

Garrowhill Primary School Parent Council AGM

12th September 2023

6.30-6:45pm

Attendees: Gayle Clarkson (Headteacher)
Lorna Chatham (Acting Depute Head)
Tracy Byrne (Teaching Staff Representative)
Gillian McLellan (Vice Chair/Treasurer)
Mark Dobson
Lindsey Connolly
Laura McCosh
Gemma McPike
Lyndsey Johnston
Jade Gilmour

Apologies: Laura Beastall (Depute Head)
Lee Bennie
Lesley Brunger
Emma Forrest
Stacey Graham
Roxanne Hendry
Omar Ibrahim
Laura Martin
Stewart McCosh
Nicola McGrath
Chanelle Monteague
Angela Patrick
Gemma Rennie
Laura Stewart

Agenda

1. Welcome and New Members
2. Apologies
3. Approval of Accounts and finance report for previous year August – July
4. Resignation of office bearers
5. Election of office bearers
6. Constitution and GDPR

1. Welcome and New Members

Gillian McLellan led the first meeting back due to the resignation of Angela Patrick from the positions of Chair and Secretary.

Stacey Graham (by email)

Laura Martin (by email)

2. Apologies

Apologies were noted as above.

3. Approval of accounts and finance report for August 2022 – July 2023

Gillian McLellan will pass to Linda Clark to approve if no one else available.

Total balance as of 31st July 2023 – **£2136.88**

Total Income for August 2022 – July 2023 – **£4784.89**

- Pre-Loved Uniform – £125.62
- 12 days of Christmas Raffle – £2105.00
- Balance from old bank account – £1648.26
- Easy Fundraising – £28.51
- Spring Fling Disco – £345
- Non-Uniform Day – £450
- Donation from P7 leavers – £82.50

Total Expenditure for August 2022 – July 2023 – **£2648.01**

- P7 leavers ties for high school – £265.00
- World Book Day Bookmarks – £252.11
- P7 leavers Disco Dome – £259.20
- New P1 book bags and gym bags – £973.50
- New P1 ties x 200 (extra being stocked in pre-loved shop for purchase) – £898.20

4. Resignation of office bearers

Resignation of Chair – Angela Patrick
Resignation of Vice Chair – Gillian McLellan
Resignation of Secretary – Angela Patrick
Resignation of Treasurer – Gillian McLellan

5. Election of office bearers

Election of Chair – Mark Dobson
Election of Vice Chair – Lyndsey Johnston
Election of Secretary – Gillian McLellan
Election of Treasurer – Gillian McLellan

6. Constitution and GDPR

The Chair will look over the GDPR forms to ensure compliance is being met and it will then be sent to all members via email to verify that they are still happy to be on the mailing list. The Chair will also read the constitution and familiarise themselves with it.

Garrowhill Primary School Parent Council Meeting

12th September 2023

6.45pm – 7.45pm

Present: Gayle Clarkson (Headteacher)
Lorna Chatham (Acting Depute Head)
Tracy Byrne (Teaching Staff Representative)
Mark Dobson (Chair)
Lyndsey Johnston (Vice Chair)
Gillian McLellan (Secretary/Treasurer)
Lindsey Connolly
Jade Gilmour
Laura McCosh
Gemma McPike

Apologies: Laura Beastall (Depute Head)
Lee Bennie
Lesley Brunger
Emma Forrest
Stacey Graham
Roxanne Hendry
Omar Ibrahim
Laura Martin
Stewart McCosh
Nicola McGrath
Chanelle Monteague
Angela Patrick
Gemma Rennie
Laura Stewart

Minutes: Gillian McLellan

Agenda

1. Welcome and apologies.
2. Review and approval of Previous Meeting minutes and action update
3. Head Teachers Report
4. Account Balance and Finance Report
5. Events Fundraising
6. AOCB
7. Actions to be taken before next meeting
8. Date and time of next meeting

1. Welcome and apologies.

Gillian led the first meeting back due to the resignation of Angela Patrick from Chair and secretary.

A gift was presented to Angela on behalf of the wider parent forum to thank her for the past 10 years of dedication and support of the parent council.

A gift was also presented to Angela on behalf of all the staff and pupils of Garrowhill Primary School to thank her for all her hard work over the past 10 years.

Apologies – Apologies were noted as above.

2. Review Previous Minutes and action update

The previous minutes from 3rd May 2023 were reviewed but no actions outstanding.

Actions from previous meeting	To be actioned by	Actioned
Book let for meeting in September	Gillian McLellan	Yes
Crisps and Juice for Disco	Gillian McLellan	Yes
Cups for Disco	Gemma McPike	Yes

The minutes were approved.

3. Head Teachers Report

School Roll and Staffing

School Roll is currently: 453

We have welcomed 6 new members of staff this year:

Ms Zahra Zafar and Mrs Amanda Davis are permanent staff.

Miss Sarah Watters and Mr Ben Munogee are long-term supply staff – covering for Miss McEwan's post and the vacancy created by Mr Young's new appointment.

Two probationer teachers; Mr Chris Long in P2I is supported by Phillip Halewood PT and Miss Sophie Nelson in P6n is supported by Tracy Byrne PT.

At the moment we have a DHT vacancy. This post will go to Workforce Planning next week. Following this hopefully the position can go to advert. DHT interviews should have 1 or 2 parents on the interview panel. Parents must have completed Recruitment and Selection Training.

Budget

Devolved school budget has been cut this session due to savings the authority must make. School fund quite low although we are hopeful the bounce-a-thon will raise money for us. This will be used to pay for buses, house treats, Christmas parties, trips, panto, etc. Last session a great deal of money was spent developing the infant open area and play based learning. We would like to develop the senior open area this year and develop space in our 'medical room' to create a calm, sensory space. We are keen to continue to develop the outdoor area, particularly the vegetable patches and shrubbery.

BUDGET REPORT – PARENT COUNCIL MEETING

£1,889.18 in the bank.

Some of this money belongs to Square One Project, Fair Trade & Enterprise:

- Fair Trade – £204.97
- Enterprise – £171.21
- Square One – £625.32

Starting August 2023 – This means we have access to £887.68

Fundraising for Others

- Save the Children – £343.14
- Sense Scotland – £545
- Marie Curie – £175.86

- Children in Need collection this year was £773.52 (actual amount sent was £1,156.19 as they didn't cash their cheque last year!)
- Red Nose Day £490

Parent Council Donations – £1,749.81

- Logoxpres book bags & Gym bags: £973.50
- School Ties for P7 leavers, Disco Dome, Bookmarks for World Book Day £776.31

Winning House Treats

October – Crazy Golf at Soccer World – 09.10.23

December – Showcase – still to be arranged.

Sponsored Events

Read-a-thon & sponsored dance-a-thon. We managed to raise £8,809.48 – 2022 – 2023.

Sponsored Bounce has been arranged for Friday 15th September. We have asked for cash donations. Nothing via Parent Pay this time.

PEF

We have received £45,235. This is not a huge sum of money. This will pay for staffing – PEF PT differential payment and 2 for 1 probationer teachers to allow some more flexibility for Principal Teachers and Support for Learning.

School Improvement Plan

- Achievement & Progress: Improve attainment in Literacy.
- Engagement, Participation & Inclusion: Embed inclusive practices in every classroom, ensuring all children are engaged, self-motivated and responsible learners who can apply their skills across the contexts for learning both within and out with the classroom.
- Wellbeing and Learning: Transform our curriculum to ensure effective learning and teaching, improving pedagogy, nurture and relationships to broaden and deepen learner experiences.

Achievement & Progress: Improve attainment in Literacy

Improve approaches to learning, teaching and assessment in talking and listening to enable all children to make the best possible progress in their learning. Tracy Byrne leads Literacy developments in the school. This will involve Tracy attending 'Literacy for All' sessions and implementing this within the school. Focus is upon changing pedagogy.

Writing continues to be an area of focus and will be on our maintenance agenda for the coming year. We will also be focussing on grammar and spelling. We have changed approaches to Home Learning to ensure children are focussed on practising spelling rules. This session children will also be bringing home reading books to allow additional practise at home.

Engagement, Participation & Inclusion: Embed inclusive practices in every classroom, ensuring all children are engaged, self-motivated and responsible learners who can apply their skills across the contexts for learning both within and out with the classroom.

This development priority focusses on two key areas. Development of Play Pedagogy in P1-7, with a focus on P1-3 classes and the development of approaches to Interdisciplinary Learning and DYW across all stages by implementing IDL, meta-skills and skills for life, learning and work.

All classes will lead a class enterprise this year. This may be through a class assembly, open afternoon or event. P3/2 will be leading the MacMillan Coffee Morning this year.

This session we aim to achieve the UNCRC Rights Respecting School Bronze Award. This will be led by the children, creating more opportunities for Pupil Voice.

Wellbeing and Learning: Transform our curriculum to ensure effective learning and teaching, improving pedagogy, nurture and relationships to broaden and deepen learner experiences.

Create a curriculum rationale which is inclusive, creative and effective, with learners at the centre. This is an ongoing area of work, leading to the completion of our updated Curriculum Rationale. Mr Halewood is leading professional development on Glasgow's Pedagogy with a focus upon Questioning and Providing Effective Feedback.

The Term Ahead:

- MacMillan Coffee Morning – 29th September (now changed to 6th October due to industrial action)
- Harvest Collection
- Parents' Evening – 11th October - Pre-loved Uniform – sustainability
- Hallowe'en Disco – Thursday 26th October

4. Account Balance

Currently we have **£2600.65**

Total Income so far, this financial year – **£469.47**

- Pre-Loved uniform – £30
- Easy Fundraising – £39.47
- Glasgow City Council Grant – £400

Total Expenditure so far, this financial year – **£5.70**

- Let fee for parent council meeting – £5.70

5. Events Fundraising

We will run the 12 days of Christmas Raffle again this year after a successful trial run last year.

- Gillian McLellan asked the group if we could purchase pre-printed raffle books this year, as the raffle tickets became a bit confusing when they were received back last year along with the money. It was agreed that these could be purchased, having previously investigated it they would cost no more than £100 for approx. 5,000 tickets. Each child will be provided with 10 tickets each and more can be given out if required.

- Gillian McLellan will draw up a list of businesses to share with members and a headed letter for people to email, post or hand in to businesses to ask for any donations.
- At the next meeting we will organise tickets into envelopes and class bundles for the school to hand out. We will also arrange the prizes and split them up into 12 bundles with each day having a big prize (if possible, depending on donations).
- Lorna Chatham will send out a message to the parents at the end of October asking for any donations that they can bring in.
- The raffle tickets will be issued week commencing 13th November to be handed back to the school office no later than Friday 1st December but preferably Friday 25th November.
- The school will get the children to pick tickets each day (number of tickets to be clarified once all prizes are gathered in)
- The raffle will be drawn daily starting on Monday 4th December and finishing on Friday 15th December, with Saturday 9th and Sunday 10th being drawn on Monday 11th December.

6. AOCB

- Gayle Clarkson asked for a member of the parent council to sit on the school fund committee as this role was previously held by Angela Patrick who has now left the parent council. Gemma McPike volunteered and will fill this role.
- Lynsey Johnston and Gemma McPike would like a Facebook page to be set up to be able to communicate with parents via social media on what the parent council are planning in terms of events and fundraising and to keep up to date with what our fund are being spent on. The group agreed and Gemma will get this set up.
- Gemma McPike raised the issue of having parents on the email chain that don't attend meetings. However, as per connect policy provided by Glasgow City Council all parents are invited to be part of the parent council whether it be in person or via email due to other commitments. The parent council represents the wider parent forum therefore all parents can send an email to garrowhillpc@gmail.com to be able to be involved in decision making and to offer help and support out with the meetings. The previous secretary has sent out GDPR forms for those people to complete and send back, and they have then been added to the email chain of communication. As new secretary Gillian will clarify this with Connect Scotland and report back at the next meeting.

7. Actions to be taken before next meeting.

Actions to be completed by next meeting	To be actioned by
Have accounts audited and approved	Gillian McLellan
Ensure GDPR compliance is being met	Mark Dobson
Read over constitution	Mark Dobson
Close old Virgin Bank Account	Angela Patrick
Purchase raffle books	Gillian McLellan
Put together a list of raffle prizes and businesses to be shared with all members	Gillian McLellan
Set up Facebook page	Gemma McPike
Clarify who can be part of parent council	Gillian McLellan
Book let for next meeting	Gillian McLellan

8. Date and time of next meeting

Tuesday 7th November at 6.30pm – Gillian McLellan to book and pay for let as before.