



**Minutes of Kirktonholme Primary School Parent Council AGM,  
9<sup>th</sup> September 2024, 6.30pm in the School Building**

**Present:** Fiona Lawson (Chair), Clair Dorans (Treasurer), James Richardson (Secretary)  
Natascha Jorgensen-McAllister, Gayle Heeps, Heather Doucet, Aaron Smith,  
Jamie-Lee McLean  
Mrs Linda Wright (Head Teacher) Mrs Val Miller (Deputy Head Teacher).

**Apologies:** Sian Thomson (Vice Chair), Emma Davies, Heather Graham

<b>Item No</b>	<b>Title</b>	<b>Discussion</b>
<b>1</b>	<b>Welcome</b>	Fiona Lawson welcomed everyone to the meeting and gave apologies for those unable to attend.  Two new members were in attendance, Aaron Smith and Jamie-Lee McLean who introduced themselves to the team.
<b>2</b>	<b>Responsibilities of each role</b>	Fiona Lawson ran through the roles and responsibilities of each role within the PC.
<b>3</b>	<b>Office Bearers nominations and voting</b>	The proposals for this year's office bearers were as follows:- <ul style="list-style-type: none"><li>- Fiona Lawson, Chairperson</li><li>- Sian Thomson, Vice Chairperson</li><li>- Clair Dorans, Treasurer</li><li>- James Richardson, Secretary</li></ul> The allocation of roles was accepted and approved by all.
<b>4</b>	<b>Summary of Last Year's activities</b>	Fiona provided a recap of last year's activities:- <b>Events:-</b> <ul style="list-style-type: none"><li>• Halloween Disco</li><li>• Christmas Fayre</li><li>• Summer Fayre</li></ul>

		<p><b>Funded:-</b></p> <ul style="list-style-type: none"> <li>• Halloween prizes for classes at disco</li> <li>• Selection Boxes</li> <li>• Bike Shed</li> <li>• Jump Start Jonny contribution</li> <li>• Easter eggs and Easter chocolate</li> <li>• School leavers ties</li> <li>• Primary 1 ties</li> <li>• Contribution to nursery summer celebration</li> <li>• DJ for P7 leavers celebration</li> <li>• Donated refreshments for P7 leavers celebration</li> <li>• £2,000 donation for IT equipment</li> </ul> <p><b>Other Activities:-</b></p> <ul style="list-style-type: none"> <li>• Continued to act as a bridge between the school community and the school. Kept our facebook page updated with information also released from the school.</li> <li>• Linda also added to the list by reminding us of our assistance with consultations etc. which are invaluable to the school.</li> </ul>
5	<b>Goals &amp; Objectives</b>	<p>Fiona outlined this year's PC objectives which included:-</p> <ul style="list-style-type: none"> <li>• Continue lines of communication between the school community and the school.</li> <li>• Recruit more parent helpers for events</li> <li>• Fundraise for school trips or vital IT equipment. School to advise on priority.</li> <li>• Arrange successful fundraising events i.e. Christmas Fayre and Summer Fayre.</li> <li>• Be able to fulfil funding requests.</li> </ul>
6	<b>Treasurer Report</b>	<p>Report was prepared and read by Clair. The balance of the account was £3,087.94 as of 9<sup>th</sup> September 2024.</p>
7	<b>Head Teachers Report</b>	<p>Linda delivered the Head Teachers Report. A recap of the 2023/2024 plan was given together with a look ahead for the next three years (For further details, please see the appended report attached).</p>
8	<b>Funding Requests</b>	<p>There were no funding requests at present.</p> <p>There were various discussions surrounding fundraising events this year including a possible race night or bingo night</p>

		<p>in the spring. This will be discussed further as the year progresses and a suitable event organized in addition to the Christmas Fayre and Summer Fayre. A poll may be published to the wider school community in this regard.</p> <p>The Halloween Disco will be held on the 30<sup>th</sup> of October and 28nr prizes will be arranged by the PC for the winners of each group. Val Miller will arrange the tickets as per last year.</p> <p>Fiona asked the school position on asking parents for a financial contribution for trips etc. Linda confirmed that the school policy was not to ask families for money direct.</p>
<b>9</b>	<b>Parent Queries</b>	<p>One parent queried if Kirktonholme were signing up for 'ASDA Reward Scheme'. It was discussed and concluded that as ASDA was not a local store it would not be viable. The return was very low and required high volume so not suitable for Kirktonholme given its location.</p>
<b>10</b>	<b>AOB</b>	<p>It was noted that Mona Rabie had left the Parent Council as she has relocated to Dubai.</p> <p>Aaron asked if the PC had a card machine for electronic payments. We don't, but it might be worth looking into purchasing one if the interest charged is nominal as cash is becoming more of an issue at events.</p>
<b>11</b>	<b>Dates for future meetings</b>	<ul style="list-style-type: none"> <li>• Dates decided for next meetings will be: <ul style="list-style-type: none"> <li>- Halloween Disco meeting - Monday 7<sup>th</sup> October at 6.30pm in the school (PC members only).</li> <li>- Official PC meeting, Monday 21<sup>st</sup> October at 6.30pm in the school.</li> <li>- Official PC meeting, Monday 18<sup>th</sup> November at 6.30pm in the school.</li> </ul> </li> </ul>