

Masterton Primary School Parent Council

Annual General Meeting

Wednesday 31st January 2024

Attendees: David Adamson, Ross Blanchflower, Amanda Fyfe, Donna Henderson, Stephen Humphries, Haajira Hussain, Rhona Hynd, June McNeil, Naveedah Mohammed, Caroline Ndlovu Mutungwazi, Kelly O'Reilly, Lorraine Scoullier, Samantha Somerville, Karen Stewart, Luisa Walker

Apologies: Suzy Brown, Anne-Marie Greer, Nicole Hendrickx, Kelly McLauchlan, Fiona Waddell

Chairperson's Welcome

Luisa welcomed everyone, including new faces, to the meeting.

Mrs Mohammed, our incoming deputy Head teacher, who will cover Mrs Saxton's maternity leave, and will join the school on Monday, 19th February, attended along with Mrs McNeill. Mrs McNeill has been acting deputy head teacher in the time between Mrs Saxton's departure and Mrs Mohammed's start date. This has involved coming out class 2 days per week until Mrs Mohammed joins.

Approval of Minutes from previous meeting held 21st November 2023

Approved & Published December 2023

Action: Rhona to recirculate Kelly's email (attached).

Approval of Minutes from previous AGM held 25th October 2022

These minutes were approved and subsequently published post-meeting.

Chairpersons Report

Welcome to the Masterton Primary Parent Council AGM for the period of 2023.

It may be fair to say the last year has had a few bumps in the road, but this has not stopped progress of the council and hopefully made us stronger to put planning into action.

It has been a full year without Covid restrictions, but this also showed that it has been useful to consider and visit governance for the Parent Council going forth due to the impact of Covid within certain elements of school life.

It has been heartening to see the Parent Council grow in numbers but sad to see the passing of the mantle from previous members to new ones, but onwards and upwards.

It has been great to see the FROMPs run discos for a full year for the children and young people and the school return and attend the Dunfermline Gala (the first since Covid). At this point I would like to thank FROMPs and Amanda for their continuing support as without them events would not happen.

The big-ticket items this year have included: challenging the speed limit on lapwing drive with some success and, although not a great outcome for Masterton, challenging the removal of iPad's from the school that had been purchased via the parent council, and although not successful in their return – it did start to question this area of concern at senior council level.

For the reasons of a gap in the full running of the Parent Council and the iPads being removed, the Parent Council are putting into place governance for spend of monies fundraised via FROMPs and the Parent Council structure. This will hopefully ensure a consistent and fair approach to spend for the future.

Going forward as a group, to use an old Group Work approach, the Parent Council have gone through the process of forming, storming and norming and are hopefully ready to perform in the incoming year. We have already identified taking feedback from staff, pupils, and parents to help identify resources that could support the school.

Finally, I would like to thank everyone at the school, pupils, and parents/carers as by working in partnership and ensuring consistent support we would not be able to do what we do - so let's do it together to make Masterton the school it is and can be for 2024.

Treasurers Report

The annual accounts have been audited and signed off for Financial Year Oct 22 - Sept 23.

October 2022 – September 2023 Summary:

Opening Balance £5,052.48

Expenditure £5,497.41

Income £8,190.79

Profit £2,693.38

Closing Balance £7,745.86

(Profit generated from FROMPs events during the year was £3,907.14)

Current Balance as at 31/1/24 £8,283.80

P1 bags and P7 yearbooks to be purchased.

Headteachers Report 2022-23

Languages: New programmes for French & Spanish were developed and implemented. This involved teacher training for Spanish. P1-7 have programmes in place for French and in addition, P5-7 pupils will receive Spanish lessons. This links to the 2 languages taught at Dunfermline High School.

Learning & Teaching: all staff worked on development of a teaching toolkit, which identified features of a high-quality lesson. All staff used the toolkit to self-evaluate their teaching. Staff were then observed during the learning partnership by external staff and their teaching quality assured. Individualised feedback was given to all teachers and teachers visited each other's classes observing a lesson and providing feedback to each other based upon the toolkit. An updated Learning and Teaching policy was created as a result (September 2023).

Data Analysis: Due to the huge amount of data available in schools all staff were given the opportunity to learn about and interrogate the data sets associated with the school. A number of these data sets were shared with staff. This data was analysed, and areas of interest were identified.

Data comparing us with local and national schools allowed us to get a better picture overall of how we are performing.

School Budget: £1.2m for 2022-23; after costs this leaves £25-40k which must cover supply costs incurred during the year for any first 4 weeks of absence. Pupil Equity Fund is £17k which is currently directed to staff costs. Will share more budget updates at future parent council meetings.

Reading – new reading scheme currently being embedded in lower scheme. Currently undertaking work on the Reading Schools Award. Hoping to have first accreditation in due course (materials submitted end February). The next stage of the reading improvement plan involves the upper school library. We are aiming to have a re-worked library by summer.

Pupil Achievement – we are looking at achievement across the school, how to record achievement and opportunities we can provide. Work is continuing on this and will be part of February In-Service day agenda.

RME – programs are being updated and work is almost complete.

Working with Parents – We have carried out a lot of work with the Parent Council and FRoMPS, the ParentWise Survey has been shared and feedback will be reviewed. Further ways of engaging with the parent community will continue to be explored.

RSHP (Relationships, Sexual Health and Parenthood) review - although not on the School Improvement Plan, this is an area where we, as a staff, have noticed some differences between the new resource and our current health plans. We are in the process of going through the resource and matching it with what we currently teach. This information will be shared with parents.

Other Items:

- Staffing has been particularly challenging - we have had a significant number of staff absent through illness or through other reasons this year. We have had staff leave, staff go on maternity leave, staff last a month and staff go on secondment.
- P.1 enrolment is underway. We have 50+ P.1s enrolled already. Class structures will change for session 2024/25. Until it is known exactly how many P.1s we have we won't know exactly what they will look like.
- School pitch to be upgraded with sleepers, new sand, grass etc... during summer holidays and into start of the new school year.

Election of Office Bearers

Current Office Bearers:

Chairperson:	Luisa Walker
Vice Chairperson:	David Adamson
Treasurer:	Kelly O'Reilly
Vice Treasurer:	Vacant
Secretary:	Rhona Hynd
Vice Secretary	Becca Hamilton

Rhona & Becca have previously communicated they are stepping down from their roles as Secretary & Vice Secretary. Luisa thanked Rhona & Becca for contributions and presented flowers as a thank you.

The full parent council for 2023/2024 will be as follows:

1. Chairperson: Luisa Walker (nominated by David & seconded by Amanda)
2. Vice Chairperson: David Adamson (Ross nominated & seconded by Karen)
3. Secretary: Vacant
4. Vice Secretary: Vacant
5. Treasurer: Kelly O'Reilly (nominated Karen & seconded by Rhona)
6. Vice Treasurer: Donna Henderson (nominated Kelly & seconded by Rhona)
7. Parent Member (FRoMPS Rep): Samantha Somerville
8. Parent Member (Gala Rep): Amanda Fyfe
9. Parent Member: Ross Blanchflower
10. Parent Member: Karen Stewart
11. Parent Member: Lorraine Scoullier
12. Parent Member: Haajira Hussain
13. Parent Member: Caroline Ndlovu Mutungwazi
14. Parent Member: Vacant
15. Co-opted Member: Stephen Humphries (Headteacher)
16. Co-opted Member: Naveedah Mohammed (Deputy Headteacher)

Note: There can only be a maximum of 16 Parent Council Members (including Officer Bearers and Co-opted Members). However, any parent can join a parent council meeting at any time.

Any Other Business

Expenditure Framework to assist with spending decisions – please refer to the framework distributed via email by Luisa today. Ideally, purchases would have a 7-year lifespan for sustainability. In addition, a minimum of 9 members must be in attendance to vote to ensure we have a quorum of our 16 members.

Banking – currently driven by cheques, which is causing delays in reimbursing funds to FRoMPS. In addition, Louise has asked for electronic funds rather than cheques where possible. The parent council needs to establish what we want/need from our account (e.g. electronic payments/card payments) and review bank account options.

Action: Kelly, Luisa, Donna & FRoMPS will form a sub-committee to take forward.

Given that a new banking system will take time to research and implement, the meeting agreed to take a petty cash approach and provide a budget and funds to FRoMPS in advance of events to save people being out of pocket.

Action: Kelly will review expenditure of previous events to evaluate an average so a budget can be set.

Use of Funds –Pupils & staff were polled for ideas and suggestions on best use of funds. So far feedback is mostly for playground equipment and books. School trips and classroom equipment (e.g. visualisers) have also been proposed. More inputs from the staff and pupils will be gathered and a proposal will be refined. Some items need to be purchased via Fife Council or FES per procurement policy.

Action Stephen: In the meantime, Stephen will look at a suitable model of visualiser and get a costing for 15 units (1 for each classroom) and come back to the Parent Council for approval.

P7 Prom Proposal: Several P7 parents have requested funds for / towards a P7 prom (organised by parents).

As per previous years, pupils have already been polled, to identify what they would like to do to celebrate the end of their time in primary school. The school funds approx. £10 per head for the event. In addition, the P7s also always get their yearbook and hoodie. So, the total is approx. £1500 spend from school funds. This event will be held one evening towards the end of the summer term within the school grounds.

After discussion, the meeting proposed and agreed to provide an additional sum of money (£300) to allow the pupils to add extra elements to their in house event, but will not provide funds for an external event.

Actions: Luisa will report back to the P7 parents with our decision; Kelly will release funds to the school as needed.

FRoMPS Update – Sam reported that the following events are planned over the coming year:

Easter Disco (22nd March 2024)

Summer Fayre (May/June)

Halloween Disco

Christmas Fayre

Action Kelly: Coin Counter Purchase – £150 spend approved.

Date of Next Meeting(s)

Tuesday 23rd April, 6:30pm