

**Parent Council Meeting
1 November 2022
Chryston Parish Church**

Attendees	Role	Attended Y/N?
Leigh Moore	PC Chair	Y
Debs Fraser	PC Secretary	Y
Jayne Clinton	PC Vice-Chair	y
Lynsey Graham	PC Treasurer	y
Mark Graham	PC Member	y
Graeme Walker	PC member	y
Susan watt	Parent	y
Kelly-Anne Dunn	Acting Headteacher, CPS	y
Arlene Butcher	PC Member	y
Joanne Elliot	PC Member	y
Ed Clinton	Parent (accepted as PC member at point 5)	y
Levi White	PC member	y
Kara Denholm	PC Member (moved from co-opted to full member at point 5)	y
William Collum	NLC	y
Jen Troup	PC Member	y
Lee McKellan	PC Member	y

Apologies	Role
Agnieszka Ibek	PC Member (moved from co-opted to full member at point 5)
Colin McIntyre	PC Member
Jennifer Rodden	PC Member
Rachel Crozier	PC Member

Item No.	Items Discussed	Ref	Actions	Owner	Due Date
1	<p>Leigh Moore opened and chaired the meeting. Minute taker was Debs Fraser</p> <p>Previous minutes: approved and are now available on the school website or by requesting a copy from pc email (chrystonpcfunding@gmail.com)</p> <p>Acceptance of minutes proposed by Lynsey Graham, seconded by Mark Graham</p>				
6	<p>Note: Order of agenda for meeting suspended as William Collum NLC, had been invited to the meeting by Leigh Moore to answer questions re selection of HT interview panel and had limited time available</p> <p>2 key questions raised were:</p> <ol style="list-style-type: none"> 1. Does panel have to include PC Chair/Is PC Chair entitled to a place on panel before others? 2. Since post has been re-advertised do the same 3 people have to be on the panel as previously? <p>Approximately 45 minutes of discussions took place regarding this point. William explained NLCs position which is</p> <ul style="list-style-type: none"> • 3 parents on panel for HT post • All 3 parents MUST have completed Criterion Led Selection training (as parents) • Whether or not parents on the panel are PC members is at the discretion of the PC • In most cases the PC chair will form part of the selection panel, plus 2 other PC members – this however, is not a recommendation but a statement of fact and NLC/William make no recommendation on this point – to be decided by PC • William/NLC have no preference or recommendation regarding the formation of the panel for the second set of interviews • William urged all present to resolve differences as a matter of urgency and ensure the selection of the panel does not delay the process • William read out an email from Connect who he had consulted for advice which echoed the advice /recommendations of NLC <p>William Collum then left the meeting after receiving assurances that a panel would be put together in a timely fashion and the process would not be delayed or stalled by difficulties with panel selection.</p>				

<p>2</p>	<p>At the close of the meeting, once Mrs Dunn had left, 2 proposals were voted on by all PC members present, please note all business relating to point 6 noted here for clarity but vote took place at close of meeting</p> <ol style="list-style-type: none"> 1. That the panel should include an office bearer and 2 other PC members (to be chosen at random) 2. That all available, trained PC members wanting to be on the panel (including office bearers) should have their names put in a hat with the first 3 drawn forming the panel and next 2 held in reserve in case of illness/emergency. <p>Proposal 2 received a strong majority of votes (9-4) and was therefore carried</p> <p>Normal business and agenda resumed</p> <p>Headteacher Update:</p> <ul style="list-style-type: none"> • John Wilson photography attending school 4/11/22. Feedback would be appreciated. Other photographers considered but did not comply with GDPR/NLC guidelines • Winter jackets fund: Approx £460 in school funds, will be distributed as £40 giftcard per child to allow child to be involved in choosing own coat. Please circulate if you know of any families in need • Improvement plan is developing but difficult to drive forward/make financial commitments until HT post established. Infographic being developed to explain priorities • Mrs Dunn has been focusing on attendance monitoring since starting in AHT post, making some progress, has to be a relational strategy • Homework Consultation: No overall consensus from replies received. Inschool discussion re homework planned for 21/11/22, 3:30-5 • Christmas Update: P1/2 nativity, in the pipeline. P3 Christmas Extra being organised to compensate for the impact covid had on this year group. Christmas dinner 8/11/22 followed by Christmas fayre 5-7:30, access for set up from 2:10. Christmas mega day being organised rather than individual parties. Joanne Elliot mentioned that in the past PC had provided sweets/drinks for the parties and could this be done again. 	<p>AC021</p> <p>AC022</p> <p>AC023</p> <p>AC024</p>	<p>Email to be sent to NLC as a matter of urgency asking for confirmation of dates for interviews</p> <p>Form to be sent out to all PC members checking availability and willingness to be on panel</p> <p>Names to be drawn out of a hat to select panel</p> <p>PC to check what has been done in the past and agree plan for this year re supporting parties</p>	<p>Leigh Moore</p> <p>Leigh Moore</p> <p>Lynsey Graham</p> <p>??</p>	<p>4/11/22 COMPLETED</p> <p>ASAP</p> <p>Once above completed</p> <p>No date set</p>
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	<p>School choir to sing at Brewers Fayre, date TBC and lunch will be provided. Mark Graham highlighted that Chryston Gala Committee are looking for people to take part at the lights switch on 19/11/22 and wondered if choir could sing? Mrs Dunn will investigate</p> <ul style="list-style-type: none"> Children in Need: Children to be encouraged to bring £1 or donation to foodbank and can enhance uniform with anything Pudsey related (not dress down day) 			
3	Financial Report: See attached			
4	<p>Proposal to increase PC membership to 20 from 15. Form has been circulated to parent forum, 53 replies with 92% in favour therefore proposal approved</p>	AC025	Parent Forum to be advised by email that change to PC numbers has gone ahead and advised of 3 remaining places should they wish to join	Leigh Moore No date set
5	<p>Membership update: As result of above, Kara Denholm and Agnieszka Ibek now full PC members Ed Clinton has asked to join the PC, proposed by Debs Fraser and seconded by Levi White PC Members now total 17, Leigh Moore noted that parent forum must now be advised of availability of remaining places – she will email parent forum to ask if anyone wants to join</p>			
6	See above			
7	Working party to be set up to revise constitution , Lynsey Graham to lead	AC026	Email to be sent to all PC this week asking for volunteers for working party	Leigh Moore Lynsey Graham 11/11/22
8	Proposal from Levi White that AGM be moved to September to be considered as part of above revision. Proposal carried and majority of those present felt this would be a positive change			
9	<p>Subcommittees: Form circulated by Leigh Moore to PC. 10 responses received, 7 of which were in favour of forming subcommittees going forward. Noted that 7 PC members had not responded. Responses indicate general</p>	AC027	Levi to submit remit re community subcommittee by end	Levi White PC 30/11/22

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	support for subcommittees but not overwhelming. Meeting agreed to trial setting up a community subcommittee since this received significant support among responses. This will run to end of school year then will be reviewed and decisions made re carrying on etc		November, this will then be circulated to PC for approval/amendments then to parent forum for info/membersommunications		
10	PC Communications Charter. Proposal spoken to by Lynsey Graham, copy attached. General approval among attendees. Efforts ongoing to tidy up shared drive and email account. Once completed, all PC will have access to shared drive. PC Secretary, Debs will oversee email account, checking 1/3 days, replying to general emails and notifying other office bearers if action required	AC028	charter to be "tidied" and considered as appendix to constitution	Lynsey Graham Office bearers	Ongoing
11	Doig and Smith Donation: D and S awaiting contact from PC – Leigh Moore to phone this week and clarify amount and nature of donation Mrs Dunn reported no decision as yet from school re how to spend the money but really like STEM resources circulated by Mark Graham Mrs Dunn would like to set up a childrens consultation re how the money should be spent. Mark Graham agreed to lead this and speak about the STEM resources with the children. Discussions followed re other sources/businesses who may boost donation. Links with local builders/construction to be explored. Leigh Moore to clarify as above if D&S are willing to partner with others.	AC029	Phone call to Doig and Smith to clarify points raised	Leigh Moore	8/11/12
		AC030	Childrens consultation to be set up to discuss how to spend money	Mark Graham	TBC
	Since meeting a parent has confirmed that Cala are willing to make a donation	AC031	Letter to be written to Cala to enquire re donations to purchase items for new school	Jayne Clinton Debs Fraser	11/11/22 Completed
12/13	Christmas Fayre Jayne Clinton explained plans so far for fayre to be held 8/12/22, 5-7:30 CPS Points raised/approved were as follows: <ul style="list-style-type: none"> • Proposal to increase number of vendors to 8 agreed • Annual Licence for raffle etc to be updated • LG will put name/address on raffle tickets • LG has costumes she can loan adults for the fayre • Chryston Parish Church will do tea/coffee and hot chocolate • Mark Malcolm will do hotdogs 	AC032	Next planning meeting to take place 8/11/22 @ Levi's house, all welcome		

	<ul style="list-style-type: none"> • Snowglobe at a cost of £150 approved – families will be asked to pay a donation and take their own photos. Elf/helper also on hand to take photos • £150 to be donated to school for kids crafts which each child can then take home – saves chaos of child trying to find their own craft at the fayre • Dress down day 2/12/22: kids to bring gift for tombola • Lynsey to be given clear numbers of tables to ensure enough floats • Mobile Chippy van will attend for free and donate 7% of net takings to fayre • General discussion arose around external vendors who would sell candy floss, slushies, hotdogs or popcorn – Rave Buddies had offered to attend for free and keep any monies made. Agreement between all that with Mark doing hotdogs and chippy van attending this is not needed this time but may be worth keeping in mind for the summer fayre 				
14	<p>Lee McKellan has proposed that 2 advent calendars per class are bought at a cost of £30 approx. However, due to generosity of people involved in the Smiggle Raffle, there is likely to be enough donated calendars to cover this therefore calendars not needing to be bought by PC.</p>				
15	<p>My Childs Art: All children in school did a piece of art, now sent away. Info to parents by end of week</p>				
16	<p>Actions Outstanding from previous minutes: Debs Fraser listed the actions outstanding from previous minutes</p> <ul style="list-style-type: none"> • Fundraising-Leigh Moore to carry out action as listed. Fundraising targets, ideas etc to be given priority on agenda at next meeting • Community involvement/engagement • Involvement with NCCF • Virtual PC Meetings 	AC033	Email to be sent to parent forum to explain/draw attention to easy Fundraising and ask for ideas for fundraising	Leigh Moore	18/11/22
		AC034	Outstanding actions/topics listed to be considered as priority for next meeting	All	13/12/22

Actions Update – open actions		Ref	Actions	Owner	Due Date
See point 16 above					
Key Decisions		Ref	Actions	Owner	Due Date
<ul style="list-style-type: none"> Panel for HT interviews to be drawn from a hat. All available and willing PC members who have been trained will be given an equal chance to be on the panel Christmas Fayre proposals agreed 					
AOB and Future Meetings		Ref	Actions	Owner	Due Date
<ul style="list-style-type: none"> School will arrange and advertise a Christmas Jumper swap. This will be done at no cost to pupils and will replace jumper table at Christmas Fayre Lee McKellan enquired re pupil council – Mrs Dunn said she was not keen to focus on a small group in this way and would prefer to promote leadership across the whole school through initiatives such as “Knights for rights” Next meeting: 13/12/22 					