

# East Plean School and Nursery

## Parent Council Annual General Meeting

### Minutes

### Monday 1<sup>st</sup> September 2025

---

**Attendees:** Mr Smith, Mrs Macfarlane, Mrs Mullarkey, Mrs Norris, Mrs Orffer, Mrs Laubscher, Mrs Hardie, Ms McInnes, Mrs Heggie, Mrs Donnelly

**Guest speakers:** Andy Ward, Tackling Rural Isolation Support Worker and Eleanor Reynard, Energy Adviser both from Citizens Advice Bureau and Lucy Jamieson, Family Support Co-ordinator from PLUS.

---

### Minutes

---

Mrs Donnelly welcomed everyone to the Parent Council AGM and introduced our guest speakers from Citizen's Advice Bureau and PLUS.

**Citizens Advice Presentation:**

Andy explained his role and the newly formed partnership with East Plean. He explained that Citizens Advice Bureau is an independent charity which offers confidential and free advice. He directed everyone to the CAB website. He explained CAB can support with matters involving benefits, debt, energy and housing. Andy will attend our Community Café and will be available for parents/ carers and members of the community to speak to as required.

Eleanor shared her energy presentation. She explained it is good practice to submit regular meter readings if you do not have a smart meter. She reminded the group of energy saving practice; use LED energy lights, switch off lights when not using the room, have your hot water temperature at no more than 60 degrees, keep your thermostat between 17-21 degrees, move furniture away from the front of radiators. Eleanor explained about available energy grants and the criteria for applying. She advised that anyone with prepaid meters who was in crisis could contact CAB for support. Eleanor provided information leaflets which can be obtained from the school office.

**PLUS presentation:**

Lucy explained that PLUS is a charity which helps children and adults with disabilities and their families. Lucy provided an overview of the supports available, groups offered and the process to engage with PLUS. Play and Chat- Parent/ carer support group which is free to attend. It meets on Wednesdays and Fridays. Information about this group can be found on our school noticeboard.

PLUS provide family support, signposting families to further supports.

PLUS run 3 groups sessions (5-11 years, 12-16 years and 18+)

They offer an Autism support group for young people.

They also host an adult support group.

Lucy explained how parents/ carers can self-refer and how they can contact PLUS.

PLUS have a Facebook page. [PLUS | Stirling | Facebook](#)

Mrs Donnelly thanked the guest speakers for attending the AGM and sharing valuable information with the group.

Following refreshments the meetings continued with a presentation from Ms McInnes (Parent Council Chair).

Ms McInnes shared the role of Parent Council, and explained what parents can expect from Parent Council.

Role of Parent Council:

- Parent Councils help parents and carers to become more actively and effectively involved in their children's learning. It is recognised that parents play an important role both in their own child's learning and in the life of their school.
- Parent Council is an excellent gateway to the school, removing barriers and enabling parents/ carers to become familiar with the school setting and procedures.
- Parent Councils are flexible and designed to make sure that they represent their school and its interests effectively. Parent members should decide what is most important for the Parent Council to work on.
- Our Parent Council creates an opportunity for all parents to feel confident and comfortable putting forward their views and opinions about school improvements, policies and practices.
- The Parent Council and the school have a joint commitment to seek parents' views and ideas and we endeavour to ensure that these make a real difference to the work and life of the school.

What can parents expect from Parent Council?:

- To get news and information about the PC and its activities
- To be invited to be involved in PC activities, such as sub-committees
- To be asked for their opinion by the PC on issues about the school community
- To have all views listened to and represented in an equal and fair way
- To be involved in how the PC is organised and how it operates, for example, making changes to the constitution
- For the PC to be inclusive and recognise the diversity in Scottish schools by involving parents from the whole school community.

Ms McInnes explained that Parent Council are keen to develop transparency about what they do and how they support the school. They will continue to develop their communication channels.

Parent Council has a Constitution in place. CONNECT provides support and resources for Parent Councils.

Ms McInnes explained that being part of the Parent Council and the Stirling Parent Council Network gives you the picture across Stirling too, which can be very interesting and informative.

Ms McInnes shared the successes and achievements of Parent Council 2024 2025:

- o Participating in School Improvement Plan
- o Supported school activities
- o Halloween Pumpkin Patch
- o Valentine & Halloween parties P1-7
- o Christingle Event
- o New Sound equipment
- o Primary 7 leavers gifts
- o Class donations

Ms McInnes provided the financial report:

- o Incoming 2024 - 2025: £5840.87
- o Outgoing 2024 - 2025: £4448.27
- o Money Raised 2024 – 2025: £1356.60
- o Account Balance August 2025: £7828.18
- o £2500.00 Donated by West Fraser
- o £211.54 Asda Cash Pots

#### **Election of Office Bearers:**

**Chairperson: Ms A. McInnes** (nominated by Mrs Orffer and seconded by Mrs Hardie)  
**Treasurer: Mrs L. Orffer** (nominated by Mrs Hardie and seconded by Mr Smith)  
**Secretary: Mrs K. Mullarkey** (nominated by Ms McInnes and seconded by Mrs Norris)

#### **1. Next Parent Council Meeting: Monday 10<sup>th</sup> November at 6.30pm in the school.**

The meeting closed with thanks to Ms McInnes for leading the AGM meeting and to all for attending.