

Calderwood Parent Council (PC) Meeting (AGM)



Meeting Details

Date: Tuesday 12 September 2023

Time: 18:00 – 20:00

Venue: Calderwood Primary School

Online: Join with Zoom

Chair: Tim Ozdemir

Present:	Apologies:
Mr Cloherty, seconded Head Teacher	Avril Mackay
Miss Connor, Principal Teacher	Laura Hynd
Mrs Warden, Principal Teacher	Toni Glen
Mrs Bates, Principal Teacher	Frazer Paterson
Euan Alexander (zoom)	Theo Cairns-Bowdler
Joanna Ferguson	Rowena Japp
Lynne Spinks (zoom)	Naomi Gregg
Fiona Hogg	
Katie Guinan (zoom)	
Jenni Bell (zoom)	
Aby Bhalero (zoom)	
Lucy Wright	
Lindsay Haines (zoom)	
Ankar Jain (zoom)	
Kate Robertson (zoom)	
Avani Patel (zoom)	
Venaktesh Gaddam (zoom)	
Lake Hu (zoom)	
Ruth Hensman (zoom)	
Anup Warriar (zoom)	
Sandhya Thiru (zoom)	
Claire Raeburn (zoom)	
Jennifer Macgregor	

Note – In minutes below, Parent Council abbreviated as PC.

Meeting Minutes

Item	Topic
1.0	<p><u>Welcome, Present and Apologies</u></p> <p>Tim welcomed all and confirmed the agenda for the meeting was shared by email by the school and on the PC Facebook page.</p>
2.0	<p><u>Chairperson Report</u></p> <p>The 2022/2023 school year saw an Increase in numbers of PC members (in line with the increase in children in the school).</p> <p>The PC attended to its first formal PC responsibilities with the deputy head appointment last year. Katie Guinan appointed treasurer and has progressed a number of equity and eco initiatives such as the sustainability station and calderwood cupboard. These actions highlight the values and reinforce principles of school.</p> <p>Fundraising will be covered in the treasury report but highlights include PC funds being used to subsidise cost of school trips this year, the Christmas fair organised by Katie was a huge success, the Christmas raffle donated by local businesses and individuals from community organised by Niamh and Jenni, and Magic Miles 2024 organised by Jenni.</p> <p>There was a strong focus on communication focus last year lead by Jo and supported by Lucy and others, looking things at coordinating clan reps to filter information from the school and PC and adding a summary section to Calderwood chronicle.</p> <p>Tim extends thanks to clan reps for 2022/2023 and to those who have joined this year as well. Parent engagement has focused on crucial services like the after school clubs and services survey. Thanks to Lucy & Lindsay for their hard work in analysing and report writing and the final report will be shared very soon. The results show Calderwood families need & value regular and reliable childcare facilities. Tim highlighted that neither the school or local organisations have an obligation to provide after school services, adding school staff volunteer their own time for afterschool clubs.</p> <p>Last year Greg Welsh visited the school and spoke on the planned expansion for the school. Plans should be on the Facebook group for parents to view. At June council meeting a local councillor attended to answer community questions, making the connection from the school to the local community.</p> <p>Looking to the future the PC has considered the benefits of applying for charity status, bring a financial benefit but additional obligations around running and requirements of PC. Tim confirmed no further action has been taken, but the door remains open for the future.</p> <p>At the start of 2022/2023 Lisa Gibson stood down as PC secretary after 2yrs and Avril Mackay stepped forward to organise minutes. Tim extends thanks to both, but highlights that lack of secretary has made organising PC more challenging over the last year, and there are no nominations for the position currently. *Addendum: Lucy Wright has now volunteered to be Secretary for the coming year.</p> <p>The PC strength from 2 key areas - 1. diversity. The PC is lucky to have new members & more parents/carers contributing to clan reps and fundraising, bringing a variety of skills & experience. 2. Passion and dedication, and duty of care calderwood families give in bucket loads, In a rapidly changing world there is a potentially vast support network available through PC in years to come Tim confirmed he is stepping down as chairperson after 2yrs, thanking the other PC members, teaching staff and volunteers for supporting during this time.</p> <p>Action - share extension plans on Facebook page if not already there.</p>

3.0	<p><u>Treasurer Report</u></p> <p>Tim provided a treasury report summary. There is just over £4000 in the PC account, mostly magic miles money and Steph Wyman has independently audited the books for 2022-2023 and thanks Steph for reviewing.</p> <p>Confirmed that financial reporting from the Bank of Scotland used on PC account. Tim advised that any requests requires 50% approval to be considered authorised. There are 3 or 4 people that have bank account access and the control is one raises the request and another needs to authorise.</p> <p>Action - Tim to share the report from Steph</p>
4.0	<p><u>Vote - appointment of independent examiner for 2023/2024</u></p> <p>Proposal to appoint independent examiner Steph Wyman.</p> <p>Vote on Slido (not open to school staff) results - 16 votes out of 26 all in favour - appointment confirmed as the threshold met.</p>
5.0	<p><u>Vote - appointment of new PC members</u></p> <p>Proposal to appoint the following PC members, vote on Slido (not open to school staff) -</p> <p>Jo Ferguson - Chair Katie Guinan - Treasurer Venaktesh Gaddam - Vice Treasurer Euan Alexander Avril Mackay Rowena Japp Laura Hynd Jennifer Macgregor Kate Robertson Frazer Paterson Avani Patel Sandhya Thiru Aby Bhalerao Fiona Hogg Toni Glen Lindsay Haines Ankur Jain Theo Cairns-Bowdler Noami Gregg Lucy Wright Ruth Hensman Jenni Bell Claire Raeburn</p> <p>All nominees received votes and threshold met - all nominees appointed</p>

6.0	<p><u>PC Council Halloween Plans</u></p> <p>The proposal is for a P5-7 disco on the evening of Thurs 26th Oct, and a party for P1-4 during school hours on Friday 27th Oct. Avril has contacted school to confirm some details such as times, charging via iPay, required number of PVG volunteers. In terms of charges it will be a suggested donation for tickets but all children will get a ticket, with cordial juice and crisps included as part of the ticket. Mr Cloherty confirmed a principal teacher will pick up with Avril and that PVG volunteers will be required with a suggested ratio of 1 to 15. Jen agreed to run the Halloween costume swap shop this year, and Lucy will design flyers for the discos for the school to distribute. PC will also raise a request to the parent forum for decoration donations.</p> <p>Action - PC to arrange draft email to PVG list from council to raise volunteers Action - PC to issue a request for parents to apply for PVG to support school events e.g. halloween Action -PC to ask parent forum for halloween decoration donations.</p>
7.0	<p><u>PC Christmas Fayre Plans</u></p> <p>Katie has agreed to coordinate again this year and has started to map out the plan, looking at stalls, activities and the raffle with the next meeting planned for 3rd Oct. Mr Cloherty confirmed PVG is not required for volunteers as children are attending with parents/carers.</p>
8.0	<p><u>AOB</u></p> <p>Jo gives a huge thanks to Tim for set up PC from scratch and for his contribution over the last 2yrs. Jo will undertake some admin on the parents council chat to add new members, and look at the possibility of using whats app instead of messenger chat in order to do polls.</p> <p>Mr Cloherty also thanks Tim on behalf of Miss Burton and on behalf of the children and staff.</p>
9.0	<p><u>Date of next meeting</u></p> <p>Nov 21st 2023</p>