



Present:

Damien Noonan (Chair)	Alison Walker (Vice-Chair)	Kevin McKenzie (Principle Teacher)
Kirsty Usher (Treasurer)	Lesley Kennedy (Secretary)	Fraser Robertson
Kerry Hardie	Karen Polwart	Tina Strong
Lyndsay Wilkie	Helen Bradley	Leanne Gillies
Anna Holland	Hilary Matthews	Kathy Allan
Sam Fawcett		

Apologies:

Pam Currie (Head Teacher)	Jo Ratcliffe (Fundraising Co-ordinator)	Louise Potter
Helen Maule	Councillor Jim Goodfellow	

Meeting Minutes Approved by:	(APC Chair)
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<u>Item</u>		<u>Action</u>
1.0	Welcome and Apologies	
1.1	Damien welcomed everyone to the meeting and apologies were noted.	
2.0	Minutes of the Previous AGM	
2.1	The minute of the previous AGM, held on 5 th September 2018, was approved. The minute was signed by Damien and a copy was given to Mr McKenzie to be held at school.	
3.0	Aberlady Parent Council Annual Report 2018-19	
3.1	The Annual Report for 2018-2019 was circulated for review prior to the meeting. Damien presented the main points to PC. Damien to finalise formatting of the report and send to the school office for placement on the school website and email distribution to the Parent Forum.	DN
3.2	During the 2018-2019 session, Parent Council provided over £7000 of funding to the school. £3000, from the Autumn Fair, went towards STEM learning materials to enhance the teaching of STEM areas introduced as part of the CfE. £1500 was provided to refresh the school's fiction library. The remaining funds went towards nursery equipment, theatre visits, school ties and the much needed recovering of the coffee room chairs. More details can be found in the Annual Report. Mr McKenzie thanked PC for their continued support and organisation of fundraising activities. It was noted that the Wood of Wonder match funding (up to £500), agreed at last year's AGM, was never requested by school. Damien to follow this up with Pam and report back at the next meeting.	DN

4.0	Fundraising Overview	
4.1	In Jo's absence, Anna provided a brief overview of upcoming fundraising activities. It was noted that Jo will continue in her role as Fundraising Co-ordinator. Damien thanked Jo, and everybody else who has taken the lead on fundraising activities, for all their efforts.	
4.2	The next fundraising event is the Autumn Fair, led by Alison. This will take place on Saturday 5 th October. This is a very important fundraiser for the school, raising approximately £3000 each year. Organisation is in hand with Miss Salmon as a staff representative, co-ordinating staff volunteers and communications. Jen MacPherson is co-ordinating the overall volunteer rota.	
4.3	Jo has agreed to take the PC lead on Aberlady Fireworks again this year. In previous years, different groups have taken responsibility for different areas of the event, e.g., car parking, refreshments, and sourced volunteers for their allocated activities. This year, volunteers will be pooled allowing more flexible allocation of resources. It is hoped that this will make the event run even more smoothly than usual.	
4.4	Other fundraising events are planned with leads in place. These will be discussed at subsequent PC meetings. Jo to provide an updated list of Fundraising Events for the school website.	JR
5.0	Approval of Parent Council Constitution	
5.1	No updates to the Parent Council Constitution have been proposed at this time. The most recent version of the Constitution, adopted in September 2017, is on the school website and, unless challenged, will remain active for the 2019-2020 session. PC had a brief discussion about the use of the word 'parent'. It was agreed that all PC communications go out to 'parents and carers' and we hope that everybody feels included in that greeting.	
6.0	Election of Office Bearers	
6.1	Kirsty Usher is standing down as PC Treasurer after many years in the role, first as a part of the PTA and then PC. Damien expressed his gratitude to Kirsty for her commitment and long-standing contribution. Damien welcomed Sam to PC and thanked him for volunteering to take on the role of Treasurer. Kirsty and Sam to arrange a handover session prior to the next PC meeting. Kirsty to update signatories on bank account to be Sam, Damien, Alison and Kathy. Kirsty to organise the change address on bank statements.	KU/SF KU
6.2	Lesley Kennedy is standing down as PC Secretary after four years in post. Damien thanked Lesley for her contribution and PC discussed options for covering the role. It was agreed that the role would be split to cover meetings and communications, with Lyndsay offering to take on the role of Meeting Secretary and Anna, Communications Secretary. Lesley to meet with Lyndsay and Anna to handover responsibilities prior to the next PC meeting.	LK/LW/AH
6.3	Damien expressed that he would like to see two representatives to cover nursery; am and pm, as he believes they have been under-represented at PC to date.	

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6.4	<p>Helen Bradley currently represents PC at the North Berwick Coastal Area Partnership (NBCAP). The importance of representation was discussed and agreed. Helen cannot always attend meetings as her husband is also at the meetings, representing the Parent Council of North Berwick High School. Damien requested that Helen remain as the NBCAP rep for PC with a view to rotating attendance. Kerry Hardie expressed an interest in attending. Helen to co-ordinate meeting representation.</p> <p>The next NBC Area Partnership Meeting will take place on Tuesday 8th October 2019 at the Hope Rooms, North Berwick. Any volunteers to attend and represent PC should contact Helen.</p>	HB
6.5	<p>Office Bearers and allocations to year groups were agreed as follows:</p> <p>Chair – Damien Noonan Vice-Chair – Alison Walker Meeting Secretary – Lyndsay Wilkie Communications Secretary - Anna Holland Treasurer – Sam Fawcett Fundraising Co-ordinator – Jo Ratcliffe</p> <p>Class reps were agreed as follows:</p> <p>Nursery am – Lyndsay Wilkie Nursery pm – Tina Strong P1 – Fraser Robertson P2 – Kerry Hardie and Karen Polwart P3 – Kathy Allan and Hilary Matthews P4 – Louise Potter P5 – Helen Bradley and Lesley Kennedy P6 – Leanne Gillies P7 – Anna Holland</p> <p>Lesley to organise update contact list, member poster for noticeboards, website with membership. Send membership list to ELC.</p>	LK
7.0	Parent Council Budget 2019 – 2020	
7.1	<p>PC has been allocated a budget of £212 for financial year 1st April 2019 – 31st March 2020. As in previous years, this can cover tea and biscuits, printing costs, attendance at relevant training and childcare to help attendance at meetings.</p>	
8.0	Any Other Business	
8.1	<p>PC extended their congratulations to Mr McKenzie for securing a secondment as Depute Headteacher at Elphinstone, Humble and Saltoun Primary Schools. Mr McKenzie thanked PC and expressed that it had been a difficult decision but a great opportunity. As it is a secondment until June 2020, there is the possibility of return to Aberlady Primary.</p> <p>As communicated previously, a temporary Principal Teacher post has been advertised and interviews will take place on Mrs Currie's return to school. At this point, the exact date of Mr McKenzie's departure is unknown, but likely to be late September, early October. We wish Mr McKenzie lots of luck in his new role.</p>	

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8.2	<p>PC discussed the new Skills Groups that have replaced the SIP Groups from last session. Mr McKenzie stated that the groups are not set for the year but may change term to term. A concern was raised that there is no eco-focused group in the current skill group structure.</p> <p>A request was made to bring back lunch-time choir as many children wish to be in the choir but are not in the choir 'skills group'. PC felt that choir should be an activity that children elect to be part of as many children really enjoy it as part of their school week. Mr McKenzie to raise and feedback at the next PC meeting.</p> <p>A request was made to bring back lunch-time coding club. It was recognised that this is a big commitment on Mrs Craig's part and that perhaps it could be run in part by parent volunteers. Mr McKenzie to raise and feedback at the next PC meeting. Lyndsay to add to the agenda for the next PC meeting. Post-meeting update: an email has gone out to the Parent Forum to request volunteers to help run a coding club on Thursday lunch time, 12.45 – 1.15.</p>	<p>KM</p> <p>KM LW</p>
8.3	<p>The Scottish Government's Climate Challenge Fund (CCF) is open for a new round of applications – closing date 20th September. Funding of up to £100,000 per organisation, per year for the next two financial years is available. Previously funded projects have helped communities to reduce their reliance on car travel, cut waste, grow local food and lower energy use in homes and community buildings.</p> <p>Interest was expressed. Lesley to forward on to PC.</p>	<p>LK</p>
9.0	Date of Next Meeting	
9.1	<p>PC meeting dates for 2019-2020 are on the school website and are as follows;</p> <p>September 25th 2019 November 20th 2019 January 15th 2020 March 11th 2020 April 29th 2020 June 10th 2020</p> <p>All will start at 7pm and be held in the school coffee room.</p> <p>Post meeting update: June 10th is the Wednesday of Gala Week. Lesley has rearranged the school let for the 17th June.</p>	
9.2	Next APC meeting <u>7pm 25th September 2018.</u>	

Lesley Kennedy
(Aberlady Parent Council Secretary)