

ANNUAL GENERAL MEETING

RIGSIDE PRIMARY SCHOOL PARENT COUNCIL NOTES FROM 29th MAY 2019

Present: Nicola McAllister (Chair), Kerry McLaughlin (Vice-Chair), Leeann Gladstone, Lauren Thomson, Linda Ferguson (Secretary), Ali Mechan

In attendance: Cllr Mark Horsham, Cllr Colin McGavigan

Apologies: Nicki McKay, Louise Emery, Jacqueline Stark, Cllr George Greenshields

| Item | Comments |
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| Welcome | The Chair welcomed all to the Annual General Meeting of the Rigside Primary School Parent Council. |
| Approval of Agenda and Order of Business | The agenda and order of business were discussed and it was agreed subject to the addition of the "Election of a Vice Chair" to the agenda. |
| Consideration of the Annual Report | <p>The Chair highlighted the key achievements and details from within the report circulated to all members present (attached for information). Although the core team of the Parent Council is relatively small, it was acknowledged that the effort and impact in the life of the school is substantial. Cllr McGavigan asked what the highlights and disappointments had been:</p> <p>A key highlight for the Parent Council in the reporting period has been the installation of the goals in the playground. Although the report was Parent Council focussed, other key highlights in the life of the school were mentioned example of which being the whole school swimming lessons and also the recent Career Day with significant partner involvement.</p> <p>It was acknowledged that the Scottish Attainment Challenge (SAC) fund money gives our school opportunities that other schools might not have. The money allows the school to be more flexible and makes a huge difference. The vast majority, if not all, trips have been funded and this means that the experiences are available to all children which is a definite advantage.</p> <p>In terms of disappointments, it was mentioned that the parent council group and school could benefit from increased parental involvement. Members agreed that this circumstance is not unique to a Parent Council and that other committees can have difficulty in recruiting members.</p> <p>AM pointed out that in session 2019/2020, Miss Simpson will have a major focus on family and parental engagement. Additionally, Fiona from Barnardos will be supporting families and working closely with the nursery parents as an early intervention to encourage parental involvement in the school. Also, in session 2019/2020, the plan is to amend the timetables to ensure that there is office cover at the time of the parent council meetings and this will allow Mrs Eaton to attend. She is an integral part of school life and a key link with parents on many different levels.</p> <p>Members discussed ideas around increasing the number of parents joining the parent council. This could be</p> <ul style="list-style-type: none"> • an informal tea/coffee session promoting involvement where maybe P6/7 could showcase their work; • the parent council name may be off putting in that it can seem formal so an idea was to use "Friends of....." • the day / time of the meetings and other school events could be changed to try and reach as many parents as possible. |

| Item | Comments |
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| | <ul style="list-style-type: none"> • Parents should feel able to contribute for all or part of activities. • Finding an opportunity to meet with the new P1 parents and inviting them to join the parent council – AM mentioned that there is one transition event still be held and if it suited, the parent council could have representation at that session. • The parent council could have a stand at Parents night (perhaps in the open area) with teas and coffees and informally discuss the work that the parent council is involved in and where increased numbers would benefit the children. Maybe even prepare a flyer to hand out. • A Welcome Board could be put together in the foyer of the school or on the notice board outside on the fence, containing photographs, and a summary of achievements. <p>The main drive of all of this discussion was to emphasise that the group is informal and approachable and there are many ways in which parents can be involved with activities, events, school committees, clerical tasks, trips etc.</p> <p>Going forward the parent council group are committed to working together to continue the positive influence on the school and would be delighted to include as many parents as possible.</p> |
| Consideration of the Annual Statement of Accounts and Appointment of Independent Examiner | <p>The Treasurers report indicated that the year end fund bank balance was £553.14 (£82.29 restricted) and petty cash in hand £279.68.</p> <p>The reports were signed by the Chair and Secretary but it is not possible to obtain the Treasurer’s signature owing to her moving away from the area.</p> <p>With the accounts being finalised, the acceptance of the report was proposed by Kerry McLaughlin and seconded by Lauren Thomson.</p> <p>It has previously been arranged that Ms Ann Sangster (from VASLan) would sign the accounts as an independent examiner and it was agreed at this meeting that the arrangement should continue.</p> <p><i>The detailed spreadsheets were circulated at the meeting for review but the documents were recalled at the end of the meeting to be retained on file.</i></p> |
| Election of Officers Bearers | <p>As per the requirements of the constitution, the office bearers of Rigside Primary School Parent Council are subject to review and re-election, if appropriate. Each of the officers officially stood down at this point of the meeting.</p> <p>Discussion took place about the scope and key requirements of the roles of office bearers.</p> <p>Elections continued thus, with each of the nominees confirming that they were happy to act in the role:</p> <ol style="list-style-type: none"> a. Chair – Nominee - Nicola McAllister. Proposed by Leeann Gladstone. This was seconded by Kerry McLaughlin b. Vice-Chair – After discussion about the key requirements for the parent council and the small number of members present, it was agreed that this role should remain vacant at this time, but that other parents (not at this meeting) would be invited to put themselves forward for Vice Chair at the start of session 2019/2020. c. Secretary – Nominee – Leeann Gladstone. Proposed by Kerry McLaughlin. This was seconded by Nicola McAllister. Mrs Helen Eaton would provide additional clerking support to Leeann in this role. d. Treasurer – Nominee - Kerry McLaughlin. Proposed by Leeann Gladstone. This was seconded by Linda Ferguson |

| Item | Comments |
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| | The new office bearers were duly noted. |
| Any Other Competent Business | None |

ACTION LOG

| From ANNUAL GENERAL MEETING 29th MAY 2019 | | |
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| No. | Action | Person Responsible |
| 3. | Contact Ms Ann Sangster to arrange inspection and signing of annual accounts | LF |