

**COYLTON PRIMARY SCHOOL PARENT COUNCIL**  
**MINUTE OF MEETING**  
**16<sup>th</sup> DECEMBER 2020**  
**Via ZOOM**



	<b>ACTION</b>
<b>1. Welcome, attendees &amp; apologies</b> <u>Attendees</u> Lorna McIntyre (Chair), Fiona Donnelly, Lynsay Murdoch, Joanne Neil (Minutes), Bonita Rathore, Donna Shimmons, Kirsty Murdoch, Christine Miller, Kayleigh Martin, Shala Montgomery, Hazel Murray, Heather Kerr, Gillian Ramsay  <u>Apologies</u> Margaret Howat, Elisa Mackie, Michele Martin, Louise Dempster, Anne Kennedy, Ali Watkins	
<b>2. Minutes of last meeting</b> The minutes of November's Parent Council Meeting were emailed out and no amendments have been received.  Approved – Shala Montgomery Seconded – Hazel Murray  <b>Outstanding Items</b> 1. Lottery (to replace 200 club) – Information obtained by Anne Kennedy – For Agenda January 2021. 2. Roads Alliance – No further correspondence – For Agenda January 2021.	
<b>3. Chairperson's Report</b> Lorna has continued to Support orders from Calendars and Tea towels. Calendar Order form to be closed tonight following the meeting. Connect membership had lapsed. Membership now reinstated. This provides Insurance for future fundraising events. Budget consultation issued by SAC. Link to be sent by Lorna. Be mindful of School requirements as these can often be forgotten. Lorna to complete one on behalf of the Parent Council Group. Lorna is supporting Sarah Pye to develop a guidance document for Parent Councils. First Draft now complete.	
<b>4. Head Teacher's Report</b>	

<p>COVID update – since our last meeting 1 more positive case. 19 children and 6 adults had to self-isolate. Isolation time has reduced from 14 days to 10 days.</p> <p>So far 17 Parents have contacted the School who have indicated there children will finish School before 23<sup>rd</sup> December. This number is expected to rise. Children are being supported on Teams for Home Learning.</p> <p>Jennifer Mulholland (Successful candidate for the Temporary Deputy Head Teacher post) visited the School on Monday. Donna finishes for Maternity Leave next week. Fiona thanked Donna for her support over the past year, she will be sorely missed by everyone in School next year.</p> <p>P1 Registration – Online platform W/B 18<sup>th</sup> January 2021  S1 Registration – Online platform for S1 Registration W/B 11<sup>th</sup> January 2021.</p>	
<p><b>5. Treasurer's Reports</b></p> <p>Balance bank – £2646.05  Paypal Account - £3127</p> <p>Paypal fees of approx. £143. Shala to contact them to ask about reduced fees as a non-profit organisation.</p> <p>Online Banking Forms have been signed and have to be returned to the Bank along with ID by Lorna McIntyre. This will allow us to accept Bank Transfers in future fundraising events.</p> <p>Change to constitution  n proposed to allow Treasurer to have the ability to be the sole person allowed to authorise payments/Bank Transfers.</p>	
<p><b>6. AOB</b></p> <p><b>Fundraising-</b> A huge Thank you to Hazel Murray, and all EYC staff as well as Annette and Susan in Office for their support in this years Fundraising events.</p> <p>310 Calendar Orders - £1108.42 profit  330 Tea Towel Orders £637.40 profit  18 Aprons (32 Still available for Sale)  26 Bags £65.00 profit</p> <p><b>Christmas Raffle</b> – 43 Raffle Prizes – Draw 18<sup>th</sup> December  Results to be posted on Parent Council Facebook and Twitter.  Over £2000 has been raised to date.</p> <p>Hazel Thanked Lynne and Rebecca in EYC 2 year old Room especially for their support. A small thank you gift will be purchased on behalf of the Parent Council.</p> <p><b>Elf Scratch Cards</b> – 17 Sold  £476 raised to date (£60 outstanding)</p>	

<b>Guess Sweets Jar/Christmas Jumper Design/Guess the Bears Birthday</b> - £368.50 raised	
7. <b>P7 Hoodies</b> – To be issued to P7s on Friday 18 <sup>th</sup> December	
<b>8. Date of next meeting</b>	
13 <sup>th</sup> January 2021 – Via Zoom	

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