u><br><u>2022-23</u> | <u>Total</u><br><u>2021-22</u> |
|-------------------------------|---------------------|-------------------|--------------------------------|--------------------------------|
|                               |                     |                   | £                              | £                              |
| Cupar Fun Day (Aug 2022)      | 210                 | 0                 | 210                            |                                |
| Fisher and Donaldson FR event | 170                 | 0                 | 170                            |                                |
| Christmas Fayre               | 1,578               | 0                 | 1,578                          | 0                              |
| Strawberry Stall              | 368                 | 0                 | 368                            | 405                            |
| Spring/Summer Raffle          | 502                 | 0                 | 502                            | 1,088                          |
| Cupar Gala Day                | 248                 | 0                 | 248                            | 0                              |
|                               | <u>3,075</u>        | <u>0</u>          | <u>3,075</u>                   | <u>1,493</u>                   |



5. **Event Payments**

|                          | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u><br><u>2022-23</u> | <u>Total</u><br><u>2021-22</u> |
|--------------------------|---------------------|-------------------|--------------------------------|--------------------------------|
|                          |                     |                   | £                              | £                              |
| Disco DJ                 | 270                 | 0                 | 270                            | 0                              |
| Tuck Shop Stock          | 1,141               | 0                 | 1,141                          | 0                              |
| PTA Events Platform Fees | 231                 | 0                 | 231                            | 0                              |
|                          | <u>1,642</u>        | <u>0</u>          | <u>1,642</u>                   | <u>0</u>                       |

6. **Fundraising Expenses**

|                                | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u><br><u>2022-23</u> | <u>Total</u><br><u>2021-22</u> |
|--------------------------------|---------------------|-------------------|--------------------------------|--------------------------------|
|                                |                     |                   | £                              | £                              |
| PeoplesFR Platform Fees        | 26                  | 0                 | 26                             | 53                             |
| Lottery License (Fife Council) | 0                   | 0                 | 0                              | 0                              |
| Fisher and Donaldson Stall     | 55                  | 0                 | 55                             | 112                            |
| Strawberry Stall               | 119                 | 0                 | 119                            | 112                            |
| Other Expenses                 | 75                  | 0                 | 75                             | 0                              |
|                                | <u>275</u>          | <u>0</u>          | <u>275</u>                     | <u>165</u>                     |

7. **Castlehill Library Project**

|                         | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u><br><u>2022-23</u> | <u>Total</u><br><u>2021-22</u> |
|-------------------------|---------------------|-------------------|--------------------------------|--------------------------------|
|                         |                     |                   | £                              | £                              |
| Books                   | 0                   | 1,368             | 1,368                          | 0                              |
| Audio Books and Players | 0                   | 1,121             | 1,121                          | 0                              |
| Other                   | 209                 | 134               | 343                            | 0                              |
|                         | <u>209</u>          | <u>2,623</u>      | <u>2,832</u>                   | <u>0</u>                       |

8. **Other Expenses**

|                | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u><br><u>2022-23</u> | <u>Total</u><br><u>2021-22</u> |
|----------------|---------------------|-------------------|--------------------------------|--------------------------------|
|                |                     |                   | £                              | £                              |
| P7 School Ties | 0                   | 0                 | 0                              | 856                            |
| Storage        | 45                  | 0                 | 45                             | 0                              |
| Other          | 0                   | 0                 | 0                              | 0                              |
|                | <u>0</u>            | <u>0</u>          | <u>45</u>                      | <u>856</u>                     |