



◆ Respect ◆ Enthusiasm ◆
◆ Achievement ◆ Pride ◆
Mintlaw Primary



Parent Council
13th September 2017
AGM Minutes

Present: Stuart Watt, Sarah Forrest, Diane Burnett, Laura Summers, Roselyn Henderson, Jill Cook, Elaine Lytham, Jacquie Burke, Maria Murray, Paula Donnelly, Chris Pennington, Christina Dingwall, Cllr Norman Smith

Apologies: Mary Hay, Claire Thom, Elizabeth Preston

1. Stuart Watt welcomed everyone to the meeting

2. Minutes from previous AGM

Matters arising from the previous minutes: Nursery play area has now been done, path was measured but still not done even although it was approved. Cllr Smith will chase this up on our behalf.

Minutes agreed – proposed by Jill Cook and seconded by Diane Burnett

3. Chairperson's report – Read by Stuart Watt on behalf of Elizabeth Preston

It is with some sadness that I cannot make my final meeting of Mintlaw Parent Council due to other commitments. It is hard not to be tempted to look back over the whole of my 13 years of volunteering at Mintlaw Primary but I will do my best to confine myself to the last 12 months. Increasing numbers of children throughout the network has meant that rezoning has taken place and we were involved in that consultation. It is most certainly a short term fix though and with the Nether Aden development progressing pressure is going to increase. The Parent Council will be essential when it comes to parental input into where and how our future children are educated. We are still awaiting our inspection but this year the early years one was full of positive remarks. By far and away a big success was securing a drop off bay and this is now an essential area for dropping off our children. We have not progressed as quickly as we wanted to regarding internet safety but in today's world this is likely to be something that is continually on the agenda. Getting the back path widened has gone on for probably longer than my time at the school and has been a severe inconvenience especially to those with buggies entering the school grounds. Can I express my sincere thanks for all those that have attended the PC meetings over the last year especially the office bearers. Finally it always comes down to money and the fundraising committee has, as always, risen to the challenge which has enabled many activities to occur for the benefit of our children, thank you to everyone involved in the fundraising arm both on the committee and those supporting the events themselves.

Matters arising – Stuart Watt suggested we send a card to Elizabeth to express our thanks for her work for the parent council over the years. This was agreed as a good idea by everyone.

4. Treasurer's report

Present Balance: £7,252.16

Income: Ladies Night £1212.45, Halloween Disco £261.88, Christmas Cards £338.50, Christmas Fayre/Raffles £2644.21, Annie Moon Night £1510, Sponsored Walk £3128, Easter Disco £143, Spring Fayre £933.85, Netball Mum Fundraising £241.25

Expenditure: School Trip Donations (Nursery to P7) £1800, Class Christmas Gifts £250, Christmas Party Food & Gifts £222.82, In School Panto £320, First Aid Courses £328.35, Rugby Trip Donation £300, J-Rock Donation £300, Scottish Books for School £200, Juice & Crisps for Sports Day £84.87, Trophies & Engraving £780.40, Football Strips £463.40, Panto Deposit £181, Netball Strips (T.B.C)

Diane advised that there was still the remainder of the panto and buses to be paid.

New play structure for the Primary 1-3's was discussed. New plan was e-mailed to Sarah before the holidays and the price has increased to approximately £11.5k, this was from Playdale. Cllr Smith advised that could also look at Scotplay for a quote. Also looking to see if can get a grant/match funding.

Mrs Forrest said it was a tremendous achievement by fundraising over the year. She thanked the fundraising committee and also acknowledged that our fundraising events are well supported by parents.

5. HT's report

Mrs Forrest thanked the outgoing committee for their support, in some cases for many years and is looking forward to working with the new committee in continuing to develop and improve the school.

End of year review gave a clear explanation of our developments and successes over the year in the newsletter.

Standard's and Quality Report is nearly complete. The S&Q report will go onto the website.

Improvement Priorities for 2017-18

- Pupil Equity Fund (PEF) Early Years and Numeracy
- Raising Attainment, Assessment, Reporting and Moderation
 - Continue with new approaches to reporting
 - Using assessment data
 - Improved Moderation across school and cluster
- Curriculum
 - Curriculum Rationale and Frameworks
 - 1+2 Languages
 - Numeracy
 - Digital Literacy and Technologies
- Early Years- Building the ambition, Planning, HGIOELC
- Ongoing areas of Development
 - Self Evaluation and HGIOS4
 - GIRFEC - Dyslexia/ADHD/Named person/Child protection

The role of the Parent Council in supporting the school – The Big Conversation. Mrs Forrest asked for parents to come in and complete the forms. Diane, Jill, Elaine, Jacquie & Maria volunteered to come in on Wednesday 27th September 215-3pm.

The role of Pupil Council and the Pupil voice – Mrs Donnelly advised that the P7's have voted on 5 pupils this year. Looking to have 2 representatives from Pupil Voice at each parent council and fundraising meetings. They would come for the first 15 minutes and so items they can be involved in should be first on the agenda. They can be given jobs to so parent council are asked to try and think of things they can get involved in. This gives parent council an opportunity to hear their perspective on things and they may ask parent council to pay for items they would like for the school.

Community Involvement: DYW agenda, skills focus.

Fundraising Committee Annual commitment is appreciated and the work the fundraising does makes a difference to our school as a whole.

Welcome our teacher representatives: Mrs Dingwall (returning) and Mr Pennington (new)

Stuart said that we wouldn't have the school we have without the commitment from Mrs Forrest and the rest of the staff within the school and would like to express our appreciation of what they do for our children.

6. Appointment of office bearers

Chairperson: Stuart Watt – proposed by Roselyn Henderson, seconded by Laura Summers

Vice Chair: Jill Cook – proposed by Stuart Watt, seconded by Diane Burnett

Treasurer: Diane Burnett – proposed by Jill Cook, seconded by Jacquie Burke

Secretary: Roselyn Henderson – proposed by Laura Summers, seconded by Stuart Watt

Fundraising Chair: Laura Summers – proposed by Elaine Lytham, seconded by Jacquie Burke

Co-opted Members: Cllr Smith & Cllr Ingram

Class Reps: P1 Jacquie Burke, P2 Laura Summers, P3 Jill Cook, P4 Mary Hay, P5 Roselyn Henderson, P6 TBC (Mrs Forrest to ask P6 parents), P7 Diane Burnett

Other Parent Members: Elaine Lytham & Maria Murray

Teachers: Mrs Donnelly, Mrs Dingwall & Mr Pennington

7. Moving forward: The year ahead

Stuart asked that if you have something for the agenda for future meetings then please let the secretary know in plenty time so it can be included as its own item and not be brought up in AOCB. Also sometimes there are items brought to the parent council meeting that don't need to be discussed at parent council. The school have an open door policy and these items can be discussed with the class teacher or head teacher at another time.

Dates of meetings: 8th November 2017 at 630pm, 7th March 2018 at 630pm & 2nd May 2018 at 630pm.

Next AGM: 19th September 2018 at 630pm

8. AOCB

None

Stuart thanked everyone for coming and closed the meeting.