

Minutes Inverkeithing Primary AGM/Parent Council Meeting

Date and Time: 19 September 2024 @ 6:45 pm

Held on: Microsoft Teams

Attendees: Caroline Gardiner (CG), Dave Dempsey, Councillor (DD), Paris Aitken (PA) and Diana Rodríguez (DR), Emilie Nicol (EN), Michelle Marnock (MM), Victoria Olu Audu (VO)

Apologies: Marianne Edwards (ME), Nicola Goodfellow (NG), Michaela Davidson (MD)

1. Welcome:

EN welcomed all to the Teams meeting this evening, followed by introductions.

EN asked whether it would be okay for everyone to have a PC meeting first before proceeding to the AGM. This would give new attendees an understanding of the key matters. All agreed.

2. Review of Actions from Previous Meeting:

- All approved the minutes from the 10th June 2024 meeting.
- All actions from the previous meeting regarding organising the AGM have been completed.
- The Pelican Crossing is expected to be built in October. DD can be notified if this doesn't happen.
- DD shared an email from Fife Council Facilities Management Services on the status of School Crossing Patrol officers near the Primary school. There are two crossings considered required. Hillend Rd/Boreland Rd crossing (near the Premier shop) and crossing between Primary School and High School entrance. A job advert has recently closed for the latter, but all applicants have withdrawn their application after learning more about it. However, the crossing is covered by a Janitor from IHS. The Hillend/Boreland Rd crossing was staffed, but the crossing wasn't covered recently and will not be until further notice, as per a separate communication from Fife Council Facilities Management Services. It was noted that because the job is part-time and times are fixed, it doesn't attract a lot of applications. The Parent Council could share any adverts published by Fife Council.

EN proposed moving one of the agenda items to the next meeting if there wasn't sufficient time to hold the AGM tonight. All agreed.

3. Future of the Parent Council

EN opened the discussion on ideas to attract more active Parent Council committee members. The outcome is summarised below:

Idea	Items to consider
<p>We should hold the Parent Council meeting at 3.15 in a bigger space, with children playing in the other half of the hall.</p>	<p>The out-of-school club already uses the dinner hall, but the gym hall is potentially available if other after-school clubs don't use it. Historically, the PTA committee always had meetings during school hours, and the PC committee mainly consisted of parents who worked during school hours but could attend an evening meeting. If this is an option, a new committee could explore it with the school.</p>
<p>Given that both Parent Council and PTA are short on committee members and volunteers at bigger events, would it make sense to merge both committees?</p>	<p>When PTA activities were limited during COVID-19, the PC approached the PTA to consider this, but at the time, the PTA wanted to continue to keep the same structures. A new committee could consider to look into this.</p>
<p>Communicate the difference between the Parent Council and the PTA.</p>	<p>Following an online survey, a communication was sent to all parents describing the objectives and activities of the Parent Council and PTA. This is available on the IPS website under the Parent Council section. A new committee could consider renewing communication on the objectives of PTA and PC activities, continuing to attend the P1 welcome evening, and organising something special for P1 parents and children in the first week of the school year. These activities usually lead some parents to attend the AGM, and a few join the Parent Council.</p>
<p>Asking volunteers to be class representatives, whose primary role is to gather parents' views. They would not always need to attend a meeting.</p>	<p>An appeal for year group representatives was made at least annually, usually at the start of a new academic year. A new committee could consider more regular communication.</p>
<p>Regular communication from the school to make parents aware of the Parent Council Facebook group.</p>	<p>The PC has a section in the school's newsletter, and there is a link to the school's website to learn more about the Parent Council, including the Facebook group. The new committee could look into making the Facebook group and the email prominent in every newsletter.</p>

4. Annual General Meeting (AGM)

AGM minutes from the prior year approved.

Nicola Goodfellow and Marianne Edwards had informed the Chair that they didn't want to be nominated for the Secretary role. EN thanked them for all their support this year.

The chair shared a summary of the Parent Council's annual report, which will be emailed to the Parent Forum after the AGM.

Nomination of Chair:

EN confirmed, as previously communicated to the Parent Forum, that she wishes to step down as Chair. EN then asked for any volunteers or nominations for the position. All attendees agreed that there are currently not enough other Parent Council members to form an effective Parent Council, and a unanimous decision was made to pause all activities of the Parent Council until further notice. EN will draft meeting minutes, and CG will share these with the Parent Forum via school email.

EN asked other parents to review the draft minutes to ensure all ideas were included and available for a new committee.

CG thanked EN for all she did for the Parent Council, PTA and the school.

Agreed Actions:

- EN to draft minutes and send them to parents for review and issue final version to CG
- Parents to review and provide feedback
- EN to draft communication to the parent forum and share it with CG
- CG will email the Parent forum with communication, minutes and Annual report.