**Wallacewell Primary**

**Parent Council**

**EGM – Agenda**

**Monday 4th September 2023**

**Present:** Laura Davidson (HT), Kathleen Taylor (DHT), Emily Clark, Elizabeth Smith, Caryn Smith, Valentia Vagka, Kokila Muniyellappa, Katarina Oravcova, Mohamad Janaby, Ross Nisbett

1. **Welcome and Introductions –** Those present at the meeting introduced themselves.
2. **Role of the Parent Council –** Miss Davidson (HT) discussed the role of the PC and discussed how she wishes to work in collaboration with the PC this session to improve outcomes for the young people of Wallacewell Primary. Miss Davidson was asked some questions about the role of the PC. Miss Davidson will send out information to the PC about the setting up of a PC alongside a practical help guide all of which are available at - <https://education.gov.scot/parentzone/getting-involved/parent-councils/about-parent-councils/>
3. **Elected Member/Officer Bearer Roles –** The various PC roles were discussed and voting took place to establish the key roles for PC this session.

Our Parent Council 2023-234

Chairperson: Emily Clarke

Vice Chairperson: Ross Nisbet

Secretary: Elizabeth & Caryn Smith

Treasurer: Valentina Vagka

1. **AOCB**
* PC will be provided with a Glow email address by the school. This will be set up by Miss Davidson and shared with the PC before the next meeting.
* The PC wish to close the exiting bank account and set up a new one. The 2022-23 PC will be asked by the HT to move any remaining funds to the School Fund to prevent that money being trapped. Miss Davidson (HT) will request this prior to the next meeting. The PC have also requested that the previous PC’s file, which includes banking information and accounts, is handed over to the new PC. Miss Davidson (HT) will also request this prior to the next meeting.
* It was agreed that the main method of sharing PC information with families will be via the school website and, where necessary, through Groupcall.
* The PC have agreed to focus on the PC Constitution and their Action Plan for 2023-24 at the next meeting.
* Miss Davidson will share the new PC members with the school community via the school website and via Groupcall before the next meeting.
* Next meeting date agreed – Monday 18th September 2023 (6-8pm). The school have agreed to provide childcare for school aged children for those wishing to attend.