



## ST JAMES' PARENT GROUP EGM

**Monday 16<sup>th</sup> September 2024 at 18:45**

### Minute

**Committee Members:** Christina Waltham, Marie Prior, Claire McLaughlin, Caroline O'Neill, Claire Ferguson, Kerrie Lee Duffy and Sari Cabrera Valdivia

**Chair – Alison Allan**

**1. Welcome**

Alison Allan welcomed all to the first Parent Group meeting of the 2024/25 academic year. This first meeting has been deemed an Emergency General Meeting (EGM) due to changes in the committee members.

**2. Apologies**

Apologies were given for Kerrie Lee Duffy, Mrs Bradford and Father John.

**3. Minute/Note of previous Meeting**

Minutes were issued from the previous meeting - AGM (held on 20th May 2024) on 16th June 2024, these were accepted with no revisions.

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

Alison updated that she was stepping down from her role as chair. Caroline O'Neill will also be stepping down as Vice-Treasurer.

The following changes can be noted;

**Chair – Approved Nomination from Michelle Martinson/Claire McLaughlin change from Alison Allan**

Vice chair – Christina Waltham

Treasurer – Marie Prior

**Vice treasurer – Approved Nomination from LeeAnn Nelson Change from Caroline O'Neill**

Secretary – Claire Ferguson and Sari Cabrera

Social roles – Kerrie Lee Duffy

Co-opted roles church rep – Father John Eagers

Co-opted roles school rep – Natalie Fitzsimmons and deputies.

Thank you to the new parents who have stepped up.

Going forward Mrs Fitzsimmons asked to meet the chairs and office bearers regularly out with the bimonthly Parent Group meeting. The group to align and suggest days/times that would suit.

Marie to pick up with Lee-Ann separately regarding treasury and banking.

Please note that after the meeting Kerrie Lee Duffy has stepped down as social secretary, as the group do not wish to call a further EGM this year and have decided we will leave the post vacant until the AGM in May 2025.

Thank you to Alison, Caroline and Kerrie for all their hard work and efforts over the last few years.



## 5. Treasurer / Finance Update

Marie advised that the account was in a stable state.

Our application to Renfrewshire Council – Local Partnership Funding was approved and money has been received to the Parent Group bank account, more details below in section 6.

ParentPay prom contributions have still to be transferred over to the Parent Group from the school for the 2023/24 Leavers Event in June 2024. Chair and Treasurer to pick up.

## 6. Grant Funding

Claire McLaughlin updated – Tesco funding application for gardening equipment for the ‘We Grow Stars’ project, is complete and will send to Mrs Fitzsimmons for final review and sign off before being submitted. If successful, the funding will allow us to give each class in our school the opportunity to grow their own plants and gardens. We want to create a vibrant, exciting and interactive playground. Our ambition is that eventually pupils will learn to grow vegetables that can be donated to the local foodbank or taken home, and as result we hope to play a small, but important, part in reducing food poverty in our local area.

Claire Ferguson noted - as per section 5 above - the Renfrewshire Council Local Partnership funding has been received for new audio and lighting equipment to supplement the kit that the school purchased to support school productions. The Parent Group will liaise with Mr Healy and Mrs Fitzsimmons regarding an updated quote for the kit and the transfer of the money. Terms and conditions are associated to the grant by Renfrewshire Council which we must adhere to, these have to be issued to the school.

LeeAnn Nelson advised Asda are running an initiative ‘Asda Cashpots for Schools’. Parent Group to review and get the school signed up before the cut-off date, if appropriate. Note added after the meeting – This has been completed and we will issue correspondence for the school to issue on the Parent Group behalf of how to get involved and support the school.

## 7. P7 – Leavers Event planning

At the end of last term a meeting was held (13<sup>th</sup> June 2024) and questionnaires issued to pupils and parents/carers regarding the preferred option for the 2024/25 Primary 7 Leavers Event.

Claire McLaughlin will issue an email to the group regarding the results and the next steps. But in short a traditional prom was the preferred theme. We also asked how much parents/carers would be willing to donate, £30 was the preferred value.

Marie to look at booking the party buses, results from the questionnaire had a preference to depart from St James Church Hall and return there for the pupils to enjoy their leavers event. School to confirm the class numbers.

## 8. Parking

We did not discuss parking at this meeting as it has to feature on the agenda for the next meeting. See note below in Head Teacher report.

## 9. Head Teacher Report – Mrs Fitzsimmons

- Our Standards and Quality Report, School Improvement Plan and Pupil Equity Fund Plan has been quality assured and final drafts are now ready to be shared with all stakeholders on our school website.
- Our School Improvement Plan is already in full swing and we have begun working with neighbourhood schools on enhancing our curriculum offer for targeted pupils with a variety of skills based learning opportunities.



- We continue to welcome many new children and families each week to our lovely school.
- We have just completed the Hands Up Survey again this year and data has been shared from last year's survey:

Last year, St James' response rate was very good where more pupils were choosing to be active in going to school. A summary of previous years has been attached for your reference, but to highlight briefly:

- 32.6% of your pupils chose to walk to school. This is an increase of 1.5% on the year before.
- 4.5% of your pupils chose to cycle to school. This is an increase of 0.7% on the year before.
- 7.8% of your pupils chose to scoot/skate to school. This is an increase of 1.2% on the year before.
- 15.6% of your pupils chose to park and stride to school. This is an increase of 2.3% on the year before.
- 23.2% of your pupils chose to be driven to school. This is a decrease of 6.1% on the year before.

Although figures are improving they are only slight and bigger improvements are being made in other local schools. In order to try to improve this we are looking to discuss this at the next meeting. Potential for invite being extended to Fiona Muir (road safety representative for Renfrewshire council), the local councilors and Police Scotland representation.

- Head Teacher has applied to the Columba Trust for a grant to purchase a Statue of St James' for our school.
- As budgets all over are getting tighter we have made a number of choices around purchases e.g. the purchase of Giglets for reading homework which will hopefully save on repurchasing reading books when not being brought back to school. We are currently looking at our Big Day In/Out, P7 Activity Days all the while being very mindful of cost of the school day to families.
- A query was raised about the ability for Giglets to read to the pupils rather than the pupil read the book. This is book dependent and not a feature of all books. Mr Healy will investigate if this is able to be hidden to encourage more independent reading.
- If anyone is having any issues with Giglets, they should let the school know ASAP.
- We plan to celebrate our 10 year Anniversary of being in our lovely modern building by having Mass here in the school, we would love to invite families in to join us for this celebration, due to our hall being full when the children are in this is something we will think about.
- Seeking an update on Parent Council funding of lighting equipment for Gym Hall and Upgrade of sound equipment for Fitness Suite? (note above in section 6) We have had e-mails from Hopscotch for productions this year costing around £1000, Disney License around £700.
- Possibility of ex pupils and a grandparent willing to DJ for our discos, they have their own equipment.
- Natalie to send the details to the Parent Group who will investigate.
- School seeking ideas around ways to come up with ways to raise funds for luxury items – TESCO tokens?(note above in section 6).
- We recently sent out an email to Primary 7 families regarding free music tuition for P7. We hope there has been some uptake of this amazing opportunity, we really want to fill school with Music – choirs, bands etc. As a staff, we admit there are very few of us who are talented in this area and would love families to support us in this area with any skills they have in this department, singing, playing etc, please help spread the word and encourage people to come forward.
- Christina Waltham and Pauline Connery to reach out to contacts for support.

We would like to say a huge thank you to the members of the Parent Group who have stepped down for all their hard work and efforts over this past years, we appreciate all the work they do, including increasing



the parental engagement at our Parent Council events and meetings and we look forward to continuing to work with them as part of the wider Parent Forum.

#### **10. Correspondence**

- Tesco grant funding – Claire McLaughlin to respond as per section 6.
- Alison Allan to email Connect regarding the change in Chair.
- Renfrewshire council email regarding social media communications guidance has been reviewed and the Parent Group Facebook page is aligned.

#### **11. AOCB**

- Christmas Fayre Planning – Chair to set up offline meeting for the Parent Group.
- Chair/Secretary to include new Parent Group members to the WhatsApp group.
- Natalie offered space in the school at any time for the group to meet.

#### **12. Date of next meeting**

11<sup>th</sup> November 18:45