

**Newfield Primary Parent Council**  
**Annual General Meeting 2023 – 30<sup>th</sup> August 2023**

Our AGM was held in person at Newfield Primary School on 30<sup>th</sup> August 2023 and in attendance were:

Vicki Malone (current chairperson)	Jennifer Baillie (current secretary)
Susan Brown (current treasurer)	Julie Norden (current disco co-ordinator)
Laura Horn (Headteacher)	Denise Corke (Deputy Headteacher)
Marion Montgomery (Principal Teacher)	Sarah McLean (Teacher)
Charlene McInally	Steffi McMillan
Allyson Dyer	Karen Marshall
Fiona McIntyre	Samantha Maley
James Perna	Erin Mundt
Alie Smith	Yvette Smith
Faith Lapper	

Vicki Malone welcomed everyone along to the AGM and thanked them for their attendance and confirmed that apologies were received from Elaine Holden, Michelle Teape, Hazel Kennedy, Lorraine Smith and Toni Mathieson all of whom intimated a request to remain as active members of the Parent Council. Vicki acknowledged that there were some new attendees and offered a welcome to them. Everyone introduced themselves and confirmed their link to the school.

**Chairpersons Report 2022/2023 – Vicki Malone**

This year, it has been great to be able to feel like we were almost back to normal, being able to bring back our in person fundraising events and our in person meetings. It has also been a year where I think its fair to say that the Parent Council/School relationship has at times been strained and tested and I don't want us to hide away from that. In the upcoming year, for me as chairperson, one of my main priorities, and I'd hope you all share this with me, is to rebuild our strong relationship and look at ways to ensure that we can tackle any issues together in a joined up approach.

We will cover off shortly the proposed changes to our constitution but I just wanted to highlight our proposed objectives:

- To promote positive partnership between the school, its pupils and the Parent Forum with activities which support the education and welfare of the pupils,
- To work together with the school to create a welcoming school which is inclusive of all parents and children
- To fundraise to raise money to help the school where it is needed and will benefit as many children as possible,
- To identify and represent the views of the parent forum on matters affecting the education and welfare of the pupils
- To report to the parent forum.

Some of this, we have done really well this year and some areas we can and will get better at. On reflection, our updating and reporting to the parent forum on the outputs of our meetings hasn't been consistent but this can be easily resolved moving forward. The fundraising that we have been able to do this year has generated some great income that the school have been able to put to good use and the events that we have hosted, have all been a great success.

I want to personally thank you all for the time that you have dedicated to the parent council over the year, whether that be at our meetings, supporting an event or providing support to the parent forum. Its only with your involvement that the parent council can be successful and do what we are here to do.

A special thank you to our office bearers, secretary Jennifer Baillie for all your work keeping us organized, our treasurer Susan Brown for helping keep us afloat financially and also to Nicola Innes for being available as vice chair when needed. It was sad to see Nicola move on from the Parent Council at the end of the term with her children moving to Stonehouse Primary and we appreciate all the support you've given during your time on the parent council.

We navigated our way through a difficult relationship period with the school mid way through last year regarding the issues raised in relation to the Promoting Positive Behaviour policy. Following our request to review the policy and working with the parent forum and the school, this led to an updated Relationship and Behaviour policy which has been agreed and launched at the start of this school year. It is never a comfortable place to be, challenging issues/policies and I think there are learns on both the parent council side and the school side in terms of how things were communicated/discussed that we'll work on this coming year. I think this has already been demonstrated with the 'hoodie' situation that Mrs Horn will update us on shortly.

It was so good to get back to being able to host disco's for the children, each one being a huge success and the introduction of the Halloween themed disco that went down an absolute storm. We switched things up a bit and hosted our first Christmas Fayre for a good number of years which had an amazing turn out and we were able to run our Secret Santa event which again, the kids loved. I won't say any more about the fundraising side of things as I'll let Susan tell you more in her report.

I'll just finish off by once again thanking you all for being part of the parent council and look forward to a really positive year for 2023/24.

### **Treasurers Report – Susan Brown**

The opening balance as at 1<sup>st</sup> August 2022 was £1266.61 and we closed with a healthy balance of £4724.27. At the end of term, we had agreed to buy a CTouch screen for room 9 and set aside £3000 funds for this.

We held our first Christmas Fayre on the evening of Thursday 1<sup>st</sup> December within the school and this was well attended by family and friends. Santa's Grotto was a huge hit and the parent council ran various stalls in the gym hall and dining hall: raffles, tombolas, homebaking and preloved goods. Eleveln craft tables came along and supported our event. The total income from the night was £3598.10. After deducting £846.18 for expenses, our profit was £2751.92. This was our biggest and most successful fundraiser of the year.

Later in December, we held our Secret Santa. Always well supported and brought in profit of £462.13.

We hosted 5 discos throughout the school term. The total disco takings were £1779.26 less costs £497.39 which gave a profit of £1281.87. In June, the parent council invested in their own disco lights, these cost £149.99.

Once again, we were delighted to send off the P7 pupils with their leavers hoody and a trip to Vue cinema and a lunch at Tony Macaroni's. The cost £651.61. And we ended school term 2022/23 on a high, treating all our nursery and school pupils and staff to an ice cream cone supplied by Ginestri's. The cost £450.

We are continually encouraging parents of Newfield P.S to sign up to EasyFundraising where they can earn money for the school whilst online shopping. We are delighted to have received £253.55 to our funds. And finally, £15 was awarded from Stonehouse Gala Group for our 'School of Rock' walking pageant.

## Headteachers Update

The first school newsletter has already been issued to parents via ParentPay. This year the school have welcomed 3 new teaching staff members and they, along with the children are settling well into the school. Due to class numbers, there are now 9 classes with the new room 9 being created.

Parent Portal has launched but has not been as smooth as the school had hoped. They are still working through initial teething problems and ask for parents continued patience with this. They are aware that at times the number of notifications that parents are receiving can feel excessive, particularly where you have more than one child at the school.

You are currently unable to report absences via Parent Portal nor are you able to complete Club Permission slips however these enhancements are due to come over the coming months. The calendar function within Parent Portal works well and all school events and important dates will be updated on here. The important dates section on the newsletter will be removed as all up to date information will be obtained from Parent Portal.

The school are hosting a Community Event on Thursday 28<sup>th</sup> September from 1.30 until 2.30pm where invitations will be extended to local community groups to have an information stall to advertise their services and provide an opportunity to speak to members of the community. The previous event wasn't well attended and the hope is that this year, there will be a much higher attendance. The school's Glee Club will be doing a performance and the Parent Council have been asked to serve teas and coffees. Mrs Horn has requested that the Parent Council advertise the event via social media and has provided us with some posters to advertise within the community.

## Membership of Parent Council

All existing members of the Parent Council from 2022/2023 have requested to remain on the Parent Council, with the exception of Nicola Innes who resigned at the end of last term due to a school/house move. James Perna, Ailie Smith, Yvette Smith and Samatha Maley have all requested to become new members of the Parent Council for this year and this has been warmly welcomed. Membership for the new members will be confirmed when the changes to the constitution are passed and come into force as this would take numbers to above that allowed by the existing constitution.

## Election of Office Bearers

Existing office bearers Jennifer Baillie and Julie Norden confirmed that they would be stepping down from their current roles of Secretary and Disco Co-ordinator. Vicki Malone and Susan Brown both confirmed their willingness to be reconsidered for their current roles as Chairperson and Treasurer and there is a vacancy for Vice Chairperson following Nicola Innes' resignation.

Chairperson	No other parent council members put themselves forward for the position of Chairperson and Vicki Malone confirmed that she was happy to continue as Chairperson. Proposed by Julie Norden, and seconded by Jennifer Baillie.
Vice Chair	Jennifer Baillie showed willingness to take on the role of Vice Chairperson with no others putting themselves forward and Jennifer was nominated by Julie Norden, and seconded by Erin Mundt.
Secretary	Karen Marshall volunteered to take on the role of secretary with no others putting themselves forward and Karen was nominated by Steffi McMillan, and seconded by Julie Norden
Treasurer	No other parent council member volunteered for the role as Treasurer and Susan Brown confirmed she was happy to continue in this role. Proposed by Karen Marshall and seconded by Julie Norden.
Disco Co-ordinator	Erin Mundt volunteered to be disco co-ordinator supported by Karen Marshall

CHAIRPERSON – VICKI MALONE	vicki1301@hotmail.co.uk
VICE CHAIRPERSON – JENNIFER BAILLIE	Jennifer_a_lindsay@hotmail.com
SECRETARY – KAREN MARSHALL	kazmonger29@yahoo.com
TREASURER – SUSAN BROWN	susanbrown82@yahoo.co.uk
DISCO CO-ORDINATOR – ERIN MUNDT	melvinerin37@googlemail.com

## **Parent Council Constitution**

A review has been undertaken on the Parent Council constitution which had not been reviewed since 2010. A copy of the proposed constitution along with the current constitution was shared with members of the 2022-23 Parent Council prior to the meeting for review and comments. The proposed new constitution will be shared with the Parent Forum along with the AGM minutes to provide an opportunity for feedback and input prior to the constitution being agreed and in place.

The current constitution stated a maximum membership of the Parent Council being 20 however the pupil count at the school is now higher and a review of this number was suggested. After discussion, it was agreed that maximum membership should be increased to 40. Also currently only 5 members need to be present at a meeting to pass a decision and this has been reviewed and we agreed to increase this to 10. Points 2.1, 2.2 and 2.5 have all been updated to this effect.

Feedback was received regarding paragraph 7.2 and 7.5 regarding attendance at meetings for Parent Council members and the difficulty faced with childcare at times to allow parents to attend. A suggestion was made that some meetings during the year are conducted online. This was discussed and agreed with a minimum of 2 meetings to be conducted online during this school year. The constitution will be updated to reflect that meetings can take place either online or face to face.

It was also suggested that section 7.6 be amended to include an opportunity for a written warning to be issued, rather than immediate termination of parent council membership if a member has acted in a way that does not support the aims/objectives of the parent council. This was unanimously agreed and has now been included.

It was also proposed to update section 8.1 with regards to withdrawal of funds which previously stated that 2 signatures would be required. An amendment was suggested that an email should be sent by the Treasurer to the Chairperson (or another member of the parent council if unavailable) confirming details of the withdrawal required and agreement being sought. Again this was agreed unanimously and has now been updated.

## **Hoodies Communication**

Following the communication from the school at the start of term in relation to hoodies not being allowed, there were a number of parents concerned that they had bought hoodies as part of the new school uniform and were unhappy regarding the decision to enforce that hoodies were not allowed. There have been discussions with the school in relation to this over the last couple of weeks and Mrs Horn has confirmed at the meeting this evening that hoodies do not and will not be part of the official uniform and from next year's school session, this rule will be enforced.

However, on the basis that some parents did not see the update in the May newsletter confirming that hoodies were not permitted, this year the no hoodie rule will not be enforced. Communication will be clearer as the term ends next year and it was suggested that this be confirmed within the class confirmation letters issued to each pupil. It is also included within the Handbook which is issued when your child joins the school and is available on the school website.

## **School Lunch Timings**

A question was asked whether children in P1-P3 were getting sufficient time to eat lunch prior to leaving the dinner hall when the upper school come in. All teachers have confirmed that younger pupils can remain in the dinner hall until they have finished eating and other than when lunchtime is over, there is no time limit. It may be helpful for children to have with a small food bag that would allow pupils to take any lunch outside with them when they are very keen to have some playtime outside. Pupils should be encouraged to reuse any food bag where possible to keep waste down. If any parent has a specific concern about their child, please contact the school to discuss individual circumstances. Teachers are always in the dinner hall encouraging the children to eat however if there was ever an occasion where a child does not eat any lunch, the school would contact the parent/carer.

It was also confirmed that if a child would like to try a school lunch but is worried that they would not like it, they can also take a packed lunch with them as a back up. It was also confirmed that each day there are additional options – orange/purple trays which are a cheese sandwich or a tuna sandwich.

## **P7 Class Economy Idea**

Erin Mundt shared an idea which had been discussed with her by a pupil at a Larkhall school regarding 'Class Economy' that they do whereby they are allocated fake money each week and from this, they pay the teacher a weekly rent for their seat in class but have the opportunity to earn more money throughout the school day/week/year for doing various helpful tasks in the class and they can save up for a treat which will be priced separately as agreed in class eg a homework free week may cost £30 for example. Mrs Horn, Miss Corke and Mrs Montgomery shared that they already have a similar incentive scheme in place for the primary 7's that is run by Mrs Forsyth however currently doesn't involve any payments of rent and they like the idea of that. Mrs Horn is going to ask class teachers to share via twitter details of their class reward/incentive schemes to let parents know what is in place for each class.

## **Facebook Page – Review/Clarity**

The current facebook page which is in place for Parents of Newfield Primary is currently moderated by the Parent Council and the school currently signpost new parents of the school to the facebook page and encourage them to join. If the parent council will continue to update the page and be page administrators, it is necessary to review the rules of the page and ensure that content is closely managed to ensure that information shared and comments made by any Parent Council members are in line with the objectives and aims of the Parent Council. The alternative option would be to have a separate page purely for Parent Council communications however it was raised that there would be a concern that it would cause confusion within the parent body and by another page for information running alongside the existing group. We agreed that we would add an agenda point to the next meeting to discuss social media in more detail with the suggestion of perhaps a small sub-group with collective responsibility to review and update. In the meantime, membership request rules will be reviewed and updated in advance of our next meeting. Jennifer has undertaken a recent review of membership to ensure that all members with access are either a parent/grandparent or carer of children currently at the school and was assisted in this by Mrs Hughes and Julie Norden.

## **AOB**

**Gym Shoes** - Prior to COVID, children were able to leave their gym shoes at school to save having to carry them in schoolbags. Mrs Horn has confirmed that if a child has a specific pair of shoes for gym/PE, that they can choose to leave these in school.

**Breakfast Club** – There are no staff available within the school to offer the breakfast club service and currently it is Toast to Go which is offered. There is the possibility to operate a 'parent led' breakfast club and Fiona McIntyre has been in contact with the council regarding the potential to do this. No further forward with this as yet and this is something that would need to be moved forward by the parent body rather than the school. It was agreed that we will add an agenda point to the next meeting to discuss this in more detail and investigate the implications and responsibilities that this would involve.

**NEXT MEETING – WEDNESDAY 4<sup>TH</sup> OCTOBER 6PM – 7.30PM – GYM HALL, NEWFIELD PRIMARY  
ARRIVAL FROM 5.50pm FOR REFRESHMENTS PRIOR TO THE MEETING STARTING AT 6pm**

## **FUTURE IMPORTANT DATES**

- Discos
  - Wednesday 20<sup>th</sup> September, Monday 30<sup>th</sup> October (Halloween themed), Thursday 2<sup>nd</sup> February, Tuesday 21<sup>st</sup> May
- Christmas Fayre
  - Thursday 30<sup>th</sup> November 5pm-7pm
- Future meetings, all 6pm-7.30pm
  - 4<sup>th</sup> October, 8<sup>th</sup> November, 24<sup>th</sup> January, 6<sup>th</sup> March, 8<sup>th</sup> May, 5<sup>th</sup> June