

St James' Parent Council
Minutes of AGM Meeting
05.09.2017

Present

Anne McCabe – Chairperson

Jen Walsh – Vice Chairperson

Suzanne McKellar – Treasure

Nicola McFadyen – Parent Member

Jennifer Kerr – Parent Member

Liz Gardner – Parent Member

Lindsey Thornhill – Parent Member

Mr Retson – Head Teacher

Mrs McKay – Acting Deputy Head Teacher

Apologies

Paul McFadyen

Anne opened the meeting by thanking everyone for attending.

Treasurers end of year report

- Suzanne provided the meeting with a comprehensive account of the parent councils income and expenditure for past year. Details were provided on where income came from and what areas parent council supported school over last year. A further breakdown from Suzanne was provided on income parent council will need to generate this coming year to sustain the same level of support to school.
- Suzanne advised parent council that she was stepping down in her role as treasurer, although Suzanne will remain part of the parent council. Suzanne further advised

that she will remain in place as treasurer until a replacement can be found and proper handover can take place

Chairperson end of year report

- Anne advised group the reason behind the change to time of BBQ from previous agreed start time of 3:15pm. Anne meet with two members of Mossvale PC over the summer to finalise arrangements for BBQ. Due to communication issue only one member of Mossvale PC came along to last joint meeting and advised them that a start time of 3:15pm had been agreed. After quickly contacting several members of their PC it became apparent that between both schools we could not guarantee that there would be enough adult helpers to help set up and be in charge or stalls planned also if the weather had not been in our favour then event would need to be set up inside and access could not be given until school had finished for day. Based on this a decision was made to postpone start time to 5pm and email was sent communicating this.
- The majority of parent council agreed that decision to change the start time had been right one to take.
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- Once this year's accounts have been finalised Suzanne will begin to apply for various grants. Suzanne advised that she would be able to apply for grant from Dobbie's Garden Centre and asked Mr Retson if school would prefer flowers, fruit/veg plants or mixture. Mr Retson advised that shrubs for planters in the playground are being provided so fruit/veg plants would be beneficial for outside garden.

Head Teachers Update

- There has been a shuffle around within the education department and the school know has a new Education Manager – Laura McAllister.
- The school currently sits within the Quartile 2, the money available to school via pupil equity fund should be used to reduce poverty attainment gap. The council are encouraging schools to work with other schools within the same quartile as themselves instead of within their cluster as they do know.

- Three staff have recently been trained in improving the writing skills of children in the school. It is hoped that training they received will be rolled out to all staff within the school.
- Mr Craig and Miss Brown have joined the school as classroom assistants. Prior to holidays an advert was posted for full time teacher, however due to no one applying for job it has had to be re – advertised.
- School roll currently sits at 162 with P5 class full at 33 pupils. Due to school roll the school has been allocated a 0.5 teacher.
- A census of school roll will take place on 20th September and 4th October and providing that these show school roll at 162 then the council will allow the post of Deputy Headteacher to become a permanent roll. This will be advertised and Mr Retson has advised that he would like 1 or 2 members of parent council to be on panel and to come up with couple of questions they would like to ask potential candidates.
- Mr Retson advised that due to incorrect description being advertised the wrong size of computers were ordered and in fact the size required is no longer available. Mr Retson advised that Headteacher of St Andrews Academy will purchase all computers from school and school will then be able to order new laptops.
- P7 residential trip will take place between 6th and 8th June 2018. Trip will be to Ardney House.
- On 5th December a meeting will take place for parent/carers of pupils making the Sacrament of Reconciliation, Holy Communion and Confirmation.
- Enrolment for sacraments as well as pupils beginning the Pope Francis Faith Award will take place on Sunday 10th December during 10am mass.
- Dates for sacraments have been confirmed. Sacrament of Reconciliation will take place on 13th March at 7pm in St Fergus church. First Holy Communion will be on 10th May at 10am in St James. The confirmation will be held in St Mirin’s Cathedral on Wednesday 16th May at 7pm.

BBQ

- The joint BBQ with Mossvale took place on Friday 1st September. The event was a huge success and a great turn out. Jen advised that the feedback from survey monkey that she had been created and been very positive. Few comments regarding

time of event and queues at BBQ but these were issues that both parent councils had already raised. Jen further advised that a debrief meeting with Mossvale on ways to improve event for next year. Jen then provided the meeting with a cheque for our share of the income from event.

Halloween Disco

- It was agreed that Halloween Disco will take place on Thursday 26th October. It was also agreed that a tuck shop will be offered at older disco to try and generate more income.

Election of Committee Members

- Chairperson – Anne advised that she was happy to remain as chair, however if anyone else wanted to do the role then they more than welcome to put themselves forward. No one came forward and Anne remained as chair.
- Vice Chair – Jen advised that she was also happy to remain as vice chair, however if there was anyone else who would like to take on role then they were welcome to put name forward. As no one came forward Jen remained as vice chair.
- Treasurer – As Suzanne had advised that she was stepping down from her role a treasurer this position needed to be filled. Lindsey Thornhill put herself forward, this was second and unanimously agreed by rest of members.