



# GLASSFORD PRIMARY SCHOOL PARENT COUNCIL

**Minutes of the Parent Council Annual General Meeting  
held on Wednesday 29<sup>th</sup> August 2018 at 7.00pm**

**Members present:** Christine Hall (Chair/ Secretary)  
Dawn Hamilton (Treasurer)  
Anne Anderson  
Janet Ballantyne  
Lee Rogers  
Gordon Innes  
Pamela Buchanan

**In attendance:** Audrey Donnelly (Head Teacher)  
Laura Ann Bailkoski (Teaching Staff)  
Cllr Isobel Dorman  
Lucy Williamson  
Angela Foster  
Louise Caithness

## **1. Welcome**

Christine welcomed everyone to the meeting

## **2. Apologies**

Apologies were received from Donna and Gary Troughton, Linzi Fallow, Elaine Richardson and Les Hoggan

## **3. Approval of Minutes from 2017 AGM**

Dawn proposed and Janet seconded the adoption of the Minutes from the meeting held in May 2017.

## **4. Business Arising from Minutes**

There were a few notes to be recorded:

- Rev Stewart retired from the Parent Council and ministerial duties in April 18
- Richard Wilson stepped down from the Chairman role and resigned as Parent Council member in August 17 due to work commitments. Christine assumed the role of Chairman along with Secretary
- Ground works issues such as drainage off the hill and playground markings that had been a problem a year ago have since been resolved.
- At the last AGM, the configuration was expected to be P1/2/3 and P4/5/6/7 for August 17 (as it is for 2018/2019) but a note to be made that the actual configuration was a fortunate P1/2, P3/4/5 and P6/7 because Mr Angus was allocated to Glassford.
- KayCars retired from After School Transport in April 18 and Philip Thomson took over this task

## **5. Chairpersons Report**

Christine thanked all the teaching staff for their enthusiasm and positivity during 17/18 although some such as Mr Angus and Miss Warning had now moved on to new challenges, their input won't be forgotten. Thanks to Anne for leading a very successful fundraising campaign resulting in us raising much more than our initial target – I hope we can continue this good work during this next year as we are seeing the same pressures on budgets. Fundraising enabled us to purchase an Active Literacy programme for the benefit of the whole school

towards the end of last session as well as 5 new kindles to replace out of date ipads. Funds raised also enabled us to assist with transport costs to various events, theatre tickets and refreshments for events.

Glassford this year sees the pupils split into two classrooms due to a slightly falling role. This brings its own challenges that Mrs Donnelly will allude too however the standard of education I have no doubt will be maintained with the excellent teachers in place. A group of parents met in June to work through some points raised in the self evaluation questionnaire and the expectation is we will meet again to continue this work and address any new challenges.

The Parent Council exists to provide support to the School staff and teachers when required. Parental input into some aspects of the School Improvement Plan or 'How good is Our School' may be effective and I am sure Mrs Donnelly will ask for involvement when required.

Thank you to the Parent Forum for their continued support – many parents can be relied upon to assist when asked even though they perhaps cannot attend meetings and this is appreciated.

## **6. Fundraising Report**

The Ragbag collections continue to be well supported raising over £600 in a single year. The Christmas fayre was a big success and notes have been taken as to what worked well for future years. Two parties/discos were held which although not primarily ran as fundraisers, they do contribute, along with small raffles, Reindeer Day, Sainsburys bag packing and the Bonfire Guy competition.

The May Summer party went well – it was held entirely outside in the MUGA pitch as the weather was nice.

Anne mentioned she needs to step back a bit from fundraising due to other commitments though happy still to assist. Anne will continue to try and get a bag packing slot booked again.

The date for the Christmas Fayre was agreed as Friday 23<sup>rd</sup> November evening and a separate meeting will be arranged to start preparations.

## **7. Financial Report**

Dawn presented a full audited balance sheet showing the financial position of the Parent Council Account. There is currently a bank balance of £3082 although the balance at the end of May when the accounts were prepared was £4026.97. Since then we purchased the Active Literacy Scheme for use by the whole School. Approximately £2200 was raised during the 12 months which was a fantastic achievement. The report was then approved by Anne Anderson and seconded by Lee Rogers.

## **8. Head Teacher's Report**

- P1/2/3 and P4/5/6/7 classrooms this year. The single new primary one child is settling in well as is a new child on P3. The teachers will be challenged as there is such a split of levels within the composite classes but they have planned well for this scenario.
- School Improvement Plan – Mrs Donnelly has almost completed the revision, but it has been scaled down this year due to the class setup and pressures on teachers. The Improvement Plan will focus on 2 areas. (a) Active Literacy and (b) Legislation concerning inclusion and equality.  
Parent Focus Group – The group looked at some of the audit responses and will meet again in the Autumn
- The pupil feedback schedule has been formalised, so parents know when to expect what form of feedback in the form of reports, snapshot jotters and parent evenings though feedback as necessary will still be given in home learning diaries.
- The House system has been relaunched and the pupils are excited about the competition. Focus on the School Values of Be Kind, Be Respected and Be Responsible has also been increased to tie in with House Points and it is hoped that parents can support the School with using this type of positive language in the home also.
- Breakfast Club pilot. Between 7 and 15 children attend this free initiative daily. It is beneficial socially as well as nutritionally and it is hoped this can continue. Parents do require to sign their child in to ensure their safety.
- GDPR – The School has had to amend forms in line with GDPR and are working in accordance with the guidelines

- Teacher absence – a query was raised about the plans in place if a class teacher was absent. Initially Mrs Donnelly would cover the class though there is a local supply cover which can be used if available.
- Building has commenced in the Lovell estate and it is hoped that this will in time mean new children for our School.
- It was noted that if Mrs Donnelly for any reason or any parents feel the education is being compromised in either of the classrooms due to the structure, we do always have the option to speak to our local MSP for support.

## 9. Review of Constitution

The previous Constitution had not been updated or reviewed since 2011. A new draft had been drawn up and previously circulated, thus the Committee unanimously agreed to adopt this new Constitution. It was formally approved by Pamela Buchanan and seconded by Angela Foster.

## 10. Election of Office Bearers & Committee

Gordon Innes was elected as Chairman

Christine Hall was re-elected as Secretary

Dawn Hamilton was re-elected as Treasurer though Lee indicated she would be interested from next year

**Committee:** Yasmina Brown resigned from the Committee. Pamela Buchanan, Anne Anderson, Lee Rogers, Janet Ballantyne and, Lucy Williamson were elected on to the Committee.

**Co-Opted:** Les Hoggan and Mrs Donnelly were elected as Co-opted members. Rev Shaw Paterson will also be invited to be a co-opted member.

## 11. Election of Auditor

It was agreed Libby Marshall would be asked again to review the Accounts at the end of the year 18/19.

## 12. Any Other Business

- The School Scarecrow (Peter Rabbit) that was made for Stonehouse Show won first prize and we now have him securely stored for use at Bonfire Night in November.
- Parents as Partners Conference – Christine attended this Conference in May and the theme was ‘Getting it Right first Time’ and Respect Me. Lots of interesting points were discussed and it was useful to meet other parents and reassure ourselves that we are generally doing well at Glassford. Connect was also represented – this is the group previously known as Parents Network which is an advisory group for Parent Councils. Parent Councils are eligible for training in various areas from Connect FOC and also provide excellent advice regarding paperwork and dos and don’ts. Christine will investigate if there is any suitable training that could benefit us.
- Joint Parent Council Meetings with other local Schools. Christine attended a meeting in June with the chairs of KP, WO and Sandford parent Councils just to have a general blether about how and what we do and what we could potentially collaborate on. It was a useful meeting though quite clear that the bigger Schools have some different pressures to Sandford and ourselves for example traffic at school drop and off and collection times. Some challenges are the same for example how to engage more parents? We plan to meet again in the Autumn
- Bikeability. If anyone is interested in taking part in Bikeability training, there are courses coming up in September. Please let Christine know.
- P7 Leavers request. In May 17, a request was received asking if the Parent Council would support the purchasing of Hoodies for the 4xP7 leavers. P7’s in the past have had hoodies to mark them leaving Glassford but it has been made clear, that this has always been funded by the parents privately and not arranged by the School. After discussion within the PC, the majority felt that we did not want to set a precedent for buying hoodies, however that the donation towards the P7 leavers night out would be raised to £15 a head.
- Website update. The Council IT department need to rebuild the website to enable them to pass responsibility back to ourselves. We are just waiting on this being rectified, Miss Bailkoski will chase this once the School computers have had their upgrade this week.

- Glassford Dux Boards – a letter was received from the John Hastie Trust thanking us for donating the Dux Boards which they now will store. These were displayed during the recent Education Exhibition.

### **13. Date & Time of Next Meeting**

We will trial moving the meetings between Tuesdays and Wednesdays to allow some other parents to attend. The next meeting will be Tuesday 2<sup>nd</sup> October 2018 at 7pm within the School

Christine then closed the meeting at 8.20pm with thanks to everyone for attending.

**GLASSFORD PRIMARY SCHOOL PARENT COUNCIL**  
**FINANCIAL STATEMENT**  
**FOR THE YEAR ENDING 30<sup>TH</sup> APRIL 2017**

	£		£
<u>Balance as at 1<sup>st</sup> May 2016</u>		<u>Balance as at 30<sup>th</sup> April 2017</u>	
Bank	3991.75	Bank	3784.09
<u>Income</u>		<u>Expenditure</u>	
May Disco	173.20	May Disco	100.05
Rag Bags	354.80	P7 Leavers trip	70.00
Reindeer Day	141.00	Floor mats for school	627.94
Halloween Disco	155.50	Halloween Disco	85.93
Christmas Fayre	485.60	Christmas Fayre expenses	86.40
Beetle Drive	110.00	School purchases	1230.93
Bag Packing	143.05	T Shirts , sports	179.80
Easter Raffle, tea	123.50	Coach Hire	320.00
Open Afternoon	486.74	School hire	<u>195.40</u>
Grant - SLC	<u>515.40</u>		2896.45
	2688.79		
	<u>6680.54</u>		<u>6680.54</u>
<u>Fundraising</u>			
Reindeer Day	141.00		
Rag Bags	354.80		
May Disco	73.15		
Halloween Disco	69.57		
Christmas Fayre	399.20		
Easter Raffle, Tea	123.50		
Bag Packing	143.05		
Beetle Drive	<u>110.00</u>		
	1414.27		

Checked in accordance from books and records provided and found to be in order.

Treasurer

Dawn Hamilton

Auditor

Elizabeth A. Marshall

Date

15 May 2017