

# Parent Forum Minutes

Meeting title		
24 May 2022	6pm	In School
Type of meeting	Parent/School Update	
Chair/Notetaker	Laura Cleland / Nicola McCracken	
Attendees	Linda Blair, Carol hunter, Jenny Butler, Jennifer Murphy, Vicki Heijen, Andria Jeffrey, Jill Cairns, Gill McDonald, Jen Ferguson, Gillian Chalmers, Lisa Houston, Gillian Marshall (H/T), Rachel Neilly (P/T)	
<b>Agenda</b> <ul style="list-style-type: none"> <li>• Headteacher Update (Mrs Marshall)</li> <li>• Minutes from last meeting</li> <li>• Finance Update / Treasurer Role</li> <li>• Fundraising (school disco, sponsored cycle, lottery, external funding)</li> <li>• AOB (All)</li> </ul>		
<b>Agenda topic 1</b>		
Discussion	Welcome from HT	
Conclusions	Please see attached update for full H/T briefing	
<b>Agenda topic 2</b>		
Discussion	Finance	
Conclusions	<p>Closing balance after payment for Amazon and Insurance is £2.5K. Purchase of school ties for P7 leavers to be completed by 17 June.</p> <p>Discussed treasurer role and Laura asked group to have a think if anyone would like to take over role in new term as Gillian needs to hand over.</p> <p>Agreed need to arrange an AGM in Term 1 and also re-elect for roles.</p>	
<b>Agenda topic 3</b>		
Discussion	Fundraising	
Conclusions	<p>School disco actions were mainly closed out by Carol and Laura. Carol reviewed list of helpers and roles for the night.</p> <p>Agreed good idea to delay the sponsored cycle till Sept and go with possible idea of 'Beat the Teacher'</p> <p>Discussed need to make more of Easy fundraising and Lottery. Will follow up on using flyers. At AGM ask for parent volunteer to help with this action in new term</p> <p>Two external grant applications have been passed onto Parent Council and potentially could give us £1500 so will complete and send before end of Term.</p>	
<b>Agenda Topic 4</b>		
Discussion	AOB	

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<p><b>Conclusions</b></p>	<p>Garden is almost complete and looking great - after walk around Andria and Billy said a lot of the bark is needing replaced and some of the wooden edge also. Andria is attempting to see if we can get donated bark/wood</p> <p>Jen was updating us on Gala prep and help needed. Banner was required and we agreed to pay for this via PTA fund.</p>	
<p><b>Action items</b></p>	<p><b>Person responsible</b></p>	<p><b>Deadline</b></p>
<p><b>AGM</b> for New Term – review re-election process and new constitution may be needed. Need to ask for volunteer Treasurer and also allocate someone to help with Lotto and Easy Fundraising</p>	<p>Laura Cleland</p>	<p>End Aug</p>
<p><b>Sponsored Cycle</b></p> <ul style="list-style-type: none"> <li>• Laura and Corrine to decide on format and set up fundraising options</li> <li>• Discuss at next meeting and decide on how to communicate and encourage parents and families to join in</li> </ul>	<p>Laura Cleland/Corrine Carruthers</p>	<p>By end Aug</p>
<p><b>Grants</b> – complete by end term and send back to Council</p>	<p>Nicola McCracken</p>	<p>Complete</p>
<p><b>Mud Kitchen</b></p> <ul style="list-style-type: none"> <li>• Miss Jones to send picture of mud kitchen to Nicola</li> <li>• Vicki has pallets she can donate so Nicola to make contact once we know how many are needed</li> <li>• Laura to source others if needed</li> </ul>	<p>Nicola McCracken/Vicki Heijen/Laura Cleland</p>	<p>Need to follow up as have not received pictures as yet</p>
<p><b>Next meeting: TBC (late Aug or early Sept)</b></p>		