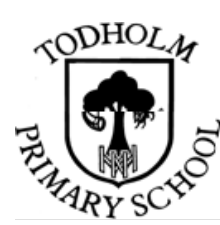


# Todholm Primary School Parent Council Annual General Meeting Minutes of Meeting



<b>Date:</b>	29 <sup>th</sup> August 2023	
<b>Time:</b>	7.00 pm	
<b>Location:</b>	Todholm Primary School	
<b>Attendees:</b>	<p>Andrea Harkin (AH) (Chair)  Yvonne Kerr (YK) (Vice-Chair)  Lindsay Thornhill (LT) (Treasurer)  Sarah Steven (SS) (Secretary)  Wendy Morrison (WM)  Charlene Casey (CC)  Claire Mullen (CM)  Jennifer Glen (JG)  Natalie Russell (NR)</p> <p>Aileen Cochrane (AC)  Claire Hall (CH)  Laura McAllister (LM)</p> <p>Parent Observer : Alison Gray (AG), Eric Hathaway (EH)</p>	
<b>Apologies</b>	<p>Lynne Bryson (LB)  Marta Lopez (ML)  Jan Strathearn (JS)</p>	
Ref	Meeting Notes and Actions	Owner
<b>1</b>	<b>Welcome</b>	
	<p>AH opened the meeting by welcoming those present.</p> <p>Minutes of last AGM on 13<sup>th</sup> September 2022 were approved.</p> <p>Approved by YK  Seconded by WM</p>	
<b>2</b>	<b>Overview and Chairperson's Report</b>	
	<p>AH confirmed that this was the AGM for the 2022/2023 school year.</p> <p>This meeting will provide:</p> <ol style="list-style-type: none"> <li>1. a high-level overview of the Parent Council's activities in term 2022/23</li> <li>2. an overview of the funds raised by the Parent Council and how they have been distributed back into the school</li> <li>3. a statement of the Parent Council's current financial position</li> <li>4. review and approval of Constitutional amendments</li> </ol> <p>AH gave an overview of Todholm Primary School's Parent Council.</p>	

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The Parent Council currently consists of 12 members (this is a decrease of 2 from last year's AGM):

- Andrea Harkin (current Chair)
- Yvonne Kerr (current Vice-Chair)
- Lindsay Thornhill (current Treasurer)
- Sarah Steven (current Secretary)
- Jennifer Glen
- Charlene Casey
- Wendy Morrison
- Claire Mullen
- Marta Lopez
- Jan Strathearn
- Lynne Bryson
- Natalie Russell

In addition to the members, we have a core group of fantastic helpers who support the events.

More members and helpers are needed to deliver the full programme of events this coming school year. Following some promotion of the PC at the P1 Inductions in May/June 2023, AH received notes of interest from 5 parents/carers wishing to receive more information on the work of the PC. AH contacted all 5 on 23<sup>rd</sup> August 2023 and hopefully this will result in new members joining.

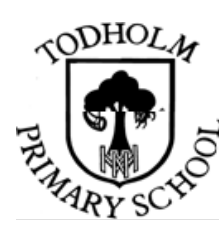
The objectives of Todholm Parent Council are:

- 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.

The aims of Todholm Parent Council are to:

- 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.

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The PC meet formally, within the school, at least once each term which equates to four meetings per year. All minutes are now shared by the school on ClassDojo and on the PC page of the school website.

Out with the formal meetings, additional meetings are held on an ad hoc basis, e.g. fundraising meetings to co-ordinate event planning.

The formal meetings involve the members of the Parent Council and a representative body from the school – this is normally Head Teacher and Depute Head Teachers.

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, pupils etc.

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

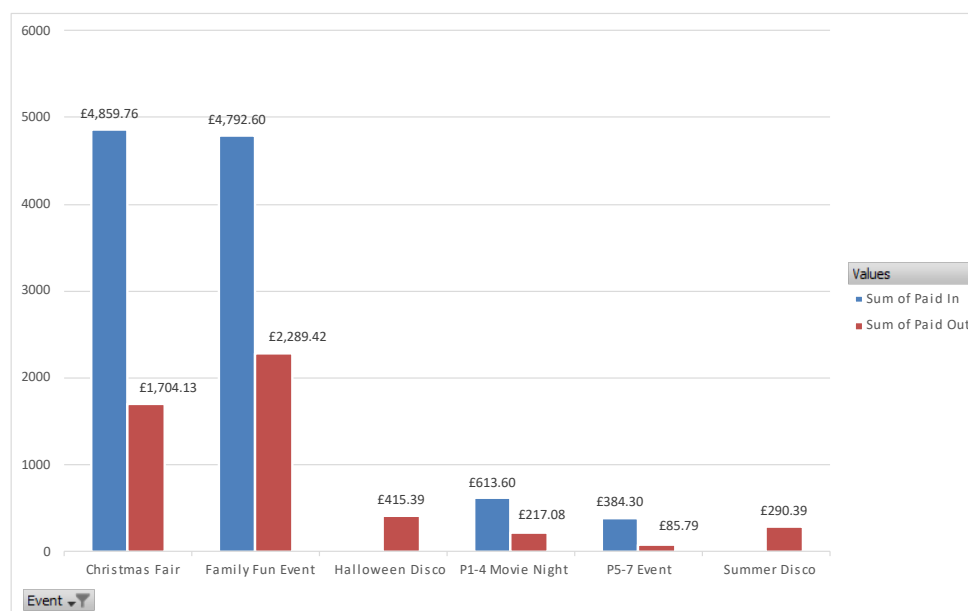
## 2022/2023 Activity

The 2022/2023 school year saw a return to a full programme of events:

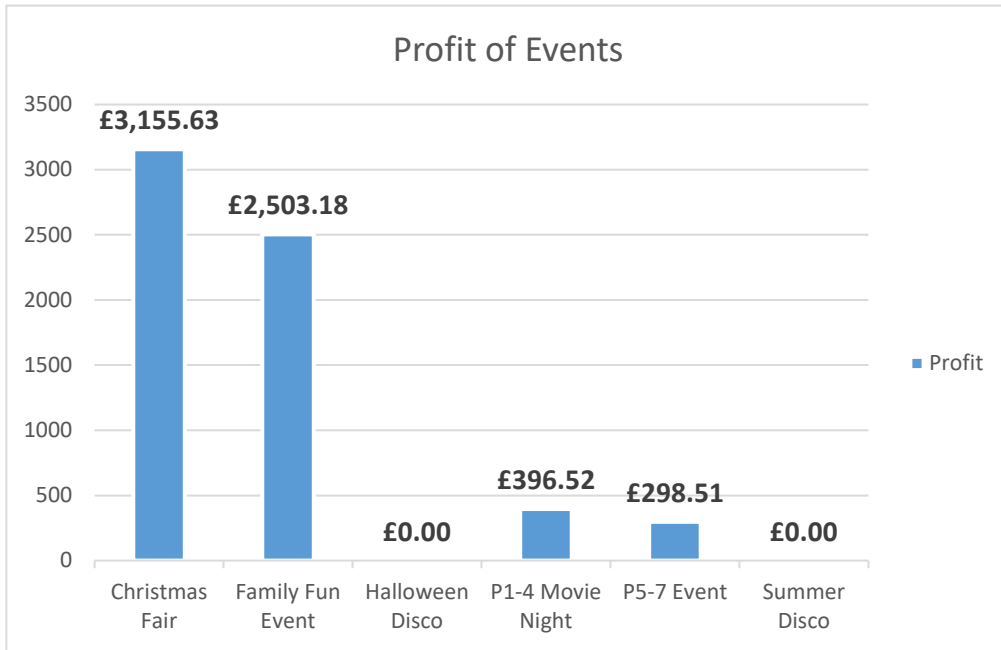
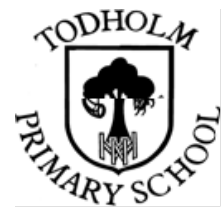
- Halloween Disco – free event
- Christmas Fair
- P1-4 Movie Night
- P5-7 Task Master
- Family Fun Event
- Summer Disco – free event

At the outset of the school year, and after discussion with the school, the PC agreed to financially support 2 events which would be free of charge to all pupils.

## PC Events – 2022/2023 – Income and Expenditure/Profit

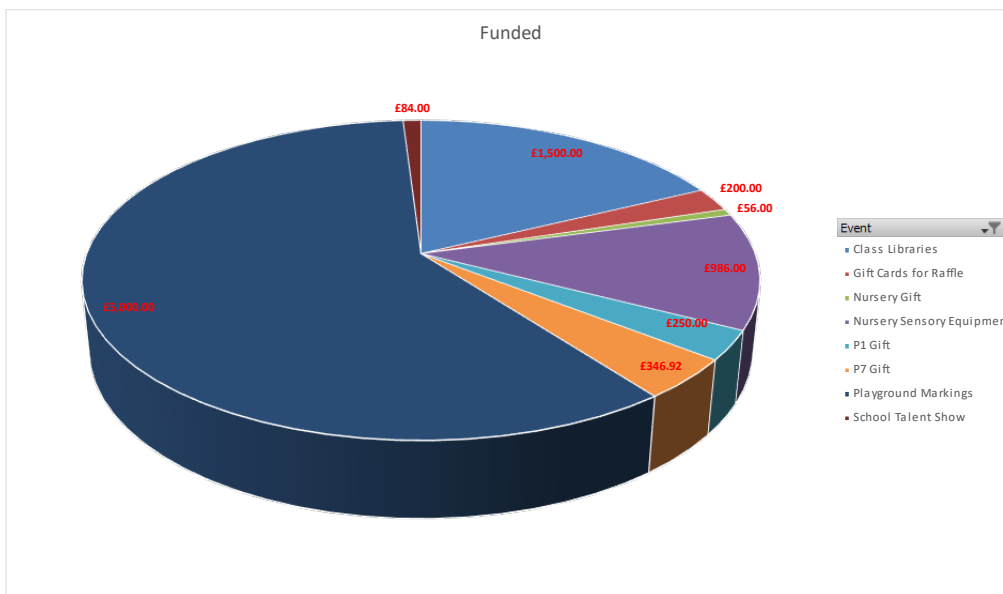


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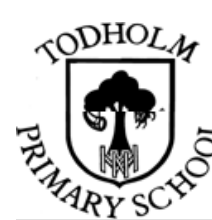


In terms of funding back to the school, the PC supported a number of requests totalling £8,422.92:

- New playground markings - £5000
- Class and nursery libraries - £1500
- Nursery sensory equipment - £986
- P7 leavers gift - £346.92
- P1 gift - £250
- Gift cards for raffle - £200
- Talent show prizes - £84
- Nursery gift - £56

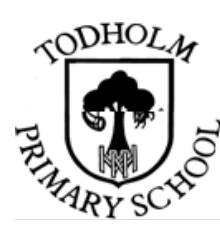


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	<p>A total of £108.75 was paid out in admin costs.</p> <p>The plan for 2023/2024 will be to have a similar event calendar – details to be agreed and finalised.</p> <p>The PC are always looking at new events in an attempt bring the parent forum and 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 Chair 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"> <li>• school lunches</li> <li>• school photographs</li> <li>• safety of children on the streets and the issue of parking on the roads outside of Todholm Primary School</li> </ul> <p>We were included in discussions and informed in many areas, such as</p> <ul style="list-style-type: none"> <li>• class structures</li> <li>• staffing</li> <li>• nursery</li> <li>• curriculum workshops</li> <li>• events</li> <li>• grants</li> <li>• funding applications</li> <li>• school holidays</li> <li>• school achievements</li> </ul>	<p>AH</p> <p>All</p>								
<b>3</b>	<b>Treasurer's Report</b>									
	<p>AH presented a high-level overview of the PC funds:</p> <p style="text-align: center;"><b>Interim Balance Sheet As at 13<sup>th</sup> September 2022</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Carried Forward from Term 2021/2022</td> <td style="text-align: right;">£ 4766.25</td> </tr> <tr> <td>Revenue 2022/2023</td> <td style="text-align: right; border-bottom: 1px solid black;">£ 10,707.49</td> </tr> <tr> <td>Sub Total</td> <td style="text-align: right;">£ 15,473.74</td> </tr> <tr> <td>Expenditure 2022/2023</td> <td style="text-align: right; border-bottom: 1px solid black;">£ 13533.87</td> </tr> </table>	Carried Forward from Term 2021/2022	£ 4766.25	Revenue 2022/2023	£ 10,707.49	Sub Total	£ 15,473.74	Expenditure 2022/2023	£ 13533.87	
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	<p>Current Balance <span style="float: right;"><u>£ 1939.87</u></span></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.</p>	
<b>4</b>	<b>Amendments to the Constitution</b>	
	<ul style="list-style-type: none"> <li>• No amendments at present.</li> <li>• 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.</li> <li>• AH highlighted her plan to step down as Chair at the end of the 2023/2024 school year which will result in this position being vacant as well as the Vice-Chair position which will be vacated by YK at that time.</li> </ul>	
<b>5</b>	<b>AOB</b>	
	<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>	
<b>6</b>	<b>Date of Next PC and AGM Meetings</b>	
	<p>Date of Next PC Meetings:</p> <p>29<sup>th</sup> August 2023  21<sup>st</sup> November 2023  20<sup>th</sup> February 2024  21<sup>st</sup> May 2024</p> <p>Date of Next AGM: August/Sep 2024 - TBC</p>	