**Minutes**

**Crail Parent Council**

**6:30pm, Tuesday 23rd September 2025**

**Attendees:**

Nicola Wallace, Sarah Forsyth, Kerry Hunter, Joanne Hutchison, Michael Downes, Hannah Pummer, Stacey Stewart, Fiona Budd, Lynne Allen, Borana Hajdinaj, Joanna Krzemien-Pulver, Clare Streeter.

1. **Welcome**

MD welcomed everyone to the meeting**.**

Dawn Hollis has stepped down as Chair of the Parent Council, and the position remains vacant. MD is willing to continue as Vice Chair, and JH is happy to remain as Treasurer. HP has stepped down from the role of Secretary.

1. **Headteacher report**

NW would like to open a discussion about the future of the Parent Council and explore ways to encourage greater involvement from parents and carers. She also highlighted the need for funding to purchase smart TVs for classrooms and phonic books for the school library.

1. **Future of the parent council**

There was a discussion about forming two groups: one focused on fundraising and another as a discussion group for parents. It was noted that a Parent Council requires a Chair in order to function effectively. Having a designated Chair makes coordination easier and is essential for accessing key resources—such as Fife Council event insurance and the support of Connect. Overall, the benefits of maintaining a Parent Council were emphasised.

SF proposed advertising the vacant Chair and Secretary positions, while FB suggested reaching out to grandparents as potential volunteers. NW will also promote these roles to nursery parents.

JP and MD agreed to act as joint backup Chairs if needed.

It was agreed that the fundraising team, led by SS and FB, will operate as a subgroup of the Parent Council.

1. **Fundraising Ideas**

**Halloween Disco**  
SS and FB will organise the Halloween Disco, scheduled for Tuesday, 28th October. Entry will be £2 per child, with separate time slots for nursery and school pupils. The event will take place in the school hall.  
FB suggested applying to the Settlement Trust—via the Parent Council—for funding to hire larger venues for future events.

**Wreath Making**  
The school will receive £10 for every wreath-making ticket sold.

**School Calendar**  
LA will be responsible for creating the school calendar.

**Christmas Fayre**  
FB will run a stall at the Christmas Fayre, including a raffle, on Saturday, 6th December.

**Christmas Coffee Morning**  
NW is organising a Christmas Coffee Morning on Tuesday, 9th December.

**Raffle Ticket Sales**  
SS proposed selling raffle tickets at the Christmas Show, the community fayre, and the coffee morning.

1. **A.O.B**

Parents will receive an update shortly with details on how to order the P7 leavers’ hoodies.

1. **Next meeting date:**

EGM Tuesday 18th November, 6:30pm

**Key:**

NW= Nicola Wallace, SF= Sarah Forsyth, KH= Kerry Hunter, JH= Joanne Hutchison, MD= Michael Downes, HP= Hannah Pummer, SS= Stacey Stewart, FB= Fiona Budd