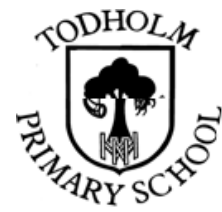
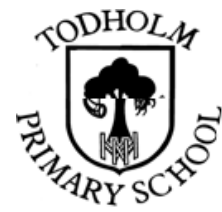


**Todholm Primary School Parent Council
Annual General Meeting
Minutes of Meeting**



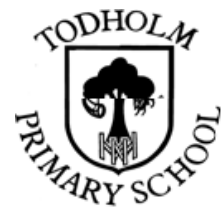
Date:	13 September 2022	
Time:	7.00 pm	
Location:	Todholm Primary School	
Attendees:	<p>Andrea Harkin (AH) (Chair) Yvonne Kerr (YK) (Vice-Chair) Lyndsey Thornhill (LT) (Treasurer) Sarah Steven (SS) (Secretary) Gillian Simpson (GS) Wendy Morrison (WM) Charlene Casey (CC) Lynne Bryson (LB) Claire Mullen (CM) Marta Lopez (ML) Jan Strathearn (JS) Jennifer Glen (JG)</p> <p>Casey Khan (Observer)</p> <p>Aileen Cochrane (AC) David Rigmand (DR)</p>	
Apologies	<p>Laura McNicol (LMcN) Silvia Giorgi (SG) Claire Hall (CH)</p>	
Ref	Meeting Notes and Actions	Owner
1	Welcome	
	<p>AH opened the meeting by welcoming those present.</p> <p>Minutes of last AGM on 1st September 2021 approved.</p> <p>Approved by GS Secoded by YK</p>	
2	Overview and Chairperson's Report	
	<p>AH confirmed that this was the AGM for the 2021/2022 school year.</p> <p>This meeting will provide:</p> <ol style="list-style-type: none"> 1. a high-level overview of the Parent Council's activities in term 2021/22 2. an overview of the funds raised by the Parent Council and how they have been distributed back into the school 3. a statement of the Parent Council's current financial position; 4. review and approval of Constitutional amendments 	

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	<p>AH gave an overview of the Todholm Primary School’s Parent Council.</p> <p>The Parent Council currently consists of 14 members (this is an increase of 6 from last year’s AGM):</p> <ul style="list-style-type: none"> • Andrea Harkin (current Chair) • Yvonne Kerr (current Vice-Chair) • Lindsay Thornhill (current Treasurer) • Sarah Steven (current Secretary) • Gillian Simpson • Jenny Glen • Laura McNicol • Charlene Casey • Wendy Morrison • Claire Mullen • Marta Lopez • Jan Strathearn • Lynne Bryson • Silvia Giorgi <p>Members stepping down – Julie Christie and Donna Church</p> <p>The objectives of Todholm Parent Council are:</p> <ul style="list-style-type: none"> • to work in partnership with the school to create a welcoming school which is inclusive for all parents/guardians/carers. • to promote partnership between the school, its pupils, all its parents, guardians, or carers (the Parent Forum) and the wider community. • to develop and engage in activities which support the education and welfare of the pupils. • to represent the views of parents/guardians/carers on the education provided by the school and other matters affecting the education and welfare of the pupils. <p>The aims of Todholm Parent Council are to: -</p> <ul style="list-style-type: none"> • communicate with the wider Parent Forum on issues relating to the school. • represent the views of the wider Parent Forum – so, for example, if you come to us to discuss a point, if it is within our remit, we can talk to the relevant parties on your behalf; and • raise funds to support added-value activities for the benefit of the pupils. Those are activities that are not funded from the Renfrewshire Council allocated budget for the school e.g. outdoor seating, Book Fair, sound system, P7 leavers gifts, Halloween discos, Christmas parties, P1-4 and P5-7 events, P1 book bags, talent show prizes etc. <p>The PC meet formally, within the school, at least once each term which equates to four meetings per year.</p>	
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Out-with the formal meetings, additional meetings are held on an ad hoc basis, e.g. fundraising meetings to co-ordinate our event planning.

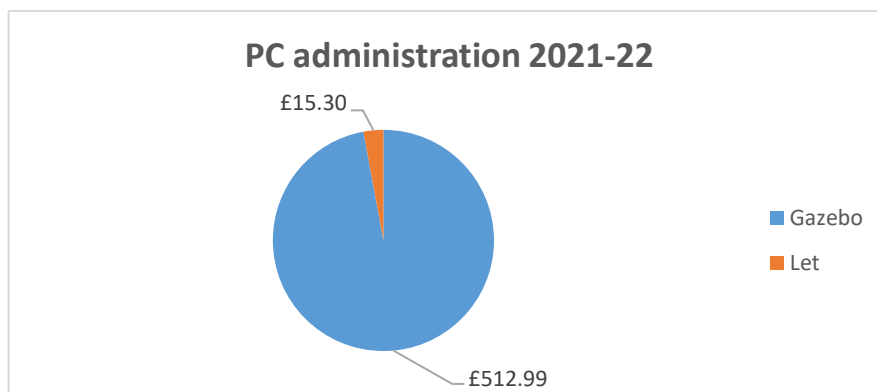
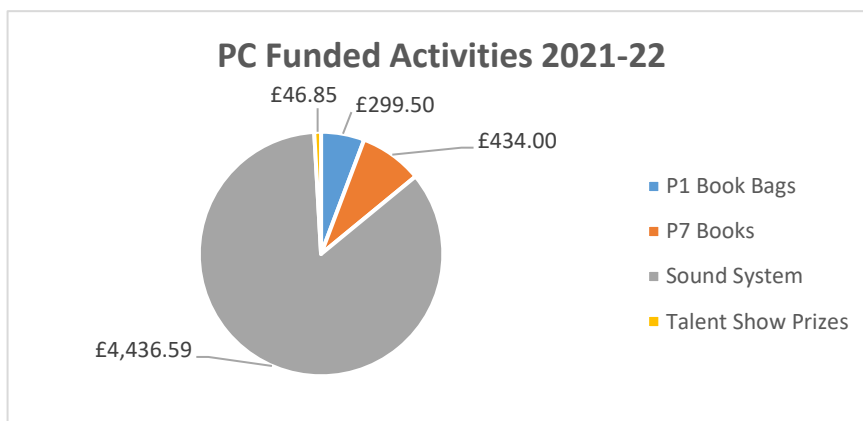
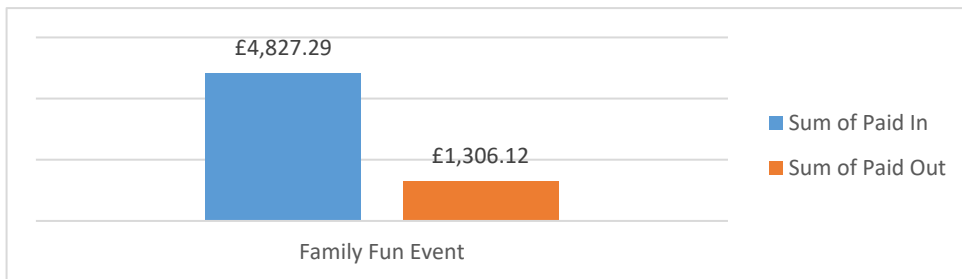
The formal meetings involve the members of the Parent Council and a representative body from the school – this is normally HT and senior management staff.

From time to time there may be other parties in attendance, and this would happen when there was something specific to address on the agenda that required input from an outside party e.g. representative from Amey or Renfrewshire Council etc.

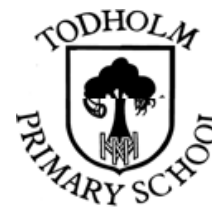
We are open to face-to-face communication from the parent forum and also have a Facebook page and an email address for correspondence.

After restrictions caused by the Coronavirus Pandemic we have finally seen more activity this year and were able to hold the Family Fun Event. Meetings have also already taken place to sort the calendar of events for the forthcoming year.

Although 2021/2022 was not filled with the usual events and the PC activity was forced to be scaled down, we still managed to raise over £3500 from the Family Fun Event. See charts below for more detailed information of profits and expenditure.

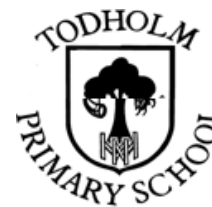


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	<p>The plan for 2022/2023 will be to have an almost full fundraising event calendar and this has been proposed to the school management team.</p> <p>The PC are always looking at new events in an attempt bring the parent forum and their friends and family together in a social capacity, while at the same time raising funds for the school. Any suggestions are always welcome.</p> <p>Outside of the fundraising arena we are actively involved in the wider Parent Council arena, attending Renfrewshire Parent Council Meetings to ensure that any messages that need to get back to parents/guardians do. These meetings gather the Parent Council representatives from all schools within the authority and bring them together for group discussion.</p> <p>Internally, we brought a wide range of topics to the table on behalf of the Parent Forum, covering topics such as,</p> <ul style="list-style-type: none"> • school lunches • school photographs • school pitch/flooding • safety of children on the streets and the issue of parking on the roads outside of Todholm Primary School • homework <p>We were included in discussions and informed in many areas, such as</p> <ul style="list-style-type: none"> • class structures • staffing • nursery • curriculum workshops • events • grants • funding applications • school holidays • school achievements 							
3	Treasurer's Report							
	<p>AH presented a high-level overview of the PC funds:</p> <p style="text-align: center;">Interim Balance Sheet As at 13th September 2022</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Carried Forward from Term 2020/2021</td> <td style="text-align: right; width: 40%;">£ 6991.36</td> </tr> <tr> <td>Revenue 2021/2022*</td> <td style="text-align: right; border-top: 1px solid black;">£ 3551.82</td> </tr> <tr> <td> Sub Total</td> <td style="text-align: right;"> £ 10,543.18</td> </tr> </table>	Carried Forward from Term 2020/2021	£ 6991.36	Revenue 2021/2022*	£ 3551.82	 Sub Total	 £ 10,543.18	
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	<p>Expenditure 2021/2022 £ 5745.23</p> <p>Adjustments for P7 Hoodies** -£31.70</p> <p>Current Balance <u>£ 4766.25</u></p> <p>*Includes payment of £10 in error – notified to parent and requested bank details to transfer back **Under and overpayment from parents resulting in £31.70 deficit to PC</p> <p>The above overview of accounts shows a true and accurate reflection of the current financial position of Todholm Primary School Parent Council as at the date noted above and is supported by the records kept by the Treasurer and validated by the Vice Chair. These records are available for inspection as required.</p> <p>_____ Andrea Harkin (Treasurer during this period)</p> <p>_____ Approved by Yvonne Kerr (Vice-Chair)</p>	
4	Amendments to the Constitution	
	<ul style="list-style-type: none"> • No amendments at present • We may however want to add the new communication person role as we see this as a key role in communicating our work and events to the wider parent forum and community 	
5	AOB	
	<p>AH thanked all members of the parent forum for their support, input, and all their contributions and efforts both in the fundraising arena and to daily life at the school.</p> <p>AH also took the opportunity to thank Mrs Cochrane and her staff for their ongoing commitment and drive that is so evident in the day to day running of the school and especially during the difficult and unprecedented times during the pandemic.</p>	
6	Date of Next PC and AGM Meetings	
	<p>Date of Next PC Meeting: 15th Nov 2022 Date of Next AGM: August/Sep 2023 - TBC</p>	