

Woodhead Primary School
Parent Council Meeting
AGM 5th September 2023

Present:- Sheila Moore(Joint Chair), Karen Mulholland(Joint Chair). Nadia Manzoor (Secretary), Laura McIntyre, Alison Yim, Fiona Hendry, Scott Lindsay, Jennifer Nelson, Carol Ann Anderson, Adele McKenzie, Kim Mathieson, Victoria Welford & Councillor Helen Toner

Staff Representatives:- Miss Miller, Miss Harkness, Mrs Keltie, Mrs Fox, Mrs Mitchell & Mrs Watson.

Summary of Discussion	Action
<p>Re-appointment of office bearers</p> <p>Previous Chair was Sheila Moore.</p> <p>New joint Chair voted by PC – Sheila Moore & Karen Mulholland.</p> <p>Secretary: - Alison Yim, previously Nadia Manzoor appointed by PC.</p> <p>Staff Members: - Miss Miller, Miss Harkness & Mrs Keltie.</p>	<p>Sheila Moore & Karen Mulholland (Joint Chairs).</p> <p>Nadia Manzoor (secretary)</p>
<p><u>Constitution</u></p> <p><u>Reviewed Constitution</u></p> <p>N4:- Nursery parent - can take up 2 year term and remain on parent council if child goes to primary school after year 1. However if child goes to an alternative primary, parent removed from Parent Council.</p> <p>“Subject to continuing education at Woodhead Primary School and a vacancy on Parent Council”</p> <p>Sheila read through constitution.</p> <p>Change to point 7 – Statement omitted.</p>	

<p>Agenda for monthly PC meetings to now be circulated via email to parent forum in advance of meeting. PC to email office who will email parent forum – change to point 7 to reflect this.</p>	<p>PC to email agenda to office to circulate to parent forum.</p>
<p>Changes made to constitution to be emailed to parent forum.</p>	<p>Mrs Fox to email parent forum with changes to constitution for agree/disagree.</p>
<p>PC Report- Discussed</p> <p>Timetable of topics for discussion circulated and need/plan for raising profile agreed volunteers to man stall/put out uniform at open day and disco agreed.</p>	<p>To be issued to parent forum with PTA accounts- Blurb to be provided by SM/KM.</p> <p>CF to email to parent forum.</p>
<p><u>PTA – Re-election</u></p> <p>Carol Anne - Step down as chair.</p> <p>Kim - Step down as treasurer.</p> <p><u>Re-election</u></p> <p>Kim elected as chair.</p> <p>Adele elected as treasurer – elected at meeting (Victoria also volunteered)</p>	
<p>PTA Update</p> <p>Carol Anne provided accounts.</p> <p>Opening balance £2,229.09</p> <p>Purchases by PTA last year-</p> <ul style="list-style-type: none"> • Sports kit – laundered in school. • Can be reused. • Discussion re potential purchase of coloured tabards for sports day. 	<p>Tabards to be considered for purchase.</p> <p>Accounts to be shared with Parent Forum CF</p>
<p><u>Head Teachers Report</u></p> <p>Cost of the school day. More information provided by Mrs Keltie- Position Statement shared.</p> <p>Community larder will be on agenda every meeting- will stock uniforms, jackets, costumes etc.</p>	<p>School to appeal to parents for winter jackets and Halloween costumes after Lockerbie.</p>

<p>Cost of the school day</p> <p>School to begin conversation regarding Lockerbie with early years and inform parents of the facility to save on ParentPay over the years if desirable.</p> <p>Scott raised blue shirts are better than white as they don't stain.</p>	<p>School to inform early years parents of Lockerbie and ParentPay.</p>
<p>Cost of the school day Calendar</p> <p>School will provide cost of the school day calendar – to include Lockerbie, hoodies, disco, fayres etc.</p>	
<p><u>Head Teachers Report Continued</u></p> <p>PEF budget explored in PC.</p>	
<p>Head Teacher School Improvement Plan</p> <p>On a page – briefly shown at meeting – to be discussed in more detail at another meeting.</p>	<p>HT to explore improvement plan in more detail.</p>