

SCALLOWAY SCHOOL PARENTS' COUNCIL

Chairperson:

Name Kenny Pottinger
Address Sained, East Voe
Scalloway
Tel: (01595) 880249
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Clerk:

Name Dawn Ratter
Address 32 Stura
Gott,
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Date: 12th September 2024

To: All Members of the Parent Forum (this is all parents/guardians/carers of a pupil at the school)
Morag Fox, Head Teacher
Davie Sandison, Councillor
Moraig Lyall, Councillor
Ian Scott, Councillor
Catherine Hughson, Councillor

Dear Parent/Carer

PARENT COUNCIL ANNUAL GENERAL MEETING

The Scalloway Primary School Parent Council's AGM will be held on Wednesday 18th September 2024 at 6.30pm in the Scalloway Primary School staffroom.

Please support your child by becoming involved. We look forward to seeing you there.

Apologies for absence should be intimated to the Clerk by email.

Yours sincerely

Dawn Ratter

Dawn Ratter
Clerk to the Parent Council

Cc QIO – Ann-Marie Flaws, Children's Services

AGENDA

1. Welcome & Introductions by Chairperson.
2. Apologies for Absence.
3. Approval of Minutes of Wednesday 20th September 2023.
4. Chairperson's Report.
5. Treasurer's Report (attached).
6. Election of Parent Members.
7. Election of Office Bearers.
8. Date of Next Annual General Meeting.

SCALLOWAY PRIMARY SCHOOL PARENT COUNCIL
Income & Expenditure Account 2023/24

INCOME	£'s	£'s
SIC Grant 2023/24 (Admin costs)		300.00
EasyFundraising		37.49
		£337.49

EXPENDITURE	£'s	£'s
2022/23 Costs	221.70	
Grant Underspend 22/23	20.00	
Photocopying	95.20	
Mileage	19.80	
Auditing of Accounts	30.00	£386.70
Profit/(Deficit) for year		-£49.21

Bank Reconciliation

Balance as at 1 April 2023		£631.74
<u>add</u> Income		£337.49
		£969.23
<u>less</u> Expenditure		£386.70
Balance as at 31 March 2024		£582.53

Underspend from 2023/24 grant		£155.00
Balance c/fwd 2024/25		£427.53

NOTE: Clerk's Salary of £400 paid directly by SIC

I certify this is a true & accurate picture of the Scalloway Primary School Parents Council's Income & Expenditure for 2023/24

Signed: 

Date: 19/05/2024

Print Name: DARREN STEWART

**Minutes of the Scalloway School Parents' Council AGM
Held on Wednesday 20th September 2023
At 6.00pm in the Scalloway Primary School**

Present

Kenny Pottinger	Chairperson	Caroline Shewan	Parent Member
Diana Tulloch	Vice Chair	Seth Travins	Parent Member
Jamie Fullerton	Parent Member	Carly Cheyney	Parent Member
Catherine Bradley	Parent Member	Terri Barry	Parent
Beverley Lamming	Parent Member		

In Attendance

Morag Fox	Head Teacher
Dawn Ratter	Clerk/Treasurer
Catherine Hughson	Councillor

1. Welcome & Introductions

Kenny welcomed everyone to the Annual General Meeting.

2. Apologies for Absence

Apologies were received from Jacqueline Irvine, Cynthia Poleson, Carrie Macdonald, Margaret Anderson, Cllr Ian Scott and Cllr Davie Sandison.

3. Approval of Minutes of AGM held on Wednesday 14th September 2022

The minutes of the previous AGM were approved by Morag Fox and seconded by Diana Tulloch.

4. Chairperson's Report

As attached.

5. Treasurer's Report

As attached.

6. Review of the Constitution

The constitution was agreed by all members presents.

7. Election of Office Bearers

Chairperson: Kenny Pottinger

Proposed By: Carly Cheyney

Seconded By: Diana Tulloch

Vice Chair: Diana Tulloch

Proposed By: Kenny Pottinger

Seconded By: Carly Cheyney

Terri Barry joined as a Parent Member.

Jacqueline Irvine stepped down as a Parent Member.

Dawn will email all members not present to check if they would like to remain on the Parent Council as a Parent Member.

ACTION: DR

The staff representative will be Emily Edwards.

8. Date of Next Meeting

The next AGM will be held on Wednesday 18th September 2024, at 6.30pm.

Scalloway Chairperson's Report 2023

It has been great to see the return of face to face Parent Council meetings over the last year. The Parent Council is fortunate to receive an update from the Head Teacher at every meeting that highlights what is happening in the school that term. This has led to discussions on a wide range of topics over the year including: Staffing, School Improvement Plan, Team Improvement Visit, Pupil Equity Funding, Education Reform, Pupil Transitions into P1 and S1, School Meals, School Trips, Homework, UNCRC, development of the Indoor/Outdoor area, the revamp of the school Vision, Values and Aims and much more.

It has been wonderful to see so many parents interested in joining the parent council over the last year and have such a high uptake of parent members. At the AGM last year we approved a change to the constitution to increase the maximum number of parent members to 25.

It has been brilliant to see the return of in school events. The school held a very successful Fish and Chip night in September 2022 which raised over £2,600 towards school funds. Families were invited into the school in March for a Learning Walk where pupils took their family members on a tour of the school, a visit to their classroom and a look at some of their class work.

Parent members have served tea/coffee and homebakes at events in the school this year, including the Fish and Chip night, Parents Evening and the Learning Walk event. We hope to be able to contribute towards more social events over the coming year.

This year Diana and I have attended the Parent Council Bi-Annual meetings where we discuss issues affecting education in all of Shetland schools and we get an opportunity to hear about good practice from other chairs and vice-chairs. Topics this year have included the Education Reform consultation, Xpressions pilot, Digital Learning, Social Security Scotland and information on the increase of Vaping.

I would like to thank my fellow Parent Council members who have devoted their time, enthusiasm, and commitment to supporting the school and Parent Council during the last year, and in particular Diana our vice-chair for her help and support. I would also like to thank our Clerk; Dawn Ratter for her minute taking and organisational support. And once again I would like to thank Morag and all her staff for all that they do for our bairns.

Kenny Pottinger
Chairperson
Scalloway Primary School Parent Council

SCALLOWAY PRIMARY SCHOOL PARENT COUNCIL
Income & Expenditure Account 2022/23

INCOME	£'s	£'s
SIC Grant 2022/23 (Admin costs)		130.00
EasyFundraising		15.53
		£145.53

EXPENDITURE	£'s	£'s
Grant Underspend 21/22	110.00	
Photocopying	203.70	
Mileage	18.00	
Auditing of Accounts	20.00	£351.70
Profit/(Deficit) for year		-£206.17

<u>Bank Reconciliation</u>		
Balance as at 1 April 2022		£616.21
<u>add</u> Income		£145.53
		£761.74
<u>less</u> Expenditure		£351.70
		£410.04
<u>add</u> Unpresented Cheques		£221.70
Balance as at 31 March 2023		£631.74

Underspend from 2022/23 grant		£0.00
Balance c/fwd 2023/24		£631.74

NOTE: Clerk's Salary of £400 paid directly by SIC

I certify this is a true & accurate picture of the Scalloway Primary School Parents Council's Income & Expenditure for 2022/23

Signed:



Date:

31/05/2023

Print Name: DARREN STEWART