

CARSTAIRS PARENT PARTNERSHIP – MEETING MINUTES

Date	Began	Ended	Location	Type (Staff/Group/Management)
12.05.25	7pm	8pm	School	Parent Partnership Meeting

Attendees

Jill McQuigg (JM, chair), Louise Taylor (LT, secretary), Michelle Gardiner (MG, treasurer), Susan Notman (SN), Sarann Lewis (SL), Michelle Warren (MW), Miss Sneddon (MS)

Apologies – Mrs Whitehead, Rebecca Stewart, Sharon Corrigan and Rachael Chambers.

No.	Agenda Item	Who
1.	Welcome	JM
2.	Previous minutes	JM
3.	Financial Update	HT
4.	Headteacher Report	JM
5.	AOCB	All
6.	Date of next meeting	All

Minutes**1. Welcome**

JM welcomed everyone to the meeting.

2. Previous Minutes

Previous minutes accepted as an accurate record.

Not enough support for the March fundraiser to go ahead.

3. Financial Update

MG stated that there is £2400 in bank account.

Asda cashpoint brought in £100.

Tesco have awarded us £1500. Still to receive £500. JM has submitted the form and money should be in account before the Summer.

Update: Since the meeting, a remittance advice has been received. Funds should be in account soon.

4. Headteacher Report

See report.

JM thanked the staff who attended the residential at Lockerbie Manor, it was agreed by all that it was a wonderful experience for them and a successful trip.

5. AOCB

JM asked for extra signatories to be added to the bank account. Sarann Lewis and Clare Boyle happy to be added. MG asked if payments could be done online rather than by cheque, MG also suggested that we get a card for the account to allow committee to purchase items for Halloween disco etc more easily. MS also has access to the bank account and there would be an email trail from signatories. JM to check PC organisation for possible template which office bearers would sign which would update the constitution.

JM also asked MS about PVG checks for Parent Council. MS stated that everyone should now have a PVG.

MS thanked JM for her service to the PC over the years and everyone agreed she would be sorely missed. JM suggested that the PC put out descriptions of job roles before the AGM in Sept.

6. Date of Next Meeting – AGM in Sept TBC

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