

Chryston Primary School
Parent Council Meeting & AGM
Date: Wednesday 4th Sept 2024
Location: Chryston Primary School



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: Leigh Moore (PC Chair) Christopher Baxter (PC Member) Graeme Walker (PC Secretary) Gemma Lynch (PC Member) Mark Graham (PC Member) Mrs Jilly Moffat (Headteacher, CPS) Lynsey Graham (PC Member) Mrs Suzanne Cassidy (DHT, CPS) Susan Watt (PC Member) Aga Ibek (PC Member) Hansa Brown (PC Member)</p> <p>There were 3 additional parents in attendance but unfortunately we were unable to obtain contact details.</p> <p>Apologies were received from the following people: Jennifer Rodden (PC Member)</p>	No Action Required	N/A	N/A
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"> ● Colin McIntyre ● Jayne Clinton ● Arlene Butcher <p>Leigh extends thanks to those members for their hard work and dedication to the Parent Council.</p>			

2	<p>As per the constitution, members are appointed to serve a two year term. The following people will continue to serve the second year of their two year term on the parent council:</p> <ul style="list-style-type: none"> • Leigh Moore • Jenifer Rodden • Christopher Baxter • Gemma Lynch • Hansa Brown <p>The following people were appointed to serve a two year term:</p> <ul style="list-style-type: none"> • Graeme Walker • Mark Graham • Lynsey Graham • Ed Clinton • Susan Watt • Aga Ibek <p>Leigh welcomed new parents who had come along tonight to see what the parent council was about.</p> <p>Graeme advised this leaves nine vacancies on the Parent Council.</p>	Membership list to be sent to NLC	Graeme	
3	<p>Office Bearers: Leigh confirmed that there are four Office Bearer Roles; Chairperson, Vice Chairperson, Secretary and Treasurer with each person serving for a period of two years. Leigh and Graeme's term have both come to an end and are eligible for re election. Leigh was nominated by Graeme and seconded by Gemma. Leigh was duly elected unopposed. Graeme was nominated by Chris and seconded by Lynsey. Graeme was duly elected unopposed.</p> <p>Lynsey had previously indicated that she wished to step down but no one had come forward. Lynsey had continued to be treasurer on an interim basis over the last 12 months but can no longer commit to doing this. Lynsey has said that she will be willing to stay on as a signatory on the accounts to provide some continuity. Lynsey has offered to write a 'Role Description' detailing the expectations and tasks involved. Once we have this, we can share it with the wider a parent forum and try to recruit a treasurer. In the meantime, Leigh and Graeme have oversight of the accounts.</p>	<p>Leigh to circulate email with vacancies</p> <p>Lynsey to write role description for treasurer</p>	<p>Leigh</p> <p>Lynsey</p>	<p>ASAP</p> <p>2 Weeks</p>
4	<p>Financial Report: Lynsey presented a report on the finances for 2023/24. A copy of this report is attached to the minutes as Appendix 1. Lynsey explained that although that bank balance does appear healthy, we have ongoing commitments which will account for most of this meaning that we will need to consider fundraising. Lynsey also gave a breakdown on previous fundraising initiatives.</p> <p>Mark asked about fundraising and how we best advertise what we are fundraising for. Could we have a display board for example? Leigh suggested an amazon wishlist for things like crafts, games and stationary items etc. We have tried to be transparent with previous fundraising but it was recognised that people will be more inclined to donate if they know what the money will be spent on.</p>	Information Only / No action required	N/A	N/A

PART 2 - PARENT COUNCIL MEETING

5	<p>Previous minutes: Graeme apologised for the previous minutes not having been sent out. This was due to a number of factors including summer holidays, work commitments and a family bereavement. Graeme gave an overview of the last meeting and action points. No objections. Graeme to check that the website has all relevant minutes etc</p>	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. We now have a school roll of 410 pupils! This is down to a particularly large intake of 77 primary 1 pupils. This translates into 16 classes. As advised at the end of last term, NLC have reviewed the management structure meaning that we have dropped a PT. Mrs McIntyre has decided to go back to being a class teacher and she is loving spending time with the children in her new role.</p> <p>This term we will be working on our school improvement priorities including Numeracy and Learning and teaching assessment. In addition to this, our cluster priority is GIRFEC.</p> <p>As advised last term we have set up an establishment fund committee which will meet once a term. This will look at school funds etc. The first meeting took place recently and Leigh represented the PC. Note- it was previously agreed that the PC would rotate its representative depending on availability etc.</p> <p>NLC has started to open the new school / community hub up to the community for bookings. Mrs Moffat advised that school activities will always take precedence but some groups have started to book far in advance and therefore she would encourage the Parent Council to give a list of dates as soon as possible.</p>	Information Only / No action required	N/A	N/A
7	<p>Newbuild Update Mrs Moffat advised that we have continued to see graffiti and acts of vandalism to the new building. Mrs Moffat thanks Mr Grant and the facilities team who had just spent time cleaning graffiti off all the signs when new markings appeared a week later. We have had a car drive in through the pedestrian entrance at Lanrig road so we are having bollards erected here for safety reasons. We continue to have issues with dog walkers using the MUGA. We are looking at new signage and will try to re enforce via social media.</p> <p>We have a few snagging issues remaining, including the climbing wall and new dining tables. Handover should be in October.</p>	Information Only / No action required	N/A	N/A

8	<p>Financial Commitments</p> <p>Mrs Moffat advised that her school budget was really tight this year. Although we are in need of new IT equipment again, the school does not have any funds available to support this. Note - Last year the School matched the PC contribution meaning we were able to take advantage of ordering in bulk and getting a discount. It was agreed this should be a priority for the school this year.</p> <p>There was a question about Sumdog. Mrs Moffat advised that she would love to have sumdog however the school cannot afford the subscription cost. It was agreed that the PC would fund this. Leigh suggested that we use "FundRaisins" for this. We can advise parents that this will be a targeted campaign and that the funds will be used for this specific purpose.</p> <p>Graeme advised that Mr Grant had asked if the PC would consider buying a pressure washer, hose and extension cord which would allow him to clean the playground. Everyone felt this was a reasonable expense. Ed expressed his thanks to Mr Grant for offering to do this</p>	<p>Leigh to circulate FundRaisin info</p> <p>Graeme to speak to Mr Grant to get idea of what he needs</p>	<p>Leigh</p> <p>Graeme</p>	<p>ASAP</p>
9	<p>Parental Engagement</p> <p>Mrs Moffat thanked everyone for the tea/ coffee and parental engagement offered last year. This was a great opportunity to engage with parents and let them know about the work of the parent council.</p> <p>Leigh advised that we have had parents get in touch to offer help with specific projects such as the summer fayre. It has been great to see new faces and it is great that we are opening up opportunities to all parents.</p>	<p>Mrs Moffat to advise which events she requires support</p>	<p>Mrs Moffat</p>	<p>ASAP</p>
10	<p>Fundraising</p> <ul style="list-style-type: none"> ● Calendar of Events <ul style="list-style-type: none"> ● Halloween - It was felt that providing snacks for the kids to have a party during the day was better than having a disco. ● FundRaisin - To be sent out in october and funds to go toward Sumdog ● Christmas Fayre - Date Friday 29th Nov. Santa has been booked. ● ASDA Grant- This money will go towards new sensory equipment ● ASDA Cashpot - This is a new scheme by ASDA. All parents are encouraged to add the school to their rewards app and the school will receive a % of the money you spend in store and online. ● Recycling - Graeme suggested the possibility of a clothing recycling bin which could be located on the school grounds somewhere and money raised would come back to the PC. Graeme to circulate details on one that he had seen recently. 	<ul style="list-style-type: none"> ● Snack to be handed into school ● Raisins to be handed into school ● Graeme to share details 	<p>Leigh</p> <p>Graeme</p>	<p>ASAP</p>

11	<p>School Transport NLC have cut transport for high School and will be doing the same for Primary next year. It is estimated that 50 kids at Chryston Primary will be affected. Leigh proposed that we lodge a formal letter of objection. Graeme advised that Cllr McLaren had emailed to say that he is in discussions with bus companies about a possible alternative, although this would likely be public transport.</p> <p>Mrs Moffat advised that she is aware of traffic concerns around the new school and is waiting for NLC to get back to her .</p>	<p>Leigh to submit letter of objection</p> <p>Mrs Moffat waiting for info back from NLC</p>	<p>Leigh</p> <p>Mrs Moffat / NLC</p>	<p>ASAP</p>
12	<p>Constitutional Documents Leigh had asked for these documents to be sent out but there seems to be an issue with the email distribution list and not everyone seemed to get them. it was suggested that there be re-sent.</p>	<p>Leigh to ask the school to re send</p>	<p>Leigh</p>	<p>ASAP</p>
13	<p>Connect Graeme advised that NLC had been in touch to advise that they would not be taking out their associate membership with connect which previously covered us. NLC have recommended that each PC take out their own membership which gives access to training and insurance. Leigh advised that the cost would be £157pa. Proposed by Leigh and seconded by Lynsey. No objections</p>	<p>Leigh to contact Connect</p>	<p>Leigh</p>	<p>ASAP</p>
AOCB		Actions	Owner	Due Date
14	<p>Hybrid Meetings Graeme advised that now that Colin had left, we would need to look at how we offer Hybrid meeting solutions. Lynsey has looked into online meeting forums and found a possible solution. Lynsey advised that she is happy to set this up going forward. Graeme asked if we need to look at the PC purchasing a laptop and webcam to facilitate this so that we are not relying on one individual being there all the time. Leigh will look at possibilities.</p>	<p>Lynsey to set up online meetings</p> <p>Leigh to look at possible IT</p>	<p>Lynsey</p> <p>Leigh</p>	<p>ASAP</p>
15	<p>Date of Next Meeting Leigh suggested that we move the next meeting due to the Oct break. Next meeting will be Mon 21st Oct. The chair thanked everyone for coming and closed the Meeting at 20:00</p>	<p>Circulation of meeting dates and change to next meeting date</p>	<p>Leigh / Graeme</p>	<p>ASAP</p>

Appendix 1 - AGM Treasurer Report

Summary of Activity Per Month

Parent Council		2022/23		
Date	Opening Balance	In	Out	Closing Balance
17/08/2023				£6,519.47
15/09/2023	£6,519.47	£60.15	£0.00	£6,579.62
16/10/2023	£6,579.62	£45.00	£1,368.00	£5,211.62
16/11/2023	£5,211.62	£1,260.95	£452.56	£6,020.01
15/12/2023	£6,020.01	£6,827.08	£2,233.77	£10,613.32
16/02/2024	£10,613.32	£285.09	£1,195.99	£9,702.42
15/03/2024	£9,702.42	£0.00	£1,005.88	£8,696.54
16/04/2024	£8,696.54	£2,348.60	£4,796.88	£6,068.26
16/05/2024	£6,068.26	£330.00	£310.60	£6,087.66
14/06/2024	£6,087.66	£2,781.04	£3,402.49	£3,402.49
16/07/2023	£3,402.49	£9.84	£145.00	£3,267.33
Closing Balance				£3,267.33

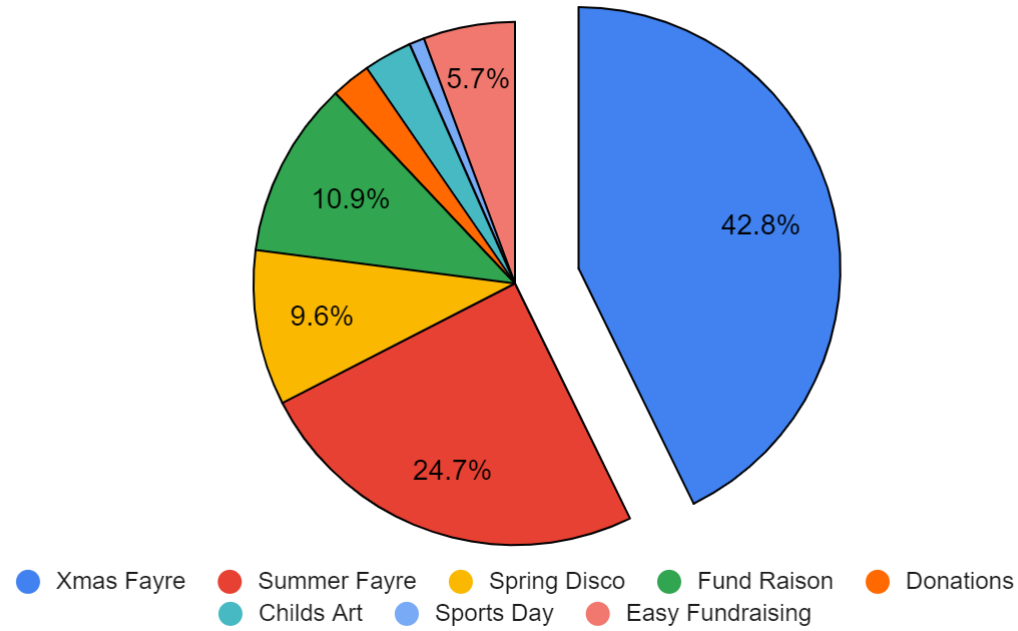
Payments from 23/24 School Year with later transaction dates:

Date	Opening Balance	In	Out	Closing Balance
16/08/2024	£3,267.33	£32.69	£0.00	£3,300.02
03/09/2024	£3,300.02	£3,335.28	£0.00	£6,635.30
Closing Balance				£6,653.30

Fundraising Insights:

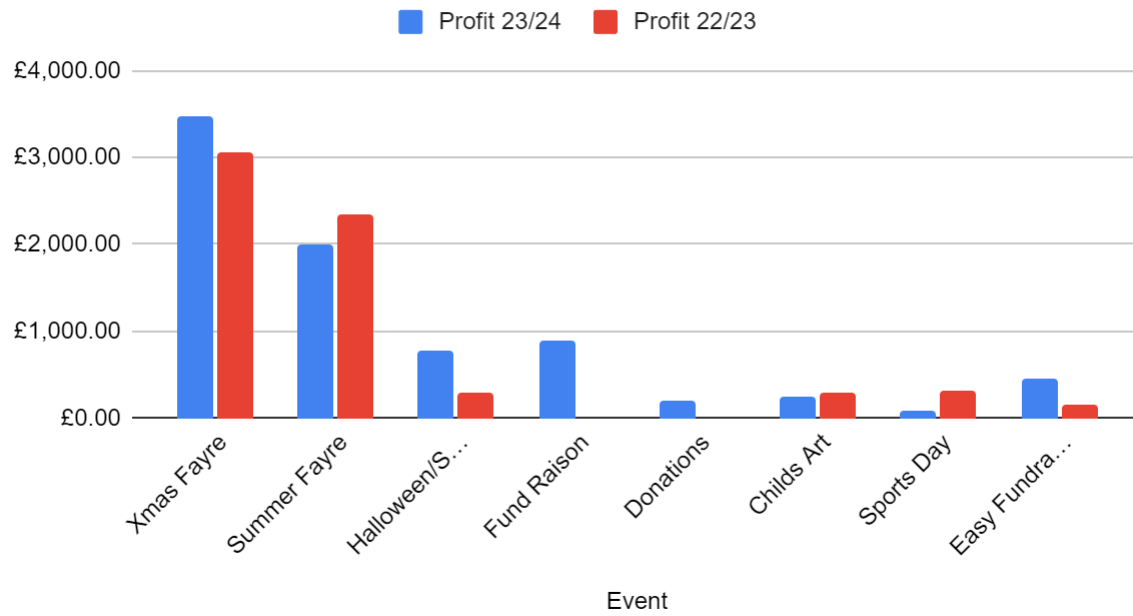
Per Annum % of total fundraising profits

Fundraising 23/24



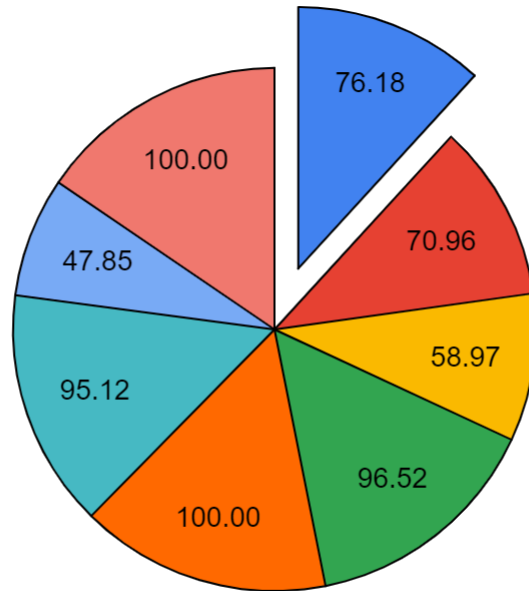
Fundraising Comparison 22/23 and 23/24

Profit 22/23 and Profit 23/24



% Profit Per Fundraiser

Profit %



● Xmas Fayre
 ● Summer Fayre
 ● Halloween/Spring Disco
 ● Fund Raison
 ● Donations
● Childs Art
 ● Sports Day
 ● Easy Fundraising

Event	Payments Out	Payments In	Profit 23/24	Profit 22/23
Xmas Fayre	£1,086.91	£4,562.54	£3,475.63	£3,066.89
Summer Fayre	£821.43	£2,828.87	£2,007.44	£2,348.40
Spring Disco/Halloween	£542.88	£1,323.15	£780.27	£282.20
Fund Raison	£32.04	£919.80	£887.76	N/A
Donations	£0.00	£198.65	£198.65	N/A
Childs Art	£12.45	£255.36	£242.91	£295.94
Sports Day	£82.92	£159.00	£76.08	£304.24
Easy Fundraising	£0.00	£460.60	£460.60	£152.55
	£2,578.63	£10,707.97	£8,129.34	£6,450.22

- Most profit with obtained from larger events such Christmas and Summer Fayre

Proposed Fundraiser Estimates 24/25

Topic	In	Out	Payment Month
Autumn Disco	£800.00	£250.00	October
Christmas Fayre	£3000.00	£600.00	December
My Childs Art	£320.00	£10.00	January
Sports Day	£250.00	£150.00	May
Summer Disco	0	£300.00	May
Ice Cream Van	0	£200.00	June
Summer Fayre	£3,000.00	£700.00	June
Easy Fundraising	£150.00	£0.00	Quarterly

Estimated Re-Occurring Outgoing Funds for 2024/25

Topic	Amount (est)	Payment Month
Swimming Lessons	£1,600.00	September
P7 Hoodies	£800	September
P7 Activity Week	£500	January
P7 Ties	£400	May
P7 Gift Bags	£80.00	June
Sports Day Ice Lollies	£90.00	May
P1 Gifts	£250.00	June
Summer Disco	£300.00	June