

Chryston Primary School
Parent Council Meeting & AGM
Date: Monday 11th Sept 2023
Location: Chryston Parish Church



Item No.	Items Discussed	Actions	Owner	Due Date																						
1	<p>Welcome & Attendance: Leigh Moore welcomed everyone to our AGM and the first meeting of this year. Those in attendance were:</p> <table border="0"> <tr> <td>Leigh Moore (PC Chair)</td> <td>Christopher Baxter (PC Member)</td> </tr> <tr> <td>Graeme Walker (PC Secretary)</td> <td>Gemma Lynch (PC Member)</td> </tr> <tr> <td>Jayne Clinton (PC Member)</td> <td>Stacey Gray (PC Member)</td> </tr> <tr> <td>Mark Graham (PC Member)</td> <td>Mrs Jilly Moffat (Headteacher, CPS)</td> </tr> <tr> <td>Debs Fraser (PC Member)</td> <td>Mrs Lorraine Fleck (Acting DHT, CPS)</td> </tr> <tr> <td>Lynsey Graham (PC Member)</td> <td>Mrs Linda McIntyre (PT, CPS)</td> </tr> <tr> <td>Jennifer Rodden (PC Member)</td> <td>Samantha McLaughlan (Parent)</td> </tr> <tr> <td>Susan Watt (PC Member)</td> <td>Laurie Marshall (Parent)</td> </tr> <tr> <td>Colin McIntyre (PC Member)</td> <td>Levi White (PC Member) - Viva Zoom</td> </tr> <tr> <td>Ed Clinton (PC Member)</td> <td>Aga Ibek (PC Member) - Viva Zoom</td> </tr> <tr> <td></td> <td>Debra Boyle (Parent) - Via Zoom</td> </tr> </table> <p>Apologies were received from the following people: Arlene Butcher (PC Member) Rachel Crozier (PC Member) Kara Denholm (PC Member)</p>	Leigh Moore (PC Chair)	Christopher Baxter (PC Member)	Graeme Walker (PC Secretary)	Gemma Lynch (PC Member)	Jayne Clinton (PC Member)	Stacey Gray (PC Member)	Mark Graham (PC Member)	Mrs Jilly Moffat (Headteacher, CPS)	Debs Fraser (PC Member)	Mrs Lorraine Fleck (Acting DHT, CPS)	Lynsey Graham (PC Member)	Mrs Linda McIntyre (PT, CPS)	Jennifer Rodden (PC Member)	Samantha McLaughlan (Parent)	Susan Watt (PC Member)	Laurie Marshall (Parent)	Colin McIntyre (PC Member)	Levi White (PC Member) - Viva Zoom	Ed Clinton (PC Member)	Aga Ibek (PC Member) - Viva Zoom		Debra Boyle (Parent) - Via Zoom	No Action Required	N/A	N/A
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PART 1 - ANNUAL GENERAL MEETING																										
2	<p>Membership: Leigh advised that the following people have left the Parent Council this year.</p> <ul style="list-style-type: none"> ● Joanne Elliott ● Jennifer Troup ● Lee McKellan <p>Leigh extends thanks to those members for their hard work and dedication to the Parent Council.</p>																									

Financial Report: Lynsey presented a report on the finances for 2022/23. The report had previously been circulated via email to PC members.

This table shows an overview of monies in and out over the last year..

Date	Opening Balance	In	Out	Closing Balance
17/08/2022				£2,688.38
16/09/2022	£2,688.38	£603.02	£1,159.00	£2,132.40
16/11/2022	£2,132.40	£45.00	£1,178.40	£999.30
16/12/2022	£999.30	£4,661.09	£582.43	£5,077.96
16/01/2023	£5,077.96	£1,162.81	£298.50	£5,942.27
16/02/2023	£5,942.27	£337.59	£100.00	£6,179.86
16/03/2023	£6,179.86	£0.00	£180.00	£5,999.86
14/04/2023	£5,999.86	£0.00	£321.87	£5,677.99
16/05/2023	£5,677.99	£208.50	£51.00	£5,835.49
16/06/2023	£5,835.49	£3,715.18	£2,631.20	£6,919.47
14/07/2023	£6,919.47	£0.00	£400.00	£6,519.47
Closing Balance				£6,519.47

4

Information Only / No action required

N/A

N/A

Colin asked what the money was going to be used for. It is important when asking parents for fundraising that they see the money being spent on the pupils rather than sitting in the bank. Lynsey noted the healthy bank balance but reminded everyone that we have made spending commitments for this year, such as swimming lessons, P7 and although we will bring money in from the christmas fayre we will have to cover the running costs. Jayne estimated that this will be approx £800.

Lynsey was also able to provide further detail regarding fundraising activities:

Activity	In	Out	Profit
Halloween	£1,450.95	£1,168.75	£282.20
Christmas	£3,927.52	£860.63	£3,066.89
My Child's Art	£305.29	£9.35	£295.94
Sports Day	£434.16	£129.92	£304.24
Summer	£3,141.00	£792.60	£2,348.40
Gala	£51.36	£0.00	£51.36
Easy Fundraising	£152.55	£0.00	£152.55
TOTAL	8721.29	2961.25	5760.04

	Debs asked if this was all the money that had been raised? Lyseny advised that there had been money raised from CALA and Doig but this money had gone straight to the school and so wasn't recorded within the PC accounts.			
PART 2 - PARENT COUNCIL MEETING				
5	Previous minutes: The previous minutes were approved having been proposed by Debs and seconded by Leigh. A copy of the previous minutes are now available on the school website or by requesting a copy from pc email (chrystonpcfunding@gmail.com).	Previous minutes to be uploaded to the school website.	Graeme	ASAP
6	<p>Headteacher Update Mrs Moffat started off by saying that all children and staff have settled in at the start of the new term.</p> <p>As everyone is aware there has been a further delay with the new build which has now been pushed back until after the October school holidays. Although this may be disappointing Mrs Moffat stated it is only 10 extra teaching days and will allow a more natural break.</p> <p>Mrs Moffat recently held a School Improvement session for all parents. This session looked at the recent HMI report and plans for the next School year. Mrs Moffat will produce an infographic to be sent to the wider parent forum.</p> <p>It seems like so long ago, but Mrs Moffat gave an update regarding the DHT post. We had 16 really good applicants, with 8 being shortlisted for an interview. All candidates were very strong and gave impressive interviews but Mrs Moffat was pleased to announce that Mrs Suzanne Cassidy has been appointed as substantive DHT. Suzanne is currently DHT in St Machans primary school in East Dunbartonshire and brings a wealth of experience with her. HR paperwork has all been completed but we are just waiting for an official start date. Mrs Moffat hopes this will be in line with moving to the new school but that will depend on when East Dunbartonshire releases her.</p> <p>School Photos have been pushed back until 24th October and 2th November so that the photos are in the new school. Jen asked about P1 pictures in the local paper. Mrs Moffat stated that they haven't been in touch yet.</p>	Information Only / No action required	N/A	N/A

<p>7</p>	<p>Newbuild Update</p> <p>Mrs Moffat advised that the new school is currently in the testing phase. Last day of school will be Friday 13th October. NLC will move all boxes during the October break with Teachers returning on Mon 23rd where they will have 2 days to begin unpacking and setting up their classrooms. Children will return to the school on 25th October. Teachers are to be given a training session but Mrs Moffat has asked if this can be done prior to the move as she is keen that the 2 extra inset days are used for preparing the class rooms and not administrative tasks.</p> <p>We have already begun the process of packing the current school building so you may see boxes starting to pile up, however we need to be mindful of the educational experience that we offer the children. NLC have approved additional staff hours to assist with packing and we will soon be having some parent helpers coming in to assist.</p> <p>Mrs Moffat advised that she has been having regular updates regarding the new building. These have started to ramp up recently. The initial focus had been decent but now we have had our first partnership meeting with the NHS too. There will be things to work out, such as maintenance budgets and Fire Warden arrangements etc.</p>			
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	<p>Leigh asked if it would be possible for the parent council to support the school with a legacy item such as a tree or piece of playground furniture like a buddy bench. Mrs Fleck advised that there is already a tree being planted on behalf of the "Queen's canopy" and that the playground has benches etc in place. Debs suggested a Sensory Pathway which is designed for children with ASN but would also benefit other children and staff and help to self regulate through movement and improve focus and concentration in class. Ed suggested that we could give the pupils a memento for being first pupils in the school, such as a new tie or a badge. Levi commented that she was keen that it is a legacy item and something that should last the test of time. Mrs Fleck will check with the engagement officer at NLC and the builders and feedback.</p> <p>Graeme asked about storage space within the new school. The Parent Council currently has an old wooden cupboard which is used for excess tuck etc. Mrs Moffat is unsure exactly what space we will have in the new school but is sure we can find somewhere. Graeme will arrange to have the PC cupboard emptied & and do inventory of what's there.</p>	Graeme to clear PC cupboard	Graeme	ASAP
8	<p>Matters Arising Christmas Fayre - Jayne gave an update to say that the Christmas Fayre is planned for Friday 1st December. We haven't really begun to plan much detail yet - we will need to wait until we see inside the new school. However the plan is that this will be even bigger and better than last year. We have already had a couple of stallholders express interest and some children are keen to be involved too. Mrs Moffat to add to important dates calendar</p> <p>School Disco - The hope had been to have either a Halloween Disco or a New school party. The original plan was to have that in October time - a few weeks after the move, however with the school being delayed it is now felt that we unfortunately cannot run a disco this year. The current school is out as there are too many boxes about. Halloween is only 1 week after we move and it was felt that this was too soon. Mrs Moffat advised that the school will have a Halloween party during the day for the kids. Mark proposes that we purchase Diluting Juice, Crisps, and Chocolate / snacks for each Class. He also proposes that we donate a hamper to the staff after they have moved. Seconded by Graeme. Leigh to sort Crisps / Juice. Debs and Mark to put Hamper together..</p>	<p>Jayne to Liaise with Planning group</p> <p>Leigh to sort party snacks Debs/Mark to arrange Hamper</p>	<p>Jayne</p> <p>Leigh Debs/MARK</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

9	Fundraising Mrs Moffat Identified the biggest need in the school is investment in IT equipment. Other local authorities operate with one device per child but we currently have 1 device per 5 children. As previously reported, Mrs Moffat will work with Jayne for National Lottery funding, however this has not yet been done as they were waiting for the new school first. NLC has an incentive at the moment, where if you buy so many devices they will purchase some too. Mrs Moffat advised that if the PC could support that in any way the school could also contribute, Lynsey proposed that we purchase 6 iPads and 6 Laptops. Jen seconded	Payment to be sent to School	Lynsey	ASAP
	Mark asked about us using My Child's Art again this Christmas. Leigh advised that the company had contacted herself to say the portal was reopening for christmas projects. All agreed that reusing was a good idea - Leigh stated she was happy to coordinate this again	Leigh will contact school to establish best timing	Leigh	ASAP
	Debs asked about re-running 'Fund-Raisin' project again, this was seen as a good fundraising opportunity with a low running cost. Again it was agreed it would be good to re-run this.	Leigh will contact school to establish timing	Leigh	ASAP
10	Parent Engagement Jayne is passionate about improving parent engagement. Part of her new role at work is going round other schools and meeting parents. Jayne would like to see us have more of a presence at "meet the teacher", parents evenings etc Jayne proposes that we have a subgroup that looks at this.	Jayne to look into setting up a group to coordinate hospitality stations	Jayne	ASAP
11	Auchengeigh Miners' Remembrance Service We have received correspondence for the Auchengeigh Memorial event which will take place on 17th Sept. This is normally represented by Schools in Moodiesburn but had come to us through the NCCF.	For Information	N/A	N/A
12	Constitutional Documents Lynsey advised that draft constitution, comms charter and code of conduct have been circulated to the working group for feedback. Once documents have been redrafted they will be circulated around the full group.	Working group to review draft documents. Lynsey to feedback	Lynsey	ASAP
	Debs raised concerns around GDPR and things like previous minutes and emails being stored from as far back as 2016. Graeme suggested this was addressed as part of the constitutional review group. Jennifer advised a P7 parent has recently achieved a qualification in GDPR and suggested reaching out.	P7 parent contacted regarding GDPR	Jennifer	ASAP
13	Playground Ed had wanted to discuss playground activities but feels this has already been covered under new build.	No Action Required	N/A	N/A
AOCB		Actions	Owner	Due Date
10	Crowwood Networking Leigh advised that Crowwood Golf Club are looking for someone to attend networking events / Tea /Coffee. anyone interest to contact Leigh	Anyone interested to contact Leigh	Everyone	ASAP

11	<p>P7 Hoodies</p> <p>Leigh updated everyone that all Children and most teachers have been sized for hoodies. Customique has sent the design for approval. Leigh and Jen will proofread the names. Leigh advised that the teachers' hoodies will say CPS or Team Chryston or something rather than 24 with the P7 Names. Due to time restraints with the ordering, a vote was conducted last week that we increase the amount of money that parents are asked to contribute. This is because the cost of the hoodies has risen in the last few years but the amount parents asked to contribute has stayed the same. The proposal is that we pay 40% of the average cost which sees parents asked to contribute £12 this year. Leigh asked Mrs Moffatt if the P7s could wear the hoodies on PE days, as last year's P7s had been allowed to do this. Mrs Moffatt agreed that the P7s can wear the hoodies as part of their uniform on PE days.</p> <p>Ed wished to note that he was happy we were able to support the teachers with this. These trips could not go ahead if it wasn't for the dedication and support of the teachers who give up their free time to support the children.</p>	Names to be checked / Order placed	Leigh / Jennifer	15/09/23
12	<p>Date of Next Meeting</p> <p>Leigh advised that the date of the next meeting had meant to be Wednesday 25th October but this is the week we move to the new Building. Mrs Moffat suggested we move it to the week later. Everyone agreed. Date of next meeting Wednesday 1st November.</p> <p>The chair thanked everyone for coming and closed the Meeting at 20:00</p>	Circulation of meeting dates and change to next meeting date	Leigh / Graeme	ASAP