

# Parent Council Meeting

St. Albert's Primary School

Room 10, St. Albert's Primary School, 36 Maxwell Dr, Glasgow G41 5DU

Wednesday, 23.10.2024, at 1:45 pm



## Attendees

1. Chamaida, *Chair*
2. Zuzana, *Treasurer*
3. Zinat, *Vice Chair - (Virtual)*
4. Syma
5. Georgina
6. Tooba
7. Uzmah
8. Sherin
9. Fazim, *Secretary*
10. Karen, *Principal Teacher*

## Non-attendance - Apologies

11. Tom
12. Abdul Wadood
13. Rizwana
14. Urooj
15. Fatima
16. Raheesa

## Agenda

### Last Meeting Follow-up

1. None

### New Business

2. Halloween Party Notes

### 1. Overview of Event Planning

- **Decision:** It was decided through a vote among three options that the best choice was for the school to host class parties on Thursday, 31st October 2024 and snacks to be provided by the PTC.
  - **Budget Access:** Necessary access to funds and knowledge of the exact budget are needed before proceeding with shopping.
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- **Action Item:** Snacks will be provided for approximately 300 students, including apples, crisps, and juices. Budget to be determined

### Any Other Business (AOB)

## 2. Meeting Room Availability

- **Room 10 Availability:**
  - Monday afternoon - 1.30pm - 3.00pm
  - Tuesday morning - 9.00am - 10.30am
  - Wednesday afternoon - 1.30pm - 3.00pm
  - Fridays - Karen will be absent, and a representative of the headteacher or the headteacher is required according to the constitution unless the headteacher can attend or is represented by someone else
  - Location options - School or to have the meeting at Pollokshields Development Agency (next to Glendale) which will not restrict the PTC with timings of Room 10 availability
- **Action Item:** Fazim will create a poll for members in the whatsapp group to select the best meeting options.

## 3. Role Clarification

- **Chair and Vice-Chair Roles:** Zinat and Chamaida will meet with Lynn when available to discuss their roles as Chair and Vice-Chair.
- **Action Item:** Chamaida and Zinat will set up meeting with Lynn

## 4. Future planning

- **School events calendar** - was requested and Karen will email it to the PTC in order to help schedule and plan future events.
- **Action Item:** Karen will email school events calendar

## 5. Treasurer's report

- **Action Item:** Zuzana will meet with Mrs. Shanaz Ali from the office to discuss details regarding access to finances as the new treasurer

## Action Items

- **Action Item:** Snacks will be provided for approximately 300 students, including apples, crisps, and juices. Budget to be determined
- **Action Item:** Fazim will create a poll for members in the whatsapp group to select the best meeting options.
- **Action Item:** Chamaida and Zinat will set up meeting with Lynn
- **Action Item:** Karen will email school events calendar
- **Action Item:** Zuzana will meet with Mrs. Shanaz Ali from the office to discuss details regarding access to finances as the new treasurer

## Next Meeting Agenda Items

None

**-END-**