



St Brendan's  
Primary School and Nursery  
45 Barons Road  
Motherwell  
ML1 2NB

Parents  
Council  
Meeting – AGM Minutes

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Date : 05/09/23

Time : 18.00

Meeting chaired by : Donna Matthewman

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Distribution of Minutes:

All attendees  
Catherine Sweeney  
Motherwell Cllrs

Attendees :

- Mrs Oates (HT - MO)
- Miss Burns (MB)
- Donna Matthewman (C - DM)
- Lisa Hewitt (VC – LH)
- Collette Feeney (CF)
- Kate Anderson (KA)
- Martin Grey (MG)
- Lynne Kellas (LK)
- Amy Dornan (AD)
- Louise Curley (LC)
- Chloe Robertson (CR)
- Karen Nailen (KN)

Apologies:

- Mrs Colton (MC)
- Mrs Cassidy (Clerk – MCA)
- Lesley-Ann Henderson (SEC – LAH)



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<u>Reference</u>	<u>Comment</u>	<u>Action by</u>
1.00	<u>REPORT OF THE WORK OF THE PARENT COUNCIL 2022/2023 (CHAIR-DM)</u>	
1.01	DM prepared and shared the annual Chairperson's report, summarising the work of the PC over the session 2022/2023. A full copy of this report has been attached to these minutes (see Appendix 1).	
2.00	<u>FINANCIAL REPORT</u>	
2.01	Not Applicable.  As our school has two separate committees (Parent Council and Parent Fundraising), the Parent Council doesn't have a bank account, does not receive funds and all funds are raised and handled by the Parent Fundraising Group. Therefore, there is no financial report produced for our group.	
3.00	<u>REVIEW OF PARENT COUNCIL CONSTITUTION (C – DM)</u>	
3.01	Copies of the PC Constitution were distributed and it was agreed by all that it was still relevant, appropriate and no amendments were required.	



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4.00      PARENT COUNCIL MEMBERSHIPS AND VACANCIES (C – DM)

4.01      DM explained that 7 out of the 8 PC vacancies were up for re-election as two years had been served by the existing members. The 1 exception to this was KA who has one more year to serve. DM also explained that all Office Bearer positions were up for re-election as they are voted for annually.

The result of the discussion and vote, and therefore confirmation of the new Parent Council was agreed as follows:

Donna Matthewman (Chair)  
Lisa Hewitt (Vice Chair)  
Lesley-Ann Henderson (Secretary)  
Kate Anderson (Treasurer)  
Karen Nailen (Parent Representative, St Brendan's Nursery)  
Collette Feeney (Parent Representative)  
Louise Curley (Parent Representative)  
Chloe Robertson (Parent Representative)

Co-opt Member – Martin Grey (St Brendan's Parish Representative)

Miss Burns and Mrs Colton will continue to co-share the role of staff representation at the PC meetings.

DM welcomed new members Louise Curley, Chloe Robertson and Karen Nailen.

5.00      DM also thanked Adelle Douglas for all her contributions as Treasurer of the group. Adelle stepped down as her daughter has now moved to High School. Thanks were also given to Amy Dornan and Lynne Kellas who stepped down as Parent Representatives and both were encouraged to continue to support the PC by attending future meetings where they'd be made most welcome as part of the wider parent forum.

5.01

**AOCB**

The dates for the future PC meetings were set out and confirmed as follows:  
26<sup>th</sup> September 23  
14<sup>th</sup> November 23



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16<sup>th</sup> January 23

23<sup>rd</sup> April 23

4<sup>th</sup> June 23

Any parent of the school is welcome to attend any of the future PC meetings. All are most welcome.

Our channels are:

[www.facebook.com/groups/stbrendanspcfc](https://www.facebook.com/groups/stbrendanspcfc)

[Twitter.com/stbrendanspcfc](https://twitter.com/stbrendanspcfc)

PC Mailbox – [pcstbrendansprimaryschool@northlanarkshire.npfs.org.uk](mailto:pcstbrendansprimaryschool@northlanarkshire.npfs.org.uk)

All are live now and we encourage parents to invite other parents to engage.

(See below for Appendix 1).



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Appendix 1

**CHAIRPERSON'S REPORT  
PARENT COUNCIL ANNUAL GENERAL MEETING  
SAINT BRENDAN'S PRIMARY SCHOOL AND NURSERY  
CLASS**

**Tuesday 5<sup>th</sup> September 2023, 6pm**

The Parent Council met formally on six occasions over session 2022/23.

A key change to Parent Council operations was the development of our Social Media Strategy in partnership with our Parent Fundraising group. The aim of this was to improve communication with the parent forum. A twitter account and a facebook account have now been set up as part of this strategy.

Many discussions took place regarding the cost of the school day and particularly, school uniform. For the second year in a row, the Parent Council issued an informative newsletter to parents/carers to provide information and options to help reduce uniform costs. The Parent Council have also stressed their support of the clothing bank in the school and how this supports the Eco schools agenda.

As in previous years, the Parent Council have continued to raise concerns about pupil safety as a result of parking and traffic around the school with North Lanarkshire Council, the police and other elected representatives. Although a solution is yet to be found; the Parent Council continues to be active in further pushing this agenda to ensure the safety of our children.

The detailed Head Teacher report continues to be a key part of Parent Council meetings. The Parent Council appreciate key information about school improvement priorities, events and staffing being shared. For example, the Parent Council were delighted that the school achieved the Silver Rights Respecting Schools Award. The Parent Council has been consulted on a wide range of issues like the School Improvement Plan and Pupil Equity Fund spending.

A highlight of the year was the HMIE Report. The Parent Council and many members of the Parent Forum contributed to this process. Inspectors noted that more parents than normal wanted to be part of focus groups. It was noted that parents were exceptionally pleased with the quality of education and support for their children. The Parent Council were delighted with the outcome of the inspection and congratulated the



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staff for their hard work. Since the inspection, the HT has kept the school updated on how action points are being addressed through the School Improvement Plan. The Parent Council are particularly pleased that a plan has been put in place to address action points identified for the nursery.

Session 2022/23 was a year in which 'normality' returned to the school in terms of community events being planned. The Parent Council appreciated consultation about these events and continuously thanked the school staff for providing such opportunities for their children. In particular, the Summer Concert and Summer Fayre were highlights of the school year.

Overall, 2022/23 continued to be a year where the Parent Council worked in partnership with the school to ensure the best decisions for the children were made.

D.Matthewman, Chairperson.