

West Linton Primary School Parent Council and PTA

Annual General Meeting

Minutes of Meeting held 11th September 2014

Present: Tristan Compton (PC Chairperson and AGM Chair), Neil Clunie (PTA Chair), Grace Frew (Head Teacher), Martin Elliott (Deputy Head), Jennie Jones, Iain Welsh, Maggie Shearer, Zoe Allen, Sandie Lloyd, Karl Lloyd, Emma Downie, Barbara Adams, Carol Clapperton, Morag Everest, Mido Bothelho, Andy Parker, Douglas Barrie, Mark Banner, Katherine Walpole, Chris Knight, Ruth Knight, Gail Jackson, Martha Caddell, Alys Rodwell, Estelle Weipers, Alasdair Dundas, Emma Wood, Hazel Kinghorn, Sheena Robson, Tamsin Weston, Lily Stenhouse, Susan Stewart, Louise Fraser, Rachel Hall, Connor Rose, Gwen Morris, Andrew Kerr

1. Apologies

Apologies were received from Margaret Wolfenden, Catherine Dick and Alison Saxon.

2. Minutes of the last AGM held on 9th September 2013

The minutes were agreed.

3. Review of the Year – Parent Council (PC)

Tristan opened by confirming that the past year had been a busy one. The most notable items have been:

- Move to new school. Tristan reflected that this is a huge opportunity in a fabulous building and provides a great opportunity to make full use of the facilities.
- Asymmetric week. This was announced in January 2013. The PC got very involved in this culminating in a formal response from the PC to SBC as well as co-ordinating childcare providers, arranging access to the school building, placing information for parents on the PC website and seeking parents' views on how breaks/lunch should be structured.
- Staffing/Supply issues. P3, 4 & 7 all had staffing issues last year and the PC engaged with SBC on this. This has had the effect of raising the profile of this issue in SBC and later this month a staffing review session is being held for PC Chairs.
- School Inspection by HMIE Scotland. As part of the inspection, the PC encouraged parents to complete HMIE questionnaires and the quality and level of information fed back by parents was extremely high. In response to the inspection report, there is now a Parent Reference Group in place and the initial work of that group will feed into the next PC meeting on 22nd September.

Last year the PC tried to drive 3 key areas of priority:

- Communication with Parents. We have seen the launch of the school and PC website and Tristan gave thanks to Simon Fraser, Martin Elliott and Catherine Dick for their work on this. The PC also launched a facebook page. Chris Knight set this up, along with policies to ensure appropriate use and monitoring. This has been such a success that the school is looking to join in this page. Tristan thanked Chris for all his work on this.

- Parental support with learning. Given the busyness of last year, not as much progress was made on this as the PC would have liked. This remains a key focus area however and there is a Curriculum for Excellence meeting for parents in the coming week.
- Clubs/Taster Sessions. Tristan thanked Emma Wood for continuing to drive this activity with the P3 Art Club new arrangements for the Football club along with various taster sessions are planned for the year ahead. The PC would like to do more on this using the skills of the parent forum and Tristan asked all attendees to think about volunteering for these types of clubs.

In addition to these focus areas, the PC was involved in the following:

- Redrafting of the PTA constitution
- Logistics on snow clearing (led by Emma Wood)
- Commonwealth games activities – these fed into Health Week and Sports Day (facilitated by Maggie Shearer and the school)
- New parents BBQ organised by Zoe Allen, Emma Downie, Nicky Eatwell and Martin Elliott. This was very well received and helped parents new to the school to understand it better and meet each other

Looking ahead, Tristan confirmed that the Inspection report and action plan will drive much of the PC activity this year but reiterated that it is a school responsibility and as a parent body we need to give the school time and space to get on with their work.

The PC will continue to work hard to offer more lunchtime/after school clubs along with music opportunities and promotion of community access to the school. The PC will also continue to support the PTA in its fundraising efforts.

To support the school, parental involvement is key and the children take a lot from seeing their parents helping in school too. Tristan finished by thanking all parents for the feedback he has received thanking him for his work as PC Chair – this has been much appreciated. He also thanked all the PC members for their contributions this past year.

4. Review of the Year – PTA (Parent Teachers Association)

Neil opened by making a plea for more volunteers for the PTA. This year has been difficult to organise events with the limited members we have had this year.

This year was the first year of the Christmas bazaar in the new school and with more time to plan this year, we would look to make takings even better than last year. Neil confirmed we would be continuing to fundraise this year through the following activities:

- Northbrook wrapping
- Christmas card project
- 50/50 club
- Whipman disco

He also confirmed we would look to do a Spring Fair again and perhaps another memento item e.g. school calendar or mug. Other ideas for this year include a Halloween disco, a sponsored walk and a

ceilidh. This year in support of the new school opening, the PTA also ran a tea/coffee and home baking stall and raised £350.

Most of the PTA expenditure goes on school trips and whilst this funding will continue, the PTA would also like a 'wish list' from the school to focus their fundraising efforts. Neil has already discussed this with Grace Frew who will work with the teaching staff on this as well as promote a staff suggestion box in the staffroom.

The biggest item of expenditure this year (£7k) was the additional ICT equipment for the new school, with 16 laptops, a laptop trolley and a plasma screen purchased. In addition, the PTA made funds available to the badminton and running clubs for vests and nets and has recently approved a request for funding from the netball club for vests.

Neil closed by thanking the generosity of parents in supporting the PTA fundraising and gave special thanks to retiring PTA members, Jennie Jones and Hazel Kinghorn.

5. Head Teacher's Report

Grace Frew opened by introducing herself to the parent attendees and confirmed that with her background of successfully running a school for 14 years, she is in a strong position to be able to help the school and the children succeed. She confirmed that she has found the teaching staff to be very keen to do a great job and has found the children to be very well behaved and focused.

Grace outlined some of the recent activities seen in the school. There is new playground equipment using the proceeds from the Sainsbury's vouchers and lots of joint working between parents and the school already. The implementation of the asymmetric week has been smooth and the new after school club on a Friday is going very well.

The school has recently celebrated sporting success with 110 medals presented to the children for their commonwealth passports achievements. This culminated in a special ceremony when Chris O'Hare and Jo Petitt came and presented the medals, which the children loved.

Grace confirmed that following the HMIE inspection there is a great deal to do – this will set the agenda for the school for this year and years to come. The Parent Reference Group met for the first time this week and their first task was to set the drivers for the school – its vision. The children are involved too and Grace commented that it was surprising how similar the children and parents' ideas were. Next week the Group will look at the inspection action points and bring this back to the PC meeting on 22nd September. Grace confirmed this is a partnership approach with the teachers, parents and children working together to raise their attainment.

Grace outlined to the parents some changes she has already implemented in the school, such as changes to the way children leave the school and meet parents at the end of the day and greater access to the playing field for the children. The school has an open door policy and welcomes parents. In the coming weeks, the children will also see mixed seating for lunches and non gender lines at the start of the school day. Grace is also committed to enabling community lets and confirmed she is looking at whether the corridor gates could be removed and is changing door timings on the community entrance. All changes will be introduced in a managed way.

The teachers are following a new planning approach with learning intentions, success criteria, strengths and development next steps. The school is reviewing how they use PLPs and learning logs.

The school is currently working on a calendar of events for the whole year, signposting open afternoons, parents' nights, curriculum overview events, parties, concerts, PC/PTA meeting dates etc. In addition, the school will shortly be introducing a new notice board with pictures of all staff and PC and PTA members.

Grace finished by re-emphasising her commitment to raising the standards in the school and gave thanks to all PC and PTA members for their work.

6. Treasurers' Reports

PC Treasurer's Report

Ruth Knight, the PC Treasurer confirmed that the current balance of the PC bank account was £452.32. Income included £34.29 of donations at the new parents BBQ and expenditure was £344.35 to meet items such as meeting expenses, mileage, website hosting, BBQ costs and business cards.

PTA Treasurer's Report

Iain Welsh, the PTA Treasurer then presented the PTA summary Treasurers report.

The closing balance of the account at end of August was £5,036.

The main income earning events were the Christmas bazaar raising £1,605, the Christmas cards raising £569 and the school open day event raising £356.

The main expenditure was the IT equipment at £6,869, school trip transport costs at £1,545 and sports equipment at £636.

Iain confirmed that the PTA would look to increase the membership in the 50/50 club (currently only c.40 members) – if half of the school parents took part in this, we could cover school trips alone with this income. The way 50/50 works is that half the income raised goes into PTA funds and 50% raised goes in prize money awarded to winning members.

Ruth and Iain confirmed that Margaret Hogg had agreed to audit both the PC and PTA accounts again this year.

7. Special Resolution to adopt new PTA Constitution

Tristan introduced this item to adopt the new PTA Constitution. The draft proposed constitution was recently sent to all the Parent Forum for approval/comment. 37 responses were received, 35 of which approved the constitution. The resolution was passed.

8. Appointment of Parent Council Office Holders and New Members

Tristan drew attendees' attention to the document passed out to attendees outlining all the positions available in the PC and PTA.

The following PC positions were confirmed:

- Tristan to continue as PC Chair
- Emma Downie would take on the position of PC Deputy Chair
- Louise Fraser would take on the position of PC Secretary
- Ruth Knight would stay on as PC Treasurer
- Lily Stenhouse, Alison Saxon and Martin Elliott would be staff members of the PC

Rachel Hall, Connor Rose, Gail Jackson, Carol Clapperton, Estelle Weipers, Morag Everest, Marie Bothelho, Fran Little, Debbie Moroney, joined existing PC members (Tristan Compton, Emma Wood, Sandie Lloyd, Zoe Allen, Maggie Shearer, Tamsyn Weston, Martha Caddell, Emma Downie and Sheena Robson).

Given the proposed number of new PC members (which would take the total above the 16 members noted in the PC Constitution), Tristan asked the existing PC committee members to vote as to whether they would support this number of members. The majority of members agreed and it was agreed the logistics of such a large group would be reviewed in due course.

Tristan confirmed that the Parent Reference Group was now fully resourced and Tamsyn Weston was the PC member on this group also. The Nursery group is also formed and Zoe Allen is the PC member on this group too along with Barbara Adams.

Tristan confirmed that he was also looking for a volunteer to run the community management group, whose remit would be to facilitate school access for the whole community.

Emma Wood agreed to continue to lead the school clubs group with Neil Clunie and Karl Lloyd in support. Emma also agreed to continue to lead the resilient schools group.

9. Appointment of PTA Office Holders and New Members

The following PTA positions were confirmed:

- Neil Clunie to continue as PTA Chair
- Iain Welsh would stay on as PTA Treasurer
- The PTA Secretary role is still to be filled
- Catherine Dick and Lorna Sanderson to remain staff members of the PTA

Sandie Lloyd, Mark Banner, Connor Rose and Zoe Allen joined the existing PTA members (Neil Clunie, Iain Welsh, Andy Parker, Margaret Wolfenden and Sharon Butler).

10. Dates of Forthcoming Parent Council and PTA Meetings

Parent Council Dates

- 18/09 – Training session on PC essentials. This session is being hosted by SPTC and all members were encouraged to come along to this 2 hour training session.
- 22/9 – 1st PC meeting of the school year. All parents are welcome to attend and the main agenda item is the draft action plan. Meeting dates for the rest of the year will be set at this meeting.

PTA Dates

- 23 or 24th September
- 06/12 – Christmas Bazaar