

## **Crosshouse Parent Council ("PC")**

**Meeting Date – Wed 19<sup>th</sup> September 2018**

<u>Present</u> -	Isabelle Murray, Suzanne Sandilands, Claire Ashwood, Michael Owens, Lara Tolland, Claire Steele, Carol Gillies, Tracey Graham, Carolanne Barkley, Keilly MacDonald, Lisa Leslie, Jen Reed, Lynne Nicholson, Gillian McGarry, Andrew Brodie,
<u>Councillors</u> -	Archie Buchanan, Fiona Dryburgh,
<u>Co-opt</u> -	Sheila Nicholson
<u>Parents</u> -	Fiona Mackie, Jacqui Galloway,
<u>Guest</u> -	N/A
<u>Apologies</u> -	Doug Reid, Geri Grey, Gayle Hall,

### **Annual General Meeting ("AGM")**

Claire welcomed everyone to the AGM. She then went on to outline the current structure of the Parent Council and highlighted the objectives of the PC.

Claire then took the AGM through the financial update and all agreed that Caroline Lawson would be appointed as the Parent Council Auditor for the year.

Isabelle then went on to talk about all the fantastic achievements from FY17/18 and showed a video of some of the many events. Everybody commented on how proud we were of the achievements of the school for FY17/18.

Isabelle described the Improvement Plan priorities that were outlined for FY17/18 and discussed where the school were v the original plan. She then went on to talk about the next steps for literacy, numeracy and Health & Wellbeing and took the AGM through the Improvement Plan for FY18/19.

Claire then took the AGM through the following:

1. Resignations
  - a. Doug Reid
  - b. Carol Gillies
  - c. Vicky Foster
  - d. Tommy McShane

Thanks were given to all members for their support during their time on the Parent Council.

2. Elected Representatives
  - a. Chair (Claire Steele) continuing in post for another year
  - b. Treasurer (Carolanne Barkley) continuing in post for another year
  - c. Vice Chair (Lisa Leslie) proposed by Gillian McGarry and seconded by Tracey Graham
  - d. Secretary (Tracey Graham) proposed by Gillian and seconded by Carolanne

### 3. Co-opted Members

- a. Mrs Tolland- proposed by Lisa and seconded by Tracey
- b. Mrs Guy- proposed by Gillian and seconded by Carolanne
- c. Miss Ashwood - proposed by Gillian and seconded by Carolanne
- d. Mr Owens- proposed by Gillian and seconded by Carolanne
- e. Mrs Sandilands- proposed by Tracey and seconded by Lisa
- f. Sheila Nicholson- proposed by Gillian and seconded by Carolanne

### 4. New Parent Council Members

- a. Lynne Nicholson- proposed by Gillian and seconded by Tracey
- b. Jen Reed- proposed by Gillian and seconded by Carolanne
- c. Fiona Mackie- proposed by Gillian and seconded by Carolanne
- d. Jacqui Galloway- proposed by Gillian and seconded by Tracey

The AGM was brought to a close by Claire where she thank everyone for their support and fantastic achievements throughout FY17/18.

### **Parent Council Meeting**

#### ✓ **Welcome and Apologies**

Claire welcomed everyone to the PC meeting and apologies were noted. Claire welcomed new parents.

#### ✓ **Review of Outstanding Actions & Previous Minutes**

Updates were provided on all actions and have been updated in the action section below.  
No changes requested to previous minutes.

It was agreed that all FY17/18 closed actions would be archived.

#### ✓ **Financial Review**

Carolanne confirmed that we currently have £10.05 in the bank.

Claire has forms from the bank to get the signatories sorted out. This will be completed for next month. The following names will be removed from the signatories

- Victoria McCaig
- Fiona Moss
- Fiona Bulman

The following names will be added to the signatories

- Carolanne Barkley
- Lisa Leslie

#### ✓ **Head Teacher Report**

Covered within the AGM

#### ✓ **Parent Council Improvement Plan**

Claire presented the PC with an outline of an Improvement Plan and discussion took place around the plan and additional suggestions.

Additional suggestions to be investigated include: -

- Get Lanyards for PC members
- FB- a monthly profile of the PC members
- PC members helping out at Homework Club (Jen volunteered)

All discussed the possibility of having an App. The PC agreed to park this for a year.

Isabelle highlighted that the office email address to be used for all communication to the school unless it is for PC business. Only then, can staff email be used directly.

✓ **AOB**

Scottish Sun Book Appeal- Suzanne highlighted that the school have declined to participate in this.

Shoe Box Appeal- it was discussed that fundraising is for the school so we should speak to the Pupil Council to see if this something that the school wants to participate in.

Photographer- confirmed that he will take family photos

Parents Evening- the bureaucracy around trying to fit in over 400 pupils is overwhelming so the decision was taken to remove the paperwork and to allocate appointments.

**Date of next meeting: 24<sup>th</sup> October 2018 7.15pm**

**OPEN ACTIONS**

Action Ref:	Action	Owner	Status/ Due Date
Mar 02	Agreed that PC members to email Tracey to add anything to the agenda	ALL	Ongoing
Mar 03	School to review options on how to raise awareness round autism and discuss at next PC  29/8: Will be included as part of annual family learning	SS/IM	Ongoing
May 02	Work with Pupil Council on raising awareness of car parking health & safety concerns	CS	24/10/18
May 12	School to present what they are doing on mental wellbeing at the next PC meeting	IM	24/10/18
Aug 10	Look into getting the Let for Clean-Up Crosshouse free of charge	GG	24/10/18
Sept 01	Closed actions to be archived	TG	24/10/18
Sept 02	Caroline Lawson to be provided with spreadsheet and all necessary back-up paperwork to enable her to audit the books	CB	27/09/18

Action Ref:	Action	Owner	Status/ Due Date
Sept 03	New signatories to be completed for next month.	CS/CB/LL	24/10/18
Sept 04	PC board to be created at visitors area	CS/TG	27/09/18
Sept 05	Provide feedback to parent who highlighted the shoe box appeal	CS	27/09/18
Sept 06	Leaders of each improvement plan group to email Tracey Graham with dates for the next meetings	IM	Ongoing

**CLOSED ACTIONS- 2018/19**

Action Ref:	Action	Owner	Status/ Due Date