



MINUTE OF AGM OF ST JAMES' PARENT GROUP

Monday 20th May 2024 at 18:45

Committee Members: Kelly Nugent, Adele McLean, Marie Prior, Claire McLaughlin, Caroline O'Neill,

Claire Ferguson, and Kerrie Lee Duffy.

Chair – Alison Allan

1. Welcome

Alison Allan welcomed all to the AGM, including Head Teacher – Mrs Fitzsimmons, Deputes – Mr Healy and Mrs Bradford, and Principal teachers - Mrs Gillies and Mr Moran. Please note that only 6 parents from the wider school group were present.

2. Apologies

Apologies were given from Father John, Adele McLean and Mrs Pacitti.

3. Minute of previous meeting, on 23rd May 2023, to be agreed.

Minutes were issued from the previous AGM on 8th May 2024 to the entire school group. The minute was agreed with no changes.

4. Chairperson's Report

Alison advised that it was 12 months since the previous AGM and the parent group had been busy within that time; the following key points noted:

- Held a successful Prom 2023 and are in process of planning for the Leavers event for 2024.
- Leavers Hoodies for 2024 cohort were issued at the P7 assembly on 22nd April.
- Held Halloween and Valentines disco with great success.
- Held 4 Parent Group meetings in person/on Teams.
- Organised the Christmas Fayre, which was again a huge success, working in partnership with local businesses and community groups. It was noted that we may need to scale back for Christmas 2024 due to lack of helpers, but we will review at the appropriate time.
- Paid for the panto for the whole school to attend, which received excellent feedback from the pupils.
- Gifted selection boxes and books to all P1 pupils.
- Worked with Mr Healy and purchased JoJo Gnome subscription for P1 pupils.
- Continued to run the uniform exchange at wider events. This will be prioritised in the last month of term 2024.
- Had a presence at P1 events as introduction to parents, as well as all other school events.
- Set up a social media account via Facebook to reach a wider group of parents for support at events and pass on school communications.



- Donated to local foodbank, and continue to do so with any surplus items from events.
- Applied for funding via SPAR for their 'School Sports Grant' – we await a response but are pursuing.
- Applied for the Renfrewshire Council 'Local Partnership Funding' for new audio and lighting equipment to supplement the kit that the school purchased to support school productions. We are delighted to announce this was approved and we await more information on funding drawdown in order to proceed with the purchase.
- We are currently reviewing an application to Tesco for their 'Stronger Starts' funding to support curriculum activities surrounding projects that support children's food security and health and wellbeing.
- There are a number of other funding opportunities we continue to look at in partnership with the School including Aldi - Scottish Sport Fund and Ikea - Lets Go Zero.

Alison advised there had been great support and helpers at events as many are required to reduce risks for Health and Safety purposes. However, a request was made for more helpers to help spread the workload of the organisation and planning that goes into these events, prior to and after the event.

5. **Treasurer's Report**

Marie advised that the account was in a stable state and has been reconciled for the year. The Leavers event remains the biggest expense. It was noted that there are payments still to be received and a number of expenses for the Leavers event and End of Term disco still to be included for end of the academic year accounts.

6. **Appointment of Independent Examiner**

There was discussion around linking with another PG to independently examine the annual accounts. This will be investigated and reported back to the group.

7. **Appointment of Committee Members/ Officer Bearers**

Alison and the group gave thanks to Kelly Nugent and Adele MacLean for their efforts within the group over the last few years, but noted their stepping down from post now their children are moving to high school.

Alison then ran through current appointments and any changes required.

- Chair – Alison Allan
 - Vice Chair – Approved nomination from Christina Waltham, change from Kelly Nugent
 - Treasurer – Marie Prior
 - Vice Treasurer – Caroline O'Neill
 - Secretary – Claire Ferguson and approved nomination from Sari Cabrera Valdivia, change from Claire McLaughlin
 - Social Roles – Claire McLaughlin, Kerrie Lee Duffy, change from Adele MacLean
 - Co-opted roles – Church Rep – will continue to be Fr John Eagers
 - Co-opted roles – School Rep – Natalie Fitzsimmons and deposes
- PVGs held by – Claire Ferguson, Claire McLaughlin, Caroline O'Neill and Shauna Luse.



There was further discussion around someone shadowing the chair this year in preparation for future handover, this will be reviewed by the group in full and an update provided accordingly.

It was agreed that the Parent Group Constitution needs to be reviewed. This will be reviewed by the group, amendments identified and then circulated to the wider school and parent groups for agreement.

Note added after meeting: It has been pointed out that with Kelly Nugent leaving the Parent Group we now do not have a trained first aider on the Parent Group to assist at events, it would be hugely beneficial to the group if we had this in place, we will review training and costs and update accordingly.

8. Correspondence

The Parent Group are members of Connect, which supports partnerships in education. Connect is a long-standing, independent parents' group and a registered charity which provides support and information to parents and carers, and membership for parent groups, all over Scotland.

This cost was usually covered by Renfrewshire Council, but due to budget cuts that is not an option this year. It was agreed that Connect is a valued resource to the Group to connect to other school parent groups, seek best practice and get advice, but most importantly it covers insurances for events and therefore membership will be paid by the Parent Group for this year and at a cost of £173 annually.

A cheque will be prepared by the Treasurer to allow the school office to process membership renewal.

9. AOCB

The following dates were agreed for next years Parent Group meetings, please note winter meetings will continue to be held on Teams:

- 16th September 2024, 6.45pm (in school)
- 11th November 2024, 6.45pm (on MS Teams)
- 13th January 2025, 6.45pm (on MS Teams)
- 17th March 2025, 6.45pm (in school)
- 19th May 2025, 6.45pm - AGM (in school)

It was previously agreed in the March 2024 Parent Group meeting that the Parent Group would pay the £700 for Disney licences to allow the P6 pupils to continue to work on productions such as the Lion King and Aladdin.

It was agreed to review the potential of the Parent Group to fund the cost of coaches to allow a whole school trip, similar to that in 2021/22 when the School went to Finlaystone Country Park.

The following dates for events were agreed:

Commitment
Respect
Kindness



- Wednesday 30th October 2024 – Halloween disco
- Thursday 21st November 2024 - Christmas fayre
- Thursday 13th February 2025- Valentines disco
- Friday 13th June 2025 – Leavers event
- Thursday 19th June 2025 - end of term disco

Claire Ferguson will organise the Lets with the School office for the meetings and events for the 2024/2025 academic year.

It was noted that the 10th Anniversary of the school opening is fast approaching on 29th October 2024. The School and Parent Group are keen to mark the occasion and a number of suggestions are being discussed. The Parent Group would also like to gift the School to mark the occasion and options are being discussed, one of which being to gift a statue of St James for the entrance to the school at a cost of approximately £2000. There was discussion around this suggestion and different options including a relief. There was also discussion around timescales, costs and if specific fund raising could be carried out for this. There was also discussion on the parent forum being involved in discussion.

Note added after meeting: Chair was unsure given AGM and change in roles who could vote on above request by school to gift statue and has since carried out vote, at which it was decided to consult parent forum.

There was discussion around issue with water bottles and Pauline Connery will check with Scottish Water as she is aware they are giving these out which would provide a supply for the school to use when pupils forget their bottle, reducing waste.

Alison advised that the Leavers event is 7th June 2024 and planning is well underway. Helpers are to be contacted and given roles. Alison asked school for an update on numbers of children expected to attend. Emergency contact slips will be issued via the school office in the coming week.

The end of term disco scheduled for 13th June 2024 is in danger of being cancelled as we don't have enough helpers to support. The group will put out an additional plea via the social media page and the school office will issue an email to parents on this request.

The Parent group has scheduled a meeting to take place with P6 parents to gather ideas for next years leavers event, this will be held during the second disco on the 13th June 2024, noting the previous statement about uncertainty of event.

It is planned to capture feedback from current P7s after prom to inform planning for next year too.

It was noted at the meeting how much the P7's enjoyed their day trip to Castle Semple and events at the KGV's in Renfrew, and however as a group, we would like to see this continued every year.

Commitment
Respect
Kindness



10. **Date of next AGM – 19th May 2025**