

St. Michael's Parent Council – AGM Minutes

Date: 10/11/2025

Time: 6-7PM

Venue: Saint Michael's Primary School

Chair: Lisa Tierney

Attendees: Mrs Greechan, Mrs Belam, Lisa Tierney, Sarah Montgomery (Teams), Stephanie Burns, Kirsty Brolly, Mandy Glass, Betty Ferns (Church representative), Cat Hughes, Pamela McClune, Kayleigh Findlay, Francesca O'Neill, Laura Duffy (Teams), Leigh Anne Stark, Marisa Buchanan, Paula McGovern, Lisa Gilmour, Danielle Law, Rebecca Murdoch.

Apologies: Susanne O'Connor, Angela Fitzpatrick, Julie Conway, Lynsey O'Connor, Lindsay Agnew, Gerladine Draffan.

1. 60th Anniversary of the School

- Celebrations to be highlighted within the school.
- PC members suggested use of notice boards at The Larch and Moodiesburn library for promotion.
- The Parent Council (PC) will help promote, particularly to members of the school community, grandparents, and former pupils and parents of Saint Michael's.

2. Raffle Prizes

- Mrs. Greechan inquired about who is organising prizes and what items are needed.
- Lisa Tierney updated that work has begun on this by a few PC members, but it is a large task and will need to be divided up.
- Caroline Forrester in the school office is happy to liaise as school rep.

3. Road Safety Signs

- Signs have now been ordered by the school.
- Caroline to provide the final costing, and Mrs Greechan asked if the PC will help support payment.

4. Christmas Event

- Date confirmed: **Sunday 30th November 2025**, 3–5 PM (Knights of St Columba).
- Lisa Tierney provided an update, including a potential clash with Bridgend FC's event. There will be games, raffles, teddy tombola, prizes, crafts, Santa... PC will organise and run; school staff are invited along.
- Discussion held around ticket sales and pricing.
- An electronic leaflet will be sent to the school for distribution. Marisa Buchanan to prepare ticket slips for envelopes.
- The PC will have a **stall at the Coffee Morning** to sell event tickets and Christmas hamper raffle tickets.
- Stephanie Burns to include event details in the newsletter.

5. Christmas Movie Day

- Planned for the end of term: two separate days/events in the school hall.
 - **Monday 15th Dec:** P1–3
 - **Tuesday 16th Dec:** P4–7
 - **Time:** 3–5 PM
- Donation entry at the door was agreed.
- Treated as an after-school club: permission slips required and a list to be provided to the office. Mrs. Greechan will read out names for attendance.
- An electronic leaflet will be sent to the school for distribution. Marisa Buchanan to prepare ticket slips for envelopes.
- Films require permission for anything higher than a U marking.
- Refreshments to be provided by PC – popcorn discussed but PC also made aware of responsibility for clean-up after events.
- Films will be agreed and downloaded ahead of time, to be projected onto large screen.
- Mrs Greechan confirmed the requirement for around 6–7 adult helpers at each event (perhaps more for infant showing). Volunteers needed for toilet supervision and foyer monitoring.
- Children may bring their own cushion, pillow, or blanket. Marisa Buchanan will mark on flyers.

6. Rainbow Raffle

- Agreed that this can be an ongoing fundraiser for future Parents' Evenings
- PC agreed to add more colour themes since uptake was very high first time.

7. Parent Council Email

- The St Michael's website email will be updated to the new PC address.
- Agreed by all.
- Mrs Greechan will contact Mandy Glass directly for details of this.

8. Parental Engagement

- LT and Mrs Greechan. Discussion to be carried forward to the next meeting.

9. Banking and Online Payments

- Lisa Tierney and Stephanie Burns updated on progress with new bank accounts. Monthly charges are an ongoing issue and research into a new account has begun. Options are Co-operative bank (money paid at Post Office), or RBS, OR Santander (details on website under Business.) Carried forward to next meeting.
- LT discussed options for electronic payments, such as **SUMUP** (iPay equivalent for the PC).
- Lorraine McBride oversees PC finances at the authority level – Treasurer to contact about 'best practice' across authority.

10. Leavers' Hoodies

- Proposal to change suppliers this academic year for better quality and embroidered emblems.
- This year was Customique.
- LogoXpress were previously used – we agreed to try them again.

11. December Coffee Morning

- PC to run a stall and provide helpers for the event. LT will do a poll for names.
- Rainbow raffles will be on display and raffle tickets will be sold again.
- We will also sell tickets for the Christmas fundraiser.

12. PVGs (Protecting Vulnerable Groups)

- School is compiling a database of helpers with PVG. This includes: PC members, those the school put through PVG, and any volunteers who already have their own existing PVGs (school do need to verify these.)
- Mandy Glass reminded us that all helpers at PC events must have a **specific PC PVG**; other PVGs do not count.

13. Extra Fundraising

- Discussion on additional fundraising opportunities for the PC.
- Mrs Greechan explained that school fundraising (e.g. Lent, Christmas tuc, trips, buses) is already planned in the school's year calendar.
- PC fundraising will be considered extra-curricular and therefore no events will be allowed within the school day.
- After-school events (3–5 PM) are permitted; later events require a let.

Any Other Current Business (AOCB)

14. Point of Contact for PC

- Main contact for PC: **Caroline Forrester** (Office Manager). Pam McClune should continue to use Pamela Rand for Rainbow Raffles.

15. Sacramental Dates

- First Confession dates have been sent out.
- Communion is Saturday 16th May 2026, 12pm mass.
- Confirmation dates still to be confirmed.

16. Office Bearers for session 2025-26

- **Chair:** Lisa Tierney
 - **Vice-Chair:** Sarah Montgomery
 - **Secretary:** Stephanie Burns
 - **Treasurer:** Kirsty Brolly
 - **Admin Officer:** Mandy Glass
 - **Social Media Manager:** Pamela McClune
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Next Meeting: [12/01/2025 at 6-7pm]