

**MINUTES of AGM**

**Held on Thursday 13th September 2018  
from 7.00 to 7.20 pm   
at Alves Primary School**

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| **PRESENT:** | **Chairperson:** | Nicola Manson (NM) |
|  | **Vice Chairperson:** | Nicole Petrie (NP) |
|  | **Acting Secretary:** | Susan Munro (SM) – *Rachel Atkinson unable to attend* |
|  | **Treasurer:** | Christine Reid (CR) |
|  | **Head Teacher:** | James McLeman (JMcL) |
|  | **Teacher Representative:** | Nicola Blair (NB) |
|  | **Parents / carers:** | Shakeel Ansari (SA) Katie Long (KL) – new member |
|  | **Co-opted member:** | Jan Masson (JM) |
| **APOLOGIES:** | Katherine Morgan, Gavin Morgan, Rachel Atkinson (Secretary), Val Cooke | |

| **Item** | **MATTERS DISCUSSED AND DECISIONS MADE** | **FOLLOW UP** |
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| 1. | **INTRODUCTION AND WELCOME NM** welcomedeveryone to the meeting and advised that **RA** was unable to attend and SM had agreed to take the Minutes.  Notice had been received from **Donna Jarman** that she wished to stand down from the Parent Council. **Jan Masson** and **Ian Robinson** are no longer members as they no longer have children at the school.  **JM** was attending as a co-opted member and would attend future meetings when required and if available. |  |
| 2. | **MINUTES FROM LAST AGM held 14.09.2017** Minutes of AGM held on 14.09.2017 had been distributed prior to the meeting and were accepted as accurate. **Proposed by:** **CR** / **Seconded by: NM** |  |
| 3. | **CHAIRPERSON’S REPORT NM** reported that it had been another busy year of events for APPC including the Christmas Movie night, Discos, Beach party and the recent Garden party. All events had been well attended and thanks to everyone’s generosity and support, had raised significant funds. This enabled APPC to purchase an event shelter, a playground storage shed, wall art for the school corridor and helped to pay for various other items such as book bags for the P1/2’s. |  |
|  | Projects for the 2018/19 term will include:   * helping to make improvements to the landscaped areas and planters around the Alves War Memorial * restoring the bicycle shelter and hopefully incorporating a noticeboard to assist with communication with parents and children; * helping with transport costs for school trips; and * continuing plans for improvements to the playground and outdoor play equipment.   ***The full Chairperson’s report will be posted on Alves Glow.*** |  |
| 4. | **TREASURER’S REPORT CR** presented the year end accounts for the 2017/2018 session. Original auditor had fallen through and a new auditor, Laura McFadden was agreed. Accounts will be audited over the next few weeks.  Total available funds as at 31/03/2018 amounted to £2775.90.  Current bank balance as at today’s date (13/09/18) is £1,393.82.  One outstanding item – refund from Fort George trip. **JM to chase.** | JM |
| 5. | **ELECTION OF OFFICE BEARERS**  Two paper nomination slips were received supporting the nominations below:  **Chairperson** – **NICOLA MANSON** **Proposed by: NP / seconded by SA**  **Vice Chairperson –** **NICOLE PETRIE**  **Proposed by: NM / seconded by: SA**  **Secretary** – **RACHEL ATKINSON**  **Proposed by: NM / seconded by: CR** (KL and SM have agreed to support RA if required)  **Treasurer** – **CHRISTINE REID**  **Proposed by: NM / Seconded by SM**  **AGREED PARENT COUNCIL MEMBERS**  Katie Long (new member), Shakeel Ansari, Katherine Morgan, Gavin Morgan, Val Cooke, Susan Munro  **SCHOOL STAFF REPRESENTATIVES**  Will continue on rotation. |  |
| 6. | **CONSTITUTION SM** advised the Constitution had gone through a process of review and amendment by APPC members and SPTC/Connect. The draft was posted on Alves Glow in May 2018 asking for any suggested amendments or comments to be returned to school office by 8th June. No further amendments from Parent Forum were received and the Constitution was therefore adopted.  **SM** to arrange for school secretary to post on Alves Glow.  *Note - Constitution can be amended again whenever it is felt necessary. Small amendments do not need to go before full Parent Forum – APPC approval is fine.* | SM |
| 7. | **QUORUM** The quorum was agreed to remain at four members. |  |
| 8. | **NEXT AGM MEETING**  Next AGM – ***PROVISIONAL -*** Thursday 12th September 2019 |  |