



MINUTE OF AGM OF ST JAMES' PARENT GROUP

Monday 18th May 2026 at 18:00

Committee Members: Christina Waltham, Marie Prior, Claire Ferguson, LeeAnn Nelson, Sari Cabrera Valdivia, Louisa Kemp and Michelle Stelmaszuk

Chair – Claire McLaughlin and Michelle Martinson

1. Welcome

Claire McLaughlin welcomed all to the AGM, including Head Teacher – Mrs Fitzsimmons, Deputies and Principal teachers and Father John Eagers.

Please note that 17 parents from the wider school group were present.

2. Apologies

Apologies were given from LeeAnn Nelson, Kirsty Byrne, Lisa Marie Hughes, John Shaw and Jamie McGuire.

3. Prayer

Father John opened the evening with the school Parent Group prayer

4. Minute of previous meeting, on 19th May 2025, to be agreed.

Minutes were issued from the previous AGM on 20th June 2025 to the entire school group. The minute was agreed with no changes.

5. Appointment of Committee Members/ Officer Bearers

Claire McL ran through current appointments, all officer bearers were happy to re-stand and were re-appointed within their current roles, apart from our Vice Chair - Christina Waltham, who will now step down as her daughter starts high school. We also had two new members join the group - Kirsty Byrne and Cheryl Howitt.

Office Bearers then as follows;

- Chair – Claire Mc Laughlin and Michelle Martinson to remain in post
- Vice Chair – Christina Waltham- stepped down, Claire Ferguson stepped into Vice Chair.
- Treasurer – Marie Prior to remain in post
- Vice Treasurer – LeeAnn Nelson - LeeAnn was unable to attend this evening however LeeAnn has declared and the group voted and agreed by proxy, that LeeAnn remains in post.



- Secretary – Claire Ferguson and Sari Cabrera Valdivia, Sari to remain in post. Claire will be stepping into the Vice Chair position with Luisa Kemp stepping into secretary.
- Group Members - Kirsty Byrne stepping in by proxy and Cheryl Howitt voted in during the meeting.
- Michelle Stelmaszuk will be stepping down as a group member, we thank her for her support over the last year.

6. **Matters Arising -**

Connect membership is due for renewal again at a cost of approximately £200, this membership covers materials, insurance for fayres and discos, policy and training. It was agreed to progress with the 2026/27 membership.

The Child Protection Policy has been updated for 2026, using Connect templates, and will be made available through the regular channels.

The following dates were agreed for Parent Group meetings and events for the 2026/27 academic year;
Parent Group meetings:

- Wednesday 9th September 2026(in school)
- Monday 9th November 2026(in school)
- Monday 11th January 2027 Teams no LET
- Wednesday 17th March 2027 (in school)
- Monday 10th May 2027 - AGM (in school)

Events:

- Thursday 29th October 2026 – Halloween disco
- Christmas Fayre - TBC
- Thursday 11th February 2027 - Valentines disco
- Thursday 20th May 2027 - end of term disco
- Leavers event - TBC

These dates were agreed, but please note they are subject to change once liaison with Trinity High School Parent Group, to ensure there are no clashes to allow as many parents as possible to attend both.

7. **Chairperson's Report**

Michelle ran through the aims of the Parent Group;

- To support the school's vision, values and aims.
- To share the Parent Forum's views and opinions with the school.
- To enhance the experience of all of the pupils within the school.

An overview of the activities the Parent Group have been busy with over the last 12 months was given; the following key points noted:

- Sept
 - o Held September Parent Group meeting
- Oct



- o Held a Halloween disco.
 - o Halloween costume swap.
- Nov
 - o Held November Parent Group meeting.
 - o Christmas Fayre took place. -We are always looking for feedback, please let us know what works well and where any improvements can be made.
 - o All children who attended were able to visit Santa and get a gift.
 - o Facilitated the Christmas Jumper swap.
 - o New playground lining installed (Parent Group application to Renfrewshire Local Partnership 2025 Funding).
- Dec
 - o Nativity - Parent Group were able to support by purchasing the licence.
 - o Christmas Party snacks were distributed to all children in the school.
 - o Christmas gifts were distributed to all pupils.
- Jan
 - o Held January Parent Group meeting.
- Feb
 - o Valentines Disco held.
 - o Communion outfit swap set up. We welcome any donations now we have just had our latest communions.
- Mar
 - o Held March Parent Group meeting.
 - o Leavers outfit swap set up.
 - o Application submitted to Renfrewshire Local Partnership 2026 funding submitted - outdoor learning.
 - o P6 Disney production - Parent Group purchased all licences.
- April
 - o 557 Easter treats distributed to the full school role.
 - o 74 Leaver Hoodies purchased and distributed to all P7s.
 - o Tesco 'Stronger Starts' Grant – purchased gardening equipment.
- May
 - o Held May AGM Parent Group meeting.
 - o Holding a spring disco 21st May.
 - o Attended both P1 events as an introduction to parents, including a gift for all new parents.
 - o Planning for the Leavers event for 2025/26.
- June
 - o 2025/2026 P7 Leavers Event.

Funding Applications

- We appreciate any ideas for funding, including any access to funding outwith what we are already looking at.
- This year we were successful in applying to the following local funding opportunities;
 - o Renfrewshire Local Partnership 2025 Funding
 - o Tesco Stronger Starts



- Application to Renfrewshire Local Partnership 2026 Funding for outdoor learning was made in March 2026, we expect feedback from the Local Authority in July.

We continually look to improve and the parent forum feedback form is available on Microsoft forms for any matters you wish us to raise with the school, look into, fundraising focus or even where you can support. Without the feedback from the wider Parent Forum we cant action any of the items you wish to raise or look to improve.

A note of thanks to the St James' Primary school office team, janitors, teaching staff, our local councillors, Father John and Father Vincent, our parent and guardian helpers for events, school groups including the Junior Safety Officers, Health and Wellbeing Group, the Pupil Council and our fantastic talent show winners, choir and Lion King performers and all of our pupils for their support over the last year.

Claire McL gave an overview of the 2025/26 finances. Noting at high level;

- Opening balance April 2025 - £7,930.50
- Closing balance March 2026 - £6,059.19
- Total Income - £17,016.88
- Total Expenditure - £18,888.19

We would like to offer a special thanks to Christina Waltham for her support to the school and the Parent Group over the last 7 years. 5 years of meetings and 4 years of committee life, numerous Costco runs, countless discos, endless meetings - we are so grateful for all you've done for the St James' community. Our Tuck master, Costco buying Hero, Christmas Fayre Crafting Extraordinaire, Tombolo Queen - things will not be the same without you! We'll miss you loads!

8. Treasurer's Report

Marie advised that the account was in a stable state and has been reconciled for the 2025/26 financial year as per the chairpersons report.

The 2026/27 financial year began in April 2026, with an opening balance of approx £6,000. There has been spend for Spring Disco, P1 nursery transition visits, P7 Leavers event and banking account fees.

There are still a number of outgoings expected for the Spring Disco and P7 leavers event. As well as income expected from the Spring disco. But a very successful year for the group with the support of the local funding opportunities and success of the discos and Christmas Fayre.

9. Appointment of Independent Examiner

An independent examiner had been appointed to review the 2024/2025 accounts and they were signed off in January 2026.

An independent examiner has been appointed to review the 2025/2026 accounts, this will be carried out in June 2026 by accountant Christina McWhirter.



10. Fundraising Focus

Mrs Gillies gave an overview of the excellent work the Young Leaders of Learning have been doing, including a recent evaluation of other schools to give suggestions on improvements and share best practice.

One item that was recognised for improvement in St James' was areas identified for different uses, whether this be collaborative work space, quiet zones, reading areas, all to introduce some zones of regulation around the school.

This can be done in a number of ways including colour zoned areas around the school, new furniture, breakout space, high desks and stools, cosy seating, cushions, beanbags, soft space to calm and relax.

The Young Leaders of Learning will be taking this forward in the next academic year and looking at how they can make the spaces in St James' work well and support the sourcing and identification of equipment and furniture.

Our application to Renfrewshire Local Partnership Fund 2026 is focused on outdoor learning, there is still a big push for this and if unsuccessful we could look at alternative funding.

Lastly we spoke about the success of the 'We Grow Stars' project and the ambition to include some sensory space in the garden. The school will work with the pupil groups to continue to monitor and advise where any support can be given.

11. Correspondence

None

12. AOCB

Disco Helpers - we are at least 4 helpers short for the second disco, the Parent Group and School will issue communications Tues 19th May as a last attempt. If we are unsuccessful, the second disco will be cancelled as it is not feasible to go ahead with little support.

Mrs Fitzsimmons asked us to note that the school continues to struggle for helpers for school visits to St James' church for class masses, as well as the library, swimming lessons and other external school visits. These events are then having to be cancelled and the pupils are missing out.

Generally there is a plea for support to the school and the Parent Group for events which require help from the wider parent and guardian forum.

Trinity High Estates Consultation is 3rd June 2026, in Trinity High - tickets are free and available from Eventbrite.



13. Date of next AGM

The next meeting was agreed - Monday 10th May 2027, in the school.

14. Performance

We finally had a performance from our wonderful talent show participants, School Choir and Primary 6 Lion King performers, a huge well done and thank you to them all, they were incredible.

15. Prayer

We closed the session with prayer.