



## Parent Council AGM Minutes

Tuesday 12<sup>th</sup> September 2023

7-8.30pm - Teams

**Apologies;** Pamela Yule.

**Present;** Jennifer Walsh (Acting HT), Sarah Barry (chair), Catherine Macklon (vice chair), Alison Renfrew (secretary), Penny Canning (Treasurer), Hazel Munton (clothing crew), Andrew Doherty (parent), Fiona McGuffie (parent), Mark Westbrook (parent), Suzanne Baxter (parent), Kira (parent).

Sarah opened the meeting by welcoming Mrs Jennifer Walsh, our new acting head teacher.

### 1. Minutes from 2022 AGM

Nil comment; *proposed by Sarah Barry and seconded by Penny Canning*

### 2. Head teacher update

Please see attached.

**Highlighted;** please note the dates for Family Learning Conversations (formally known as Parent's night) 10 and 11 October and also the family session for Inclusive Approaches to be run in partnership with the cluster educational psychologist Wednesday 25<sup>th</sup> October 3.15-4.15pm

### 3. Chair Update

Please see attached

**Highlighted;** Can we please draw your attention to the Co-op Fund for the planned orchard – sitting at £610 to date with 2 months to run. You can support this cause by using your co-op card in any co-op when shopping if you log in to your account and select the school cause.

Sarah praised those involved in liaising with the Trim Trail companies and arranging all the work in the background - -push now to move on with the preferred bid

The clothing crew were also highlighted and praised for the invaluable work they do co-ordinating donated uniform as well as running the lost property.

Mrs Walsh added her thanks and commendation to them as well - - a valuable asset she had never experienced in a school before.

## **Nominations**

No formal approaches were made in the lead up to the AGM for office bearer volunteers. As such the existing office bearers were asked if they were willing to remain with unanimous agreement.

Chair – Sarah Barry – *proposed by Andrew Doherty; seconded by Catherine Macklon*

Vice Chair – Catherine Macklon – *proposed by Penny Canning; seconded by Sarah Barry*

Treasurer – Penny Canning – *proposed by Catherine Macklon; seconded by Alison Renfrew*

Secretary – Alison Renfrew – *proposed by Sarah Barry; seconded by Penny Canning.*

Fundraising sub-committee; Pamela Yule (absent from the meeting) will be approached to see if she is still willing to be involved with this.

Hazel Munton agreed to remain involved along with Andrew Doherty. Suzanne Baxter, Fiona McGuffie and Mark Westbrook all agreed to be co-opted as parent volunteers.

## **Treasurers report and approval of accounts**

Please see attached balance sheet;

With the main drive to raise funds for the new Trim Trail being the focus of session 22/3 we are now in a position where we need to focus on boosting the parent council fund in order to support the school with additional purchases such as P7 hoodies and additional extra curricular resources.

With £1, 049 left after Trim trail expenditure it will be a tight year for expenditure.

*Proposed; Sarah Barry, seconded Alison Renfrew*

## **Independent examiner**

Having taken on the accounts in a less than ordered fashion the focus of the year has been to enhance the transparency and accountability of the Parent Council.

The books have balanced after a lot of work and been examined by Simon Barry (Sarah Barry's father who is a chartered accountant).

Approval was sought and agreed that Simon Barry will be the Independent Examiner for the year 2023/4.

*Proposed by Penny Canning and seconded by Catherine Macklon.*

## Approval of constitution

Sarah gave a historical overview of the need for a parent council to operate under a formal constitution as we exist as a

The previous existing constitution was found by Mrs MacKenzie before she left but has been reviewed and updated.

This will be uploaded to the school website for all to access and is much more robust than its predecessor.

*Proposed by Alison Renfrew, Seconded by Catherine Macklon.*

Action – upload the KPS Parent Council Constitution to the school website - liase with Chloe/Mrs Walsh
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**AOCB**; nil for the formal AGM.

## **Parent Council meeting;**

### Road Safety

Sarah, Alison and Mrs Walsh were involved in a Teams meeting with Fiona Muir (Renfrewshire council road safety officer), the local councilors and community council on Monday 11<sup>th</sup> September.

The main focus of this meeting was to discuss the ongoing issue of road safety at the school both at drop off and pick up times.

This is not a new issue but becoming an increasing concern from many parties – Parent Council, school, parents and carers of children coming to the school and local residents.

The meeting was very positive and the road safety officer is looking into many proposed options that may be trialed over the next year or more to improve traffic flow, speed, visibility and safety.

Many of these are subject to lengthy council regulatory checks and consultations and in the meantime it has been agreed that some meaningful steps will be pushed from the Parent Council and the school to begin changing behaviours and culture around road safety.

These will potentially include;

- \*Promotional leaflet home in every school bag of the poster that was within the Sway newsletter
- \*Assemblies and pupil working groups will be utilised to reinforce road safety messages to the children including the development of Junior Road Safety Officer roles for the senior pupils.
- \*Park and Stride to be incentivized with a class prize for the most successful class +/- pupil
- \*Push use of the school bus – this would ensure pupils from the bottom end of the village are getting home a safe, greener manner.
- \*Mrs Walsh /Parent Council will try and engage with each class for a session on road safety
- \*could we revisit the bollard use during the Sustrans pocket places trial.

Fiona McGuffie was able to tell us of measure that have been put in place and are being trialed in East Renfrewshire at schools with aims to link with the Green Agenda as well as road safety.

Action – before next meeting - A5 of the road safety bulletin from the Sway newsletter Park and Stride launch Assemblies/school committees
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### Whats App group;

There was discussion around a proposal to establish a 'For Information only' parents Whats App group. The aim of this would be to reach those who are not on social media platforms to send important reminders/urgent updates etc.

Concerns were highlighted about GDPR breaches and storing contact details/consent to be share mobile phone numbers with every family within the school.

The aim of Parent Pay was revisited - it was again highlighted that in many family circumstances there is only one parent who receives information via Parent Pay.

Mrs Walsh reiterated previous advice given by Mrs MacKenzie that anyone who has issues around this to contact Chloe in the office and she will add any other parent/guardian to the contact list for that specific child.

Action – Sarah will contact/liase with Connect regarding the legalities around this. Review at next meeting

### Trim Trail

Three quotes have been received and reviewed by the Parent Council. These ranged from £10k ->£15k for a variety of items.

We have decided to proceed with the £10k option which gives us the broadest spectrum of play items. NB prices are exclusive of VAT as the school is not required to pay VAT.

Andrew will revisit this with the company to ensure the original quote still stands given the passage of time since it was received. There may be some room for budgeting review as it does include grass matting which may not be required in as much volume.

There is 10->12 week lead time for installation from order and we need to press ahead given the restrictions on both the Cash for Kids money and the Renfrewshire Council grant money. These both require the project be started within 6/12 of the money being received or we need to return the funds.

There will be an additional £500 required for health and safety sign off for the this by Sports Safe.

\*Question was raised re guarantee of the equipment – all items are covered by a 5year warranty.

\*Question raised about insurance/compensation for vandalism – it is hoped that given the placement at the front of the school near the car park the high visibility of the trail will mean there is little scope for willful vandalism.

Approval was given to move on with the next steps as below;

Action – Andrew and the subgroup to press ahead for ordering  
Alison will investigate sources of funding for the sign off funding

### Hallowe'en

Unfortunately, the Parent Council are not in a strong enough position financially to fund any parties/discos/events this year as yet.

After the meeting it was brought to the secretary's attention that the Parent Council should actually have an annual events insurance policy - as this is not in place there is further reason for us not to be able to run any events.

Action – liase with Connect re this and feedback to the office bearers/review at next meeting–  
Sarah/Catherine

**Christmas Artwork** – it was agreed to proceed with 'All my own work' again this year for the children to design festive artwork for mugs/bag/tea towels etc.

### **Christmas Fayre**

Provisionally arranged for Saturday 9<sup>th</sup> December

Action - Sarah will liase with Chloe to arrange a hire form for the hall

### **AOCB**

#### **Clothing Crew**

Hazel reiterated the message that all items children bring to school should be named. This will ensure they are returned to their owner if they end up in the lost property.

If items are not named they will remain in the lost property for parents to look through.

If items are not claimed within three weeks they will be donated to the spares rack, or if not fit for this they will be binned.

We are all living through an expensive time when every penny is being squeezed and thought about. Please take the time to write your childs name on every item. Many have a label for that purpose.

#### **Calender**

Penny has pulled together an document that includes school holidays, school menu and important dates.

Not a small task – well done

Will be circulated via Parent Pay and uploaded to the website/FB site.

#### **Date of next meeting**

**Thursday 27<sup>th</sup> October 2023 7pm on Teams; link to be circulated**

- Both Standards & Quality Report (S&Q) and School Improvement Plan (SIP) will be published on the website by the end of Sept.
- Link will be on ParentPay and in the School Newsletter
  - S&Q outlines successes and achievements from 22/23 session
  - Some really high-quality achievements including our Silver Sport Award, L.E.A.F outdoor award and numerous links with local clubs and agencies
  - Family Learning Target sessions were highly regarded by staff and families
    - this year our Parents' Evenings will incorporate more of a target setting approach between school, children and families in line with this success. To ensure we are being inclusive to all, we are also going to rename our traditional "Parents' Evening" and instead offer appointments for "Family Learning Conversations". We're very mindful that families can have so many different dynamics and we wouldn't want the term "parents" to make anyone feel uneasy or unwelcome
  - There have been lots of improvements across all classes when it comes to skills in the curriculum, although we'd like to improve some of our attainment in Reading
- This leads us on to our School Improvement Plan
  - We devise the SIP based on analysis of data, and our first SIP Priority is
    - to Raise Attainment in Reading through the application of skills across all Literacy domains. This will include upskilling staff in teaching reading skills, investing in our reading resources and encouraging fun through reading – which is why we organised the SKOOB bus so early in the session
    - Priority 2 aims to raise achievement through the application of skills across the curriculum. We're very keen to track wider achievement and develop learners skills and confidence across the whole curriculum. Staff are working together on planning and assessment processes for this including collegiate moderation with partner schools, and Mrs Doyle is leading on S.T.E.A.M whilst being involved in cluster approaches
    - Our 3<sup>rd</sup> Priority aims to Improve Health and Wellbeing Outcomes for all. Staff have already had Educational Psychology training on Inclusive Approaches, and we've managed to organise some family sessions on this so families can understand the approaches we use to meet the needs of all children. Our first session is on Wednesday 25<sup>th</sup> October from 3.15 – 4.15, with a different session being held in the middle of January.

## Chair Report AGM Sep 2023

Coop local community orchard fund – we have raised £610 so far and are guaranteed at least £1000. We had budgeted for about 15 fruit trees and 3 workshops so may need to reduce the scope. Two months left. Please sign up for a Coop card and our fund and use your card in store.

We did a pumpkin trail for Halloween and funded class parties. We funded hoodies and dictionaries for all outgoing P7s. We bought chess sets for the new chess club.

We visited the pupil council to discuss issues important to both them and us. We focussed on road safety and they gave us some fantastic ideas. We have taken this forward to the Kilbarchan Community Council and our local councillors and subsequently to Renfrewshire Council, who carried out a survey of parents and we are now in discussions on how to make the roads around KPS safer for our children.

Book fair in March 2023 raised ~£492 towards books for the school.

2<sup>nd</sup> prize float in the Liliacs Day parade with our fantastic under the sea themed float.

Locating and updating our Constitution, reinstating auditing of our accounts. We have engaged with new P1 parents and tried to make ourselves more visible to parents.

### Fundraising:

- Halloween wear what you want day (£153)
- School photographs (£667.82)
- Christmas jumper day which was preceded by a Christmas jumper swap shop facilitated by our wonderful uniform crew (£63.75)
- Christmas Fayre (£742)
- Christmas artwork (£761)
- Received donation from Malcolms towards a new trim trail (£1500)
- Successful grant application from Renfrewshire Council (£5000)
- Cash for kids fund (£2161)

I would like to thank all involved with all fundraising, especially Pamela Yule and Hazel Munton for leading many of these activities and putting a huge amount of work into them.

I would like to thank Hazel Munton and Ruth McLeod for all the work they put into the uniform crew. This is a fantastic service for our community and planet.

Altogether we raised over £11,000 to fund a new trim trail in the playground and extend the old one. I would like to offer sincere thanks to Penny Canning and Andrew Doherty for all their work in liaising with suppliers and planning out the new trim trails. This is going to be a huge boon for our children and the local community.

**Kilbarchan Primary School Parent Council**  
**Accounts for the year from 1 September 2022 to 31 August 2023**

**Income**

Christmas Artwork Sales	2612.97	
Christmas Artwork Expenses	<u>1851.74</u>	761.23 *
Christmas Fayre Income	1051.75	
Christmas Fayre Expenses	<u>307.47</u>	744.28 *
Christmas Hamper Cash Received	78.00	
Christmas Hamper Cash Paid	<u>86.02</u>	-8.02
Other Income		
Renfrewshire Council - Grant for Trim Trail		5000.00 *
<b>Total Income</b>		<u>6497.49</u>

**Expenditure**

Donation for P7 Leavers	600.00	
Donation for Christmas Parties	250.00	
School Chess Set	47.94	
Scrapbook for Mrs Mac (Leaving)	15.90	
Gift of Plant to Head Teacher	<u>15.00</u>	928.84

**Nett Income** £5,568.65

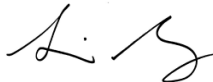
**Summary**

<b>Balance at Bank at 1 October 2022</b>	<b>£1,007.51</b>
Nett Income	<u>£5,568.65</u>
<b>Balance at Bank at 1 August 2023</b>	<b><u>£6,576.16</u></b>

\* These funds are held temporarily for the Trim Trail and there is currently sufficient in the Bank Account to enable the Parent Council to apply those funds when required.

A further amount of £4545.57 is held within the School Account but this amount has not been verified.

I have examined the Financial records of the Kilbarchan Primary School Parent Council and have prepared the above accounts from these records, and from information and explanations from the Treasurer and Chair. I have also verified that the Cash Balance held in the Bank Account in the name of the KPSPC is as stated above.



Simon Barry

7 September 2023