**Burra Parent Council AGM**

**Minutes of the Annual General Meeting of Burra Parent Council**

**held in Hamnavoe Primary School on Thursday 28 August 2025 at 7pm**

**Present**: Jennifer Nicolson (Chairperson)

Denise Duncan (Vice Chair)

Ellyn Hutchison (Parent)

Jill Irvine (Parent)

Laura Johnson (Parent)

Louise Malcolmson (Parent)

Judy Priest (Parent)

Amy Williamson (Parent)

**In Attendance:** Suzanne Inkster (Clerk)

Helen Robertson (Head Teacher)

**Apologies:** Chris Goodier and Joanna Goodier

* **Notice of Meeting:**

Jennifer welcomed everyone to the meeting. All office bearers and parent council members are stood down and the process begins to form our new parent council.

* **Approve Minutes of meeting held on 27 August 2024**

Minutes were approved by Jennifer and seconded by Amy.

* **Chair Persons Report**

Jennifer gave an overview of the involvement of the parent council over the last school year: Family Fun Night to welcome new families to the school; the Christmas Hamper fundraiser at the Christmas Concert. The bi-annual Family Engagement event in February and the May Coffee Morning fundraiser. Jennifer thanked everyone for their efforts to make these events a success.

* **Treasurers Report – Suzanne Inkster**

The current bank balance in the parent council bank account is £9.34. The Parent Council does not need funds to complete their functions.

The current balance in the School Fund is £3617.21. This fund is managed by Caroline at the school office. Helen stated that the largest spend of the school fund is on buses for class trips. Last year this was approximately £1900. This highlights the need for our fundraising events so that class trips can continue.

* **Nomination of Office Bearers**

**Chair person**:

Jennifer Nicolson nominated by Helen seconded by Amy

**Vice Chair**:

Denise Duncan nominated by Jennifer seconded by Ellyn

**Clerk/Treasurer:**

Suzanne Inkster non pc memeber

* **Review of the Constitution**

The constitution was reviewed and updated at section 10 (to state that minutes will be published on the schools blog) and section 12 (signature of the treasurer and chair for any withdrawls).

* **AOB**

Jennifer will update the parent council messenger chat group with new members and remove anyone no longer on the parent council.

**The meeting closed at 7.30pm**