

Woodhead Primary School

AGM

Tuesday 3rd September 2024



Present –Karen Mulholland (Chair) Laura McIntyre (Secretary), Liza Gardner, Dan Pulfrey, Kim Mathieson, Michelle Jannaway, Karen Gardner, Fiona Fisher, Karen Scattergood, Adele McKenzie, Cllr Gavin Keatt, Cllr Helen Toner & Vicki MacDonald (Parent forum).

Staff representatives- Mrs Fox, Mrs Keltie, Miss Harkness, Miss Miller, Mrs Mitchell & Mrs Dowd.

<u>Summary of Discussion</u>	<u>Action</u>
<p>No re-appointment of Office Bearers required this year.</p> <p>Resignation of Committee Member</p> <ul style="list-style-type: none">- Sheila Moore (Joint chair)- Fiona Hendry- Scott Lindsay- Caroline Loughran (Nurse parent rep) <p>Staff Member representation to continue the same as last year.</p>	<p>Appointment of co-chair/vice chair required</p> <p>Karen to reach out to 3 committee members to confirm they still wish to continue in PC.</p>
<p><u>Constitution</u></p> <p>Karen (Chair) confirmed that as the Constitution was reviewed last year, there isn't required to do so this year. (Bi-Annual review only)</p> <p>Mrs Fox noted that 3 consecutive non-attendance to meetings may mean committee member may find it difficult to attend. Also must be a current member to be a PC member.</p>	
<p><u>Report from PC - discussed</u></p> <p>Timetable of topics for discussed verbally.</p> <p>Looking at raising PC and PTA profile within in the Parent forum and to help increase parent engagement.</p> <p>Focus on commitments of PC so there is awareness of what is agreed. This includes having the OPAL project as a regular agenda item to continue to try to get donations from Parent forum and any other external bodies.</p>	<p>PC to provide more support to PTA in terms of school events such as the discos and school fayres.</p> <p>PC to attend some PTA meetings in advance of events.</p>

<p>Have regular agenda items as part of the standard business to ensure that the important issues are kept on the forefront of the PC.</p>	
<p><u>PC Calendar</u></p> <p>Time frames for Standard Business</p> <ul style="list-style-type: none"> - Agenda circulation (2 weeks before meeting) - AOCB pulled from School inbox – week before meeting - Chair to meet with HT re AOCB week before meetings - Draft minutes to HT for Review (after meeting/within week of meeting) - Circulation of minutes to PC for review (week after reviewed by HT) - Agreement of minutes (at next PC meetings) - Upload of agreed minutes by school to website (day or two after meeting) 	<p>Proposed calendar to be circulated by Karen.</p>
<p><u>Report from PTA</u></p> <p><u>Members update</u> – Only currently around 5 members. Has been shift in the members uptake this since Covid. Could there be potentially too many meetings for people to attend?</p> <p><u>Financial Report</u></p> <p>3 times a year to be shared at PC meetings. Shows Income and Expenditure. A few lines to be looked into – Kim advised that final accounts are still to be audited. Try to increase income coming into school through initiatives such as Ragbag. Karen suggested that the PC could take over some fund raising that doesn't feed into the bigger events such as school discos etc.</p>	<p>Recruitment drive for PTA.</p> <p>Financial Report still to be audited by Accountant.</p> <p>Kim/Adele to look into acquiring a bigger bin.</p>
<p><u>PTA Calendar</u></p> <p>Main Events - dates to be provided Joint meetings with PC to allow PC to provide support work of PTA (late Oct/Mar meetings)</p>	
<p><u>School Improvement Plan (SIP) and Standards and Quality Report</u></p> <p>Mrs Fox presented the SIP and Standard and Quality report and discussed the 4 priorities and</p>	

<p>the current achievements and how the school can continue to take forward the priorities.</p> <p>There are also 2 priorities focusing on the Nursery which is a new way of SIP planning for us.</p>	
<p><u>Cost of the School Day</u></p> <p>Mrs Keltie presented the Cost of the School day documentation and the subsequent calendar.</p> <p>Focus is on how the hidden costs can be removed and improving the Parent Forum understanding of the Cost of the School day.</p> <p>Attention on how the Cost of the School day can be reduced or spread out for events/trips such as Lockerbie for P7, swimming for P6, sustainability through Community clothing larder.</p>	<p>Cost of the School day calendar to be circulated via Parent Portal.</p>