

CARSTAIRS PARENT PARTNERSHIP – AGM MINUTES



Date	Began	Ended	Location	Type (Staff/Group/Management)
11.9.23	6.30pm	8pm	School	Parent Partnership AGM

Attendees

Jill McQuigg (JM, chair), Louise Taylor (LT, secretary), Michelle Gardiner (MG, treasurer), Sharon Corrigan (SC), Susan Notman (SN), Claire Boyle (CB), Sarann Lewis (SL), Becky Smith (BS), Michelle Warren (MW), Mrs Whitehead (PT), Miss Sneddon (HT),

No.	Agenda Item	Who
1.	Welcome	Chair
2.	Election of Office Bearers	Chair / All
3.	Chairperson's / Financial Report	Chair / Treasurer
4.	HT Report	HT
5.	Support for the year ahead	HT / All
6.	A.O.C.B Halloween Disco Christmas Fundraising (cards etc)	All
7.	Date of Future Meetings	Chair

Minutes

1. Welcome

JM welcomed everyone to the meeting and introductions were made.

2. Election of Office Bearers

JM, LT and MG all happy to remain in their current positions. No objections were received, and all office bearers were re-elected. JM noted that the Parent Partnership really is a team effort and thanks were given to all who help year after year.

3. Chairperson Report

See report.

A discussion took place around the Christmas fundraising project – see AOCB for detail.

Financial Update

See accounts. MG talked the meeting through the accounts.

After consultation/discussion before and during the meeting, the Parent Partnership were delighted to hand over a cheque for £2,500 to the school. HT gave sincere thanks for this donation. HT noted that there was currently £1,400 in the school fund and that this donation would be a great boost.

With regards to the google form, which was circulated before the meeting regarding the donation, it was suggested that this be shared on the School App (in addition to already being shared on Facebook and the school newsletter).

4. Headteacher's Report

See report.

SC asked about volunteering opportunities in the school and the process for this. HT explained that the young volunteers who had been in the school was through their Duke of Edinburgh and contact was made with their school. HT noted that all previous volunteers are most certainly still welcome and the process for volunteering was to approach HT on an individual basis.

Time was given to view and comment upon the School Improvement Plan (including the plan on a page) and the Standards and Quality Report.

5. Support for the Year Ahead

HT provided information on what support the school could use during the coming year.

- Support for fundraising / special school events – standard whole school events (Halloween, Christmas Extravaganza, Easter Support – Teas / Coffees on morning of service)
- Prizes for egg decorating competition
- Volunteers to staff the Book Fair on a rota system during March Parents' Evening
- End of year P7 support – including printing and framing end of year P7 photo
- Support for funding applications (in some cases organisation with constitution needed)
- Consultative role – policy updates (various)
- Termly support for uniform Pop-Up Shop

6. AOCB

- **Halloween Disco** – to take place in school on Friday 27th October. Request for volunteers will be forthcoming.
- **Christmas Fundraising (cards etc)** – SL had previously suggested about the designs for the cards/gifts not being solely Christmas related. A discussion took place around how this could work, and the consensus was that it would be good to have both Christmas and non-Christmas related designs. HT/PT suggested that children are given three design suggestions to select from. JM will send out another Google form link to gain views on whether to go ahead with this fundraiser.
- **Bring & Buy Sale** – SL suggested that we look at other ideas for fundraisers. She suggested a bring and buy sale before Christmas as many people would be having a clear out and may also be looking for Christmas presents. SL discussed how this would be a great opportunity to recycle and reuse. Discussion took place around how this event would work. Options included 'sellers' paying for a table, bringing everything for their table along on the day and taking away anything they do not sell. Another option was donations being made before the event and all the money made from event going into the parent partnership fund. It was noted that with this option we would need to be careful on quantity of donations and could be left with a lot left at the end of the event to move on ourselves. It was suggested the event should take place on November and a meeting arranged to discuss further (possibly on teams/zoom). HT will check if it is possible to book the school for a Saturday in November. (After the meeting it was confirmed that a Saturday let would be possible – a date would need to be mutually agreed with the school)
- **Changing for PE** – BS asked about the situation with senior children changing for PE and noted it may be beneficial or children to have this experience before moving onto changing rooms at high school. The hygiene aspect was also discussed. HT stated that the changing rooms were no longer available as they were needed for storage but was happy to look at compromise options for P7 and HT will speak to P7 children about this.

7. Date of next meetings

23/10/23

23/01/24

18/03/24

20/05/24

JM closed the meeting and thanked everyone for attending.