



Hilltop Parent Council
ANNUAL GENERAL MEETING
Meeting Minutes



Date: 30/08/2023

Attending: Mrs Donnelly - Hilltop Head Teacher, Karen Murray- Acting Depute, Claire Nicol – secretary, Gary Walker-Chairperson, Jonathan Brown-Vice Chairperson, Laura McGhee- Deputy Head, Alison Irwin-Acting Principle Teacher, Laura Drummond-Acting Principle Teacher, Anne Sangster-Principle Teacher, Ian Blair, Emma Dunne, Mairi McGhee, Roderick Jacobs, Louise Sheen, Lorna Pringle, Heather Aitchison, Kyrsten Reilly, Lucy Chinkumbi, Rosie Thomson, Elizabeth Forrester, Gyneth Arends and Michael McBride – Airdrie South Counsellor.

Apologies: Laura Walker, Andrea Hamilton, Sandra Millar, Leanne Nash

The meeting was opened by Chairperson Gary Walker and everyone was welcomed to the Annual Hilltop AGM parent council meeting. Copies of the minutes from the previous meeting were circulated by email previously to all pc members. Apologies were entered as noted above for today’s meeting.

1	<p><u>Gary Walker - Chairperson - Summary</u></p> <p>Gary Walker (GW) welcomed the group and new parents who have joined us for the first time. He thanked everyone for their support throughout his time as chairperson. He introduced the agenda for the evening and talked this through with the group. Firstly, he discussed “what is the role of the PC?” (see attachment). We are a central voice for the parent forum. We support the school and make links within the wider community. We have many contacts and good relationships have been formed with the stakeholders involved. Usually, the meeting is less formal than tonight but as it is the AGM, we have several things which must be covered. We have a separate fund-raising group chaired by the vice chairperson that often meets in person. Out with the pc meetings we use our social media platforms and What’s app group to discuss and arrange things. All details are on slides.</p> <p>The Chairperson’s Annual Report is also attached for reference and was talked through. Many highlights and achievements from a successful 2022/23 were shown. Such as the fundraising bingo night, summer and Christmas fayres, discos and the little Fix concert. It was highlighted that we</p>	
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	<p>pull together as a group to make all these events happen. Some of these events were at no cost or minimal cost for the children. This year we also managed to support the school trips which were a great success and offered to all year groups and nursery children. List of provisional dates for future meetings and events were distributed (see attachments).</p> <p>Gary welcomed Counsellor Michael McBride - Airdrie South along to the meeting. He was thanked for his continuous support to the school.</p> <p>GW then advised the Parent Council roles that were up for election at tonight's meeting and asked for names of anyone who was interested to step up. The changes to the elected roles were as follows:</p> <table border="0" data-bbox="268 741 1241 931"> <thead> <tr> <th></th> <th>(Nominated by)</th> <th>(Seconded by)</th> </tr> </thead> <tbody> <tr> <td>Chairperson – Mairi McGhee</td> <td>Jonathan Brown</td> <td>Gary Walker</td> </tr> <tr> <td>Vice Chair – Ian Blair</td> <td>Mairi McGhee</td> <td>Emma Dunne</td> </tr> <tr> <td>Secretary – Claire Nicol</td> <td>Emma Dunne</td> <td>Ian Blair</td> </tr> <tr> <td>Finance – Emma Dunne</td> <td>Jonathan Brown</td> <td>Ian Blair</td> </tr> </tbody> </table> <p>The finance report was given by GW and JB (Jonathan Brown). Highlights of the report were over £11,000 was raised last year and £8,317 spent. £2735 is available for the start of the year but money is required to be kept in mind for upkeep of defibrillator, ties, hoodies etc. These have yearly running costs which are required from PC funds. Full breakdown is attached in GW report.</p> <p>GW provided us with an update on the defibrillator and explained how crucial this equipment can be and told us that it has been accessed 3-4 times in the past 6 months by the community.</p>		(Nominated by)	(Seconded by)	Chairperson – Mairi McGhee	Jonathan Brown	Gary Walker	Vice Chair – Ian Blair	Mairi McGhee	Emma Dunne	Secretary – Claire Nicol	Emma Dunne	Ian Blair	Finance – Emma Dunne	Jonathan Brown	Ian Blair	
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2	<p><u>Mrs Donnelly – Head Teacher Update</u></p> <p><u>Our School Priorities</u> – Mrs Donnelly gave a presentation regarding the Cluster, School and Nursery priorities for the coming terms. She explained that there is a cluster head teacher to be appointed soon. Last year's priorities were children's health and wellbeing, improving parental agreement and a particular focus on writing. There have been no exclusions in our school with regular monitoring of attendance. We had 90.7% for our attendance and we strive for 95%. There is a wellbeing app which the school uses and this is to ensure that all relevant information can be passed onto relevant agencies and all staff are required to be trained in using this.</p> <p>Emma Dunne asked Mrs Donnelly if technology now available to children is causing issues with children's writing. Mrs Donnelly said that technology is a good way of getting children engaged but there is a balance between digital tasks and writing.</p> <p><u>Next steps:</u></p> <p><u>Increase Barnardos support through PEF:</u> Fraser remains with us working now in the school 5 days per week. He will be having drop in coffee mornings to try and link more with families. Mrs Donnelly asked if we could get word out to try and highlight</p>																

	<p>these mornings and hopefully encourage families to attend. The first morning will be held on Friday 1st September.</p> <p>Small groups of children will be invited out of assembly (p3-p7) the aim is to increase opportunity for pupil voice and let them be active participants in school improvement.</p> <p>Mrs Donnelly also gave figures and highlighted the priority in improving writing throughout the school in the coming terms.</p> <p>This year the empowering cluster model continues with attendance and learning across the school. The full improvement plan for the school and nursery is available on the school website.</p> <p>Mrs Donnelly discussed getting parents involved in a group to discuss the best way that £5000 could be spent (allocated from PEF funding). This money could be used for example a block of swimming for P5 children. Although happy to hear other ideas from parents and will set up a group to discuss further.</p> <p><u>Photography</u> – The photographer will be visiting the school and nursery to take pictures of the children on Wednesday 20th and Thursday 21st of September.</p> <p><u>Meet the Teacher</u>: The event will be held on Wednesday 5th of September 3pm-4pm.</p> <p>Question was asked by PC member regards the school crossing as it was noted there was an additional crossing patroller at the end of last term. Michael had commented that he would look into this and he was aware that there was recruitment happening for North Lanarkshire schools at present.</p>	
3	<p><u>Nursery Update</u></p> <p><u>No specific update was given but mentioned by Mrs Donnelly as part of her presentation regards the aims of what will be expected within the new term. In particular, the virtual nature programme which develops listening and talking skills.</u></p>	
4	<p><u>Fundraising Group – Gary Walker</u></p> <p>Our next planned event will be the Halloween discos to be held on Thursday 26th October.</p> <p>Christmas Fayre is also planned to be held on Saturday 25th Dec 10am-2pm. Planning will start shortly through the what’s app group.</p> <p>We have provisional dates for fundraising events in the diary for this school year (see attachment).</p>	

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Next Meeting:

GW closed the meeting and thanked everyone for their support.

The next Parent Council Meeting will be **Wed 4th Oct 2023 at 18.30**. To be held in the school hall.

