

**Parent Council Meeting  
13 September 2022  
Chryston Parish Church**

Attendees	Role	Attended Y/N?
Leigh Moore	PC Chair	Y
Debs Fraser	PC Secretary (as appointed 13/9/22)	Y
Jayne Clinton	PC Vice-Chair(as appointed 13/9/22)	y
Lynsey Graham	PC Treasurer(as appointed 13/9/22)	y
Mark Graham	PC Member (as appointed 13/9/22)	y
Agnieszka Ibek	Parent Forum/Co-opted PC member (as appointed 13/9/22)	y
Susan watt	Parent Forum	y
Kelly-Anne Dunn	Headteacher, CPS	y
Arlene Butcher	PC Member	y
Joanne Elliot	PC Member	y
Josh Cairns	NLC Elected Councillor	y
Levi White	PC member (as appointed 13/9/22)	y
Colin McIntyre	PC Member	

Apologies	Role
Lee McKellan	PC Member
Jen Troup	PC Member
Samantha McLaughlin	PC Member
Rachel Crozier	PC Member

Items Discussed	Ref	Actions	Owner	Due Date
<p>Leigh Moore introduced herself as Chair of PC for the coming session and chaired the meeting. Minute taker was Debs Fraser Previous minutes: approved and are now available on the school website or by requesting a copy from pc email (<a href="mailto:chrystonpcfunding@gmail.com">chrystonpcfunding@gmail.com</a>)</p> <p><b>Headteacher Update</b> Mrs Dunn introduced herself and said that despite being in the Acting Headteacher Post for a short time, she is already feeling connected with the school community. Her priority is moving forward with an attitude of openness and inclusion for all. She acknowledged the difficult role she has to balance pushing forward improvement priorities with the temporary nature of her current position. Mrs Dunn reported that she is delighted children in P7 are receiving their hoodies at the start of the school year. Mrs Dunn confirmed she is happy for children to wear their hoodies to school on PE days but no hoods should be “up” in the school building. When asked if a consultation on homework was possible, Mrs Dunn replied that this would be a task for the new headteacher to lead. Curriculum newsletters will be circulated at the end of the week to inform parents of class plans and priorities. Summary notes of update are attached</p> <p><b>Financial Report</b> Financial report presented by Leigh Moore on behalf of Tracy Slaven, exiting Treasurer to the PC. Details of report attached. The PC currently has a healthy balance in funds of just over £2000. Attention was drawn to the “Fundraisin” initiative last term where children were given a box of raisins and had to eat the raisins then do chores at home to then bring boxes back with money in – this raised over £700</p> <p><b>William Collum, Recommendation</b> Leigh Moore reported that Parental Engagement Officer, William Collum, NLC had been in touch and had recommended that the PC review their Code of Conduct and Constitution</p> <p><b>Fundraising</b> Leigh reminded all present of the benefits of using the easy fundraising browser and that it has contributed significantly to PC funds in the past. Others present confirmed it is very easy to use at no cost to use. All present agreed that it would be good to raise the profile of Easy Fundraising with parents, especially with Christmas approaching The point was raised that due to the current cost of living crisis we need to be sensitive and considerate as a PC how we fundraise and how frequently Other ideas for fundraising discussed, suggestions made were</p>	<p>AC001</p> <p>AC002</p> <p>AC003</p> <p>AC004</p>	<p>Copy of Headteacher update to be circulated with minutes</p> <p>Copy of financial report to be circulated with minutes</p> <p>Email to be sent to all PC members and working party to be set up to action this</p> <p>NOTE: Following the meeting Lynsey Graham, PC Treasurer offered to lead this group</p> <p>Email parent forum with reminder re Easy Fundraising</p> <p>Email parent forum, circulate these ideas for fundraising and ask parents which they thought were</p>	<p>Debs Fraser</p> <p>Debs Fraser</p> <p>Leigh Moore</p> <p>Lynsey Graham</p> <p>Leigh Moore</p> <p>Leigh Moore</p>	<p>27/9/22</p> <p>27/9/22</p> <p>Date to be set</p> <p>Date to be set</p> <p>No date set</p> <p>Completed</p>

<ol style="list-style-type: none"> <li>1. Sponsored daily mile in association with known charity (pc member mentioned how it had been done in local school in association with Spina Bifida Charity)</li> <li>2. Christmas Fayre: Pros and cons of the Christmas fayre were discussed. This is an event that takes a huge amount of organisation and planning. There would be a need to keep costs low due to ongoing cost of living crisis. Mark Graham commented that the Christmas jumper swap had been very successful, Debs Fraser noted that having the fayre on Thursday evening had worked well rather than on busy Saturdays leading up to Christmas. Leigh Moore and Joanne Elliot indicated that they were unable to undertake the organisation required and ruled themselves out of organising a Christmas Fayre. Further discussion prevented by time and no decision made.</li> <li>3. Discos</li> <li>4. Community Lottery (NLC run)</li> <li>5. Crazy hair/dress down days</li> <li>6. Panto in Chryston Parish Church</li> </ol>		good and could anyone suggest further ideas		
<p>Mrs Dunn agreed that a Halloween disco would be possible, date to be confirmed and following this a group to organise disco to be set up as matter of urgency. Halloween costumes would be optional. Mrs Dunn suggested a “Drop and Swap” Halloween costume table to be set up in school to allow children to swap costumes rather than purchase them, thus providing a more eco friendly, sustainable and affordable option. All present agreed this was a great idea. Mrs Dunn suggested that due to the increased numbers, the disco is split in 3 groups rather than 2 for a slightly shorter disco. Logistics to be agreed as soon as date set</p> <p><b>27<sup>th</sup> October agreed as date following PC meeting</b></p>	AC005	Date to be agreed with school for disco	Leigh Moore/ Mrs Dunn	Completed
	AC006	Group to be set up to plan and organise Halloween disco	No person agreed	No dates set
<p><b>Subcommittees</b> (<i>Linked discussion to Fundraising agenda item – Raised by Levi White</i>)</p> <p>Levi White noted that she had emailed the PC suggesting subcommittees be added to the agenda for this evening. Levi’s suggestion is that subcommittees are set up to deal with areas such as fundraising, community, events. Leigh said that in the past her experience had been that it was a very small group of people on any committee, and any subcommittees would need to have a clear remit and identified end date if appropriate. Leigh agreed to email full PC group to gauge interest in joining or forming subcommittees</p>	AC007	Email to be sent to all PC members asking if they are willing to be part of a subcommittee as discussed (events, fundraising, community and any others as suggested)	Leigh Moore	Completed
<p>Note: Following the meeting, Levi White emailed regarding a Community Subcommittee, which she is keen to lead and submitted a remit</p>	AC008	Anyone keen to lead a subcommittee should email PC describing remit of group and end date if appropriate	ALL	No date set.
<p>The MELM subcommittee is now dissolved as no longer required</p>				
<p><b>Community Links</b> (<i>Linked discussion to Subcommittee Topic</i>)</p> <p>Levi White, PC member reported how she had been in discussions with Claire Williams, NLC, elected councillor re community involvement. Claire has offered the school the use of the community garden, understanding that there is limited outdoor</p>	AC009	Mrs Dunn to speak to Claire re increased use of community spaces in	Mrs Dunn/ Levi White	Completed

space while awaiting the new building. Claire is happy to have a key cut for the school to hold if they would like. Mrs Dunn thought this was a great opportunity and will take this forward with Claire.

Claire has also informed Levi that there is a community ranger in post until the end of October who would be keen to lead a community walk for the school community. All present agreed that this would be a great opportunity and a provisional date of 15<sup>th</sup> October, afternoon was set, this has now been confirmed.

Other possible areas for community links discussed were:

- Community Café, possibly involving Primary 7 pupils in school suggested. It was noted that there is a current community café running at Chryston Parish Church and it may be possible to do both together
- Wool works is a community knitting/crochet group that meets in the church, would it be possible for some of these members to come into school and teach children a craft?
- Befriending of older people in the community, how to engage them in the daily life and learning of the school-there is lots of mutually beneficial reasons to have older members of the community involved in school life
- Northern Corridor Community Forum is keen to hear the youth voice, would it be possible to link with the pupil council at school?
- Community walks/use of community garden as above
- PC is a member of the NC Community Forum and Colin McIntyre who has attended all meetings since May 2022 along with other PC members is well positioned to find out how we as a school and PC can link more closely with our community
- Next NCCF meeting is 5/10/22 – Colin McIntyre will attend along with up to 3 others from PC

Time constraints prevented full discussion of community links and engagement opportunities. This will be discussed in more depth at next PC meeting

**Doig and Smith Donation**

Leigh Moore reported that the builders of the new school have made a donation of around £500 to the school. Ideas and suggestions as to how this should be spent are being sought. All concerned that it should be spent on something that can be taken to the new building. Mrs Dunn has consulted with staff and one suggestion was a potted tree that could be moved with us. Another suggestion is a sensory or bubble lamp. Mark Graham, PC member suggested STEM resources for construction that could be used by the whole school. This suggestion received most support from items mentioned. Mark will email school with details of suitable resources/suppliers. Mrs Dunn will make the final decision in consultation with PC and staff.

**Hybrid Meetings( extra point raised by Colin McIntyre)**

Colin McIntyre raised the point of hybrid meetings and queried whether this would be possible as a way of getting PC and Parent Forum members more involved. Leigh Moore said that Mark Malcom has said that the hall we meet in currently is not set up for hybrid meetings and the wifi signal in the church is poor, causing difficulties with live streaming services etc. Alternative venues discussed briefly such as the cultural centre, high school (since they already have hybrid PC meetings) or the Crowood Golf Club, who have offered us free use of the dining room for meetings. Mrs Dunn said that she would be willing and keen to host a yearly parental engagement meeting in the school. Time prevented further discussion of hybrid meetings and parental engagement. To be discussed at next PC meeting.

particular the community garden.

AC010	Levi White to liaise with Claire and community ranger and organise walk for 15/10/22 if possible	Levi White	15/10/22
AC011	Areas for community involvement to be discussed as an agenda point at future PC meeting	ALL	Next PC Meeting, date to be set
AC012	Links with Northern Corridor Community Forum to be developed and explored	Colin McIntyre et al	As appropriate
AC013	Details of STEM resources to be emailed to school and PC	Mark Graham	ASAP
AC014	Mrs Dunn to make final decision re spending donation	Mrs Dunn	No date set
AC015	PC to discuss possibility of hybrid meetings and how else to increase parental involvement at next PC meeting	PC	TBC

<p><b>Parent Council Updates</b></p> <p>6 names have been put forward to join the PC, currently there are 4 spaces on the PC</p> <p>Debs Fraser proposed that we amend our PC Constitution to allow for 20 members on the parent council rather than 15 as present. This reflects the increased school role and increased interest in parental engagement. Leigh Moore advised that any change would have to be circulated to the wider parent forum to allow objections to be raised and queried whether it would be better to simply include this change in the revising of the constitution mentioned above. All present agreed this was a matter of urgency, therefore it was agreed that Leigh would email all parents to advise of our proposed change to the constitution as noted above.</p> <p>Following above discussion, it was then agreed to draw names for 4 current PC spaces and that remaining 2 names would be co-opted not the parent council until such time as the constitution can be amended.</p> <p>Names drawn ( in order) were:</p> <ol style="list-style-type: none"> <li>1. Levi White</li> <li>2. Mark Graham</li> <li>3. Graeme Walker</li> <li>4. Lynsey Graham</li> <li>5. Agnieszka Ibek</li> <li>6. Kara Denholm</li> </ol> <p>Numbers 1-4 will join parent council with immediate effect, 5,6 will be co-opted pending change to constitution</p> <p>Office Bearer roles were then filled as follows</p> <p>Vice Chair: Jayne Clinton, proposed by Mark Graham, seconded by Levi White</p> <p>Secretary: Debs Fraser, proposed by Levi White, seconded by Jayne Clinton</p> <p>Treasurer: Lynsey Graham, proposed by Leigh Moore, seconded by Joanne Elliot</p> <p>Communication: All present agreed to reinstating of PC WhatsApp group for circulation of information. Anyone wishing to not participate in a WhatsApp group will be given same information by email. PC members reminded of the need to use such communications with care and that tone of text can often be misunderstood.</p> <p>Some initial discussion followed regarding best ways to communicate and share information. Google drive has been used in the past and Lynsey suggested sharepoint. Time did not permit full discussion regarding pc communication, office bearer roles etc. This requires further discussion as a matter of urgency and may require a future planning/business meeting before next PC standard meeting</p> <p><b>Head Teacher Vacancy</b></p> <p>The head teacher vacancy has been advertised with a closing date of 26/9/22?</p> <p>Interviews are set for 31/10/22 provisionally with a pre-interview panel meeting on the 14/10/22</p> <p>3 Parent Council Members will be needed for the interview panel and all must have undergone Criterion Led Interview Training</p> <p>Current serving PC members who have undergone relevant training are: Joanne Elliot, Leigh Moore, Arlene Butcher, Debs Fraser and Jayne Clinton</p>	<p>AC016</p> <p>AC017</p> <p>AC018</p> <p>AC019</p> <p>AC020</p> <p>AC021</p>	<p>Parent forum to be advised of PCs intention to revise the constitution to allow 20 parent council members and given opportunity to raise objections</p> <p>Parent council to be informed by email of new members and office bearers</p> <p>School website to be updated to reflect changes in PC membership and office bearers</p> <p>Email to be sent to all PC members asking if they wish to participate</p> <p>WhatsApp group to be set up for communication purposes</p> <p>Email to be sent to all PC members advising them of the opportunity for Criterion Led Training on 29/9/22 and 2 members to attend</p>	<p>Leigh Moore</p> <p>Leigh Moore</p> <p>Mrs McIntyre</p> <p>Leigh Moore</p> <p>Leigh Moore</p> <p>Leigh Moore</p>	<p>ASAP</p> <p>Completed</p> <p>ASAP</p> <p>Completed</p> <p>ASAP</p> <p>Completed</p>
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Chryston Primary School Parent Council

<p>Leigh Moore advised that a further training session is being held on 29/9/22 at 6:45pm and CPS PC can have 2 further members trained. Mark Graham indicated that he would be very interested in attending the training. Leigh Moore will email all PC members to find out if anyone else is interested</p> <p>Joanne Elliot ruled herself out of being on the interview panel for the headteacher vacancy due to other commitments. If all trained members are willing and able to be on the interview panel (31/10/22) and one PC member able to attend the meeting on 14/10/22, then names will be drawn out of a hat to decide who will attend</p>				
<p><b>Actions Update – open actions</b></p>	Ref	Actions	Owner	Due Date
<ul style="list-style-type: none"> <li>N/A</li> </ul>				
<p><b>Key Decisions</b></p>	Ref	Actions	Owner	Due Date
<ul style="list-style-type: none"> <li>Parent Council membership to be updated to 20 pending revision of constitution</li> </ul>				
<p><b>AOB and Future Meetings</b></p>	Ref	Actions	Owner	Due Date
<ul style="list-style-type: none"> <li>Debs Fraser proposed an agreement that all minutes should be circulated to meeting attendees as soon as possible and within 7 days to allow amendments/corrections of errors and that minutes would then be posted on the school website and circulated to all PC in a timely manner (within 1 month max of meeting) All present agreed</li> <li>Leigh Moore proposed a vote of thanks to Joanne Elliot for all her work as PC Chair over the last 3 years and presented her with a small gift as a token of appreciation</li> <li><b>Next meeting: TBC</b></li> </ul>	AC020	Minutes to be completed and circulated as agreed	Debs Fraser	21/9/22