

## Kirkton Primary Parent Forum – Annual General Meeting 27<sup>th</sup> September 2022

**Attendees:** Laura Cleland, Nicola McCracken, Andria Jeffrey, Kirsty McKellar, Jen Ferguson, Barry Ferguson, Vicki Heijnen, Lindsey Frame, Kristen Dearie, Gillian Marshall

**Apologies:** Carol Hunter, Jenny Butler, Gillian Chalmers

### AGM Formalities

Introduction/Welcome

*I would like to welcome all parents new and existing to our first AGM as the newly formed forum.*

*As a group we aim to provide a forum for ideas and suggestion that will enhance the learning experience of our children as well as implementing fundraising ideas to raise money for equipment and experiences that benefit the children of our school. We aim to and support the parent community by.*

- Representing the views of parents on the education provided by the school and other matters affecting the education and welfare of pupils
- Communicating with parents on recent activities and planned future activities and initiatives.
- Working in partnership with the school to create a welcoming school which is inclusive for all parents
- Promoting partnership between the school, its pupils and all its parents

Review of our constitution

The formal constitution was in need of a review as it detailed the governance of the existing group which was formally known as the parent council and the PTA. LC tabled a draft of the new constitution. If the new office bearers and once appointed and member for the forum could review the constitution prior to the next forum meeting so we can get to formalised and sent to SLC. New constitution drafted and attached for reference. Any comments, please let Laura know.

Nomination of Office Bearers

Chair

A member of the Parent Forum should always chair the Parent Council.

**There are two basic jobs the Chairperson should do:**

- a) Guide the Parent Forum to achieve its aims
- b) Chair the meetings of the Parent Council

**Some of the duties of the Chairperson are as follows:**

- Liaise with the Secretary] on the agenda and meeting arrangements.
- Welcome members and introduce guests.
- Ensure fair discussion and that everyone gets a chance to have their say.
- Stop anyone taking over or dominating discussions.
- Get through the agenda on time.
- Sum up issues, points and decisions.
- Ensure decisions are carried out.

- Work with the Treasurer to ensure that proper financial accounts are prepared for meetings, including the Annual General Meeting.

Nominated persons:      Laura Cleland                      1<sup>st</sup> Lindsey Frame                      2<sup>nd</sup> Nicola McCracken

### **The Secretary**

The Secretary plays an important role in supporting communication between Parent Forum members. It is important that the Parent forum agrees how parents can get in touch with the Secretary and that these arrangements are well publicised so that all parents know how to make contact.

#### **Some of the duties of the Secretary are to:**

- Make arrangements for meetings and prepare an agenda in consultation with the Chairperson.
- Send a notice of the meeting, venue and agenda to all Parent Council members so that they will receive them in good time for the meeting. Agendas should be sent out for all meetings even if they are held at the same time and place each month.
- Keep a record of everyone attending the meeting and any apologies for absence.
- Let Parent Forum members know about all correspondence received and report any action taken since last meeting.
- Take a minute of meetings, recording decisions and actions to be taken and by whom. This can be a task that is shared amongst members of the Parent Council to allow the Secretary to participate in discussions.
- Provide minutes for all Parent Forum members prior to or at meetings.

Nominated persons:      Nicola McCracken                      1<sup>st</sup> Laura Cleland                      2<sup>nd</sup> Vicki Heijnen

### **The Vice Chair**

To support the role of the chair, to be able to step into the chairperson's role in their absence. Supporting the work of the group to achieve the aims of the parent council. To lead subgroups and support the communication of the parent forum.

Nominated Persons: Kristen Dearie                      1<sup>st</sup> Laura Cleland                      2<sup>nd</sup> Andria Jeffrey

### **The Treasurer**

Every Parent Forum that intends to raise money should make sure a Treasurer is appointed to handle the money coming in and going out of the group. The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of money.

#### **The tasks of the Treasurer include:**

- Having a clear and accurate book-keeping system that records any money received and how the money is spent.
- Maintaining the bank account. It is good financial practice to require two out of three of the Officers' signatures on cheques to allow any money to be withdrawn or spent.
- Producing a report for each meeting stating money paid into, or out of, the account since the last meeting.
- Advise on the amount of money available for the group's work and warn of excess expenditure.

Prior to the Parent Council Annual General Meeting (AGM) the Treasurer should arrange for the year's accounts to be independently checked (audited) and agreed with the Chair. The Treasurer should present the audited financial statement at the AGM and answer any questions on the accounts.

Nominated persons

Carol Hunter

1<sup>st</sup> Nicola McCracken

2<sup>nd</sup> Laura Cleland

**Approved by: Gillian Marshall**

### **Subgroups**

It may be useful to have some sub-groups of the Parent Council to carry out some specific tasks. If you are setting up sub-groups these should be given a clear remit with someone taking responsibility for organising the group and reporting back to the Parent Council.

Some of the tasks you may consider allocating to sub-groups might include:

- Organising fundraising
- Planning social events for parents, children and staff
- Communicating with parents which might include a newsletter
- Working with staff on new approaches to learning and teaching and how parents can be involved
- Links with the community.

### **Chairperson report**

Following a very challenging couple of years, the newly formed forum worked hard to support the school in their recovery. With the uncertainty of the ever-changing guidelines, we are pleased to report that we managed a few excellent fundraising events, and a new subgroup was formed to renovate the school grounds. (Kristen to give a report on the work achieved during last school year).

#### **Events of 2021/2022**

With the ever changing guidelines at the time, we were not able to run our normal Halloween Disco, however we were able to organise a fun day for all classes to participate in Halloween Crafts and activities. A total of £147 raised, these funds were used to purchase xmas craft activities for all classes

Then in December we organised the Christmas card design and instead of the Xmas fayre we supported the school choir at Chatelherault Country Park. Volunteers helped organise a tombola stall and various other stalls so that the children could sell their xmas crafts. The children got the opportunity to visit Santa on the day too. The tombola stall on the day raised £750. These funds supported the school's digital strategy purchasing new chrome books for the children.

A few of our parents supported World Book Day and assisted with a second handbook stall in March.

Then finally we could see the return of the school disco. Our summer disco this year helped celebrate the Queens Jubilee, again all children who attended had a great night with over £400 profit raised to support our funds.

### **School Lottery**

Our School Lottery continues to go from strength to strength! We are very pleased with how this has gone in such uncertain times; we continue to rely on these virtual fundraising activities to bring in funds for the school. We take on average £146 per month at the moment, depending on the number of tickets sold.

### **Easy Fundraising**

Similarly Easy Fundraising is another virtual fundraising activities which requires the support of a parent to administer this. £125.00 (Vicki H)

### **Garden/School Grounds – subgroup**

Working with school eco committee to take forward any future ideas.

### **Gala Day – committee**

Jen F leading and will put out communications pre-Christmas to get more involvement from parents and children (e.g. on ideas for theme)

### **Treasurer update**

Position was vacant; however, all accounts will be formally audited before they are handed over to the new Treasurer. Gillian McDonald has intimated that she will go over her way of recording and managing the balance to the new Treasurer and we will get that arranged out with this meeting.

- September starting balance for 2022/23     £3442.57
- Sources of fundraising comes from events/school lottery & easy fundraising

What have we supported.

- Schools' digital strategy – chrome books
- Burns competition – donation of trophy
- P7 leavers – CHS ties
- 2K was donated to school to purchase resources to support the teaching of science, technology, engineering and mathematics subjects.

External funding application – £250 received from the community renewable fund, this application was submitted to improve the outdoor areas of the school. Mrs Marshall/garden subgroup and teaching team to agree on how this money is spent to support this area of work.

Looking to the future – are we agreed that the immediate fundraising actions are.

- Halloween Disco (Carol H)
- Dress down days – end of term
- Christmas Cards (Laura C)
- Christmas Movie night (TBC)
- Enterprise Day (TBC)
- Gambling Licence/administration (Vicki H)
- Family quiz night (Kristen)

### **Headteacher Update**

- P/T interviews will take place pre Oct break
- Team Leader applications received

### **Actions/Matters arising from previous minutes**

- Halloween Disco – arrangements underway/volunteers now confirmed
- Room Parents – lists of names now with Mrs Marshall. These parents will help with messaging to messenger and facebook groups
- PVG update – now sent and ID to be sent to school
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### **AOB – Questions from the floor**

- Nominations to sit on the council's parent forum committee. Andria J has offered to put name forward

