

DUNBAR PRIMARY SCHOOL PARENT COUNCIL

AGM

**Minutes of Meeting Held On: Monday 3 September 2012 at 7.30
At Lochend Campus**

Present:

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| 1. Audrey Cameron (Co-Chair, P1F) | 2. Dee Davison (Co-Chair, P5B) |
| 3. Grainne McIntyre (Seashore – AM) | 4. Helen McLachlan (P4A) |
| 5. Kirsty Parkin (Seashore – PM) | 6. Lucy McLoughan (P4A) |
| 7. Aileen Kelly (Woodlands – AM) | 8. Marie Savage (P4C) |
| 9. Sian Levens (Woodlands – AM) | 10. Angela Balharrie (P5D) |
| 11. Sarah Duguid (P1A) | 12. Karen Brougham (P6D) |
| 13. Julie Adams (P1B) | 14. Lorraine McLuckie (P7D) |
| 15. Fraser Stewart (P1E) | 16. Jenny McGlinchy (P7D) |
| 17. Nicky Hamilton (P1/2) | |
| 18. Deborah Curtis (P2C) | |
| 19. Christine Love-Rodgers (P2E) | |
| 20. Anne Marie Gibson (P3B) | |
| 21. Sharon McVitie (P3D) | |

Other Attendees:

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| 1. Norman Hampshire (Councillor) | 2. Anouska Woods |
| 3. David Summerhill (Interpreter) | 4. Susan Brennan (Class Teacher) |
| 5. Will Collins (Dunbar Community Council) | |

Apologies:

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|----------------------------|----------------------------------|
| 1. Helen Gillanders (HT) | 2. Kirsteen Wilson (Seashore AM) |
| 3. Eden Blair (Haven PM) | 4. Katy Gardiner (P2C) |
| 5. Cath Mackay (P3D) | 6. Sarah Watt (P5A) |
| 7. Emma Vance (Harbour AM) | 8. Sharon Rapson (Haven AM) |

1.	<p>Dee Davison (Co-Chair) opened the meeting by welcoming everyone and explaining that the AGM was an opportunity to review the work carried out by the Parent Council over the past year. She stated that this would be her and Audrey Cameron's final year as Co-Chair's for the Parent Council. All the Parent Council Positions and Reps were nominated and agreed. Class Reps were still required for the following classes:</p> <ol style="list-style-type: none">1. Woodlands (pm)2. Harbour (pm)3. 3C4. 6B5. 6C6. 7A7. 7B
2.	<p><u>Chair's Report</u></p> <p>Dee stated that there was good communication between the school and the Parent Council and the school and Parent Council were very grateful to the huge number of parent helpers. Fundraising throughout the year had raised over £8000, of which just over £4,000 has been spent so far. Further details were provided in the Treasurer's report. The previous AGM minutes were approved by Sarah Duguid and Anouska Woods.</p>

There are currently 9 Sub Groups within the Parent Council which Dee/Audrey explained in detail through a PowerPoint demonstration which will be on the Parent Council website. It was also confirmed that parents do not need to be a Class Rep to be involved in any of the sub-groups.

1. Fundraising and Events
2. School Grounds
3. Healthy Living
4. Keeping Parents Informed (Communications) (*Looking for more interested parents*)
5. Delivering the Curriculum (*Looking for interested parents to join*)
6. Literacy (Reading & Writing)
7. Science, Maths, Technology and ICT
8. Visual and Performing Arts
9. Nursery

Special thanks were given to Nicky Robertson who raised £70 for Dunbar Primary through her 'See Saw Sale' last April.

New fundraising Initiatives for the forthcoming session are:

- The School Lottery Scheme (more information to follow)
- Nursery memento (bag/tea-towel) for Pre-School children to go on sale after Easter
- Seeking external matched funding to provide branded sportswear for the school's Athletics Team
- Seeking external matched funding to provide a Trim Trail for the John Muir Campus.

Treasurers Report

Emma Hexley gave the Treasurers Report on the Parent Council accounts (attached).

The balance of funds currently available to spend is: £1,192.08.

- It was agreed that a donation of £1,000 be given for the Reading Initiative.
- It was agreed that £100 be given to Pam Clark for John Muir Campus Playground equipment (Chalk, paper, footballs, etc). The Pupil Council has raised £700, some of which some will be spent on Basketball hoops.
- Book Bags – Kathy D to find cost of purchasing Book Bags. It was proposed that the Parent Council could purchase & sell these, assuming that there was enough demand to ensure that purchase costs would be covered and any profits would be donated to the 'Dunbar Reads Together' initiative.

Any Other Business

Volunteers are urgently required for:

- Healthy Snack Trolley: Please contact the school office if you are able to help and they will forward any interest to Cath Kerr (offering to help as infrequently as one day per term would be welcomed and make a huge difference)
- Library – Please contact Lorraine McLuckie if you are able to help

Emma Hexley is creating a list of helpers. Class reps will be encouraging parents to volunteers for PC Sub groups at 'The Meet the Teacher' evenings and Emma will email volunteer request forms to any parents who could not attend.

Dunbar Reads Together: Lindsey Barley is organising this exciting new reading initiative between the school and the wider community. Some concerns were raised over the safe use and cost of the lanyards that will be awarded to all pupils as part of the initiative. It was suggested that Lindsey come along to the next PC meeting to update everyone on plans, progress and fundraising ideas.

Dunbar Science Club: Thanks to the volunteers that deliver this monthly club. If funding is secured from BeGreen, it will operate twice a month during this school year.

Bug-Busting (Janet MW): It was agreed that the 4-5 Bug-Busting weekends will be promoted throughout the year. Dates tbc but the first will be the September long weekend (14-17th). It was suggested that Bug-Busting weekend information should be given to pupils (possibly through assembly) prior to the weekends. The dates will go on the school calendar (possibly with supporting advert from local Chemists?).

Artist in Residence: It was confirmed that the annual programmes for Artists in Residence (costs being covered by the profit of Christmas Card sales) was a proposal only. The proposal is that funding raised annually from Christmas Card sales could cover costs of two Artists per year (fees & materials), each working with one year group for a whole week. Over a four year cycle, every year group would get this opportunity. The available funds would not be sufficient to offer a meaningful experience to every pupil in one year. This will be discussed further at the next meeting. Work on the Christmas Cards will start the week commencing 17 September (Sarah D to discuss with Helen G).

Class Reps: Reps will be introduced by the Class Teacher at the 2 'Meet the Teacher' evenings and they will discuss their role and Parent Council objectives. They will aim to collect the contact details of all parents present so that the Rep can communicate with them by email or if required, text message. This contact data will only be used within the Parent Council.

Fire Drill (Nursery): Concerns were raised that children's scooters were blocking the Harbour entrance during the recent fire drill. It was proposed that another scooter rack be made if possible (Iby).

Playground Supervisor: Anouska queried whether all or any Playground Supervisors are First Aid trained in case a child becomes seriously ill in playground e.g. fits etc. It was confirmed that a trained First Aider is always on duty within the school and that they can be contacted easily and quickly.

Website: Parent Council will aim to keep the PC website updated regularly.

DATES OF NEXT MEETINGS:

The next meeting will be held at 7.30 at John Muir Campus Library on:

Thursday 20 September

- October Meeting: Monday 1 October
- November Meeting: Tuesday 6 November
- December Meeting: Wednesday 5 December

The following monthly meeting dates for 2013 were proposed and no objections were made. It was agreed that meetings should continue to be rotated Monday – Thursdays, rather than always being on the same weekday evening.

2013

1. Thursday 10 Jan
2. Monday 4 Feb
3. Tuesday 5 March
4. Wednesday 10 April
5. Thursday 2 May
6. Monday 3 June
7. Monday 2 Sept - **AGM**
8. Thursday 19 Sept
9. Tuesday 1 Oct
10. Wednesday 6 Nov
11. Thursday 5 Dec

Parent Council 1/9/11 - 31/8/12

<u>Balance brought forward 31/8/11</u>	<u>£ 6241.89</u>
Income from 2011	£ 49.00
Income from 2012	£ 15468.89
Interest	£ 3.78
Total income	£ 15521.67
Expenses from 2011	£ 288.45
Expenses from 2012	£ 8292.72
Total expenses	£ 8581.17
Donations to DPS (2011)	£ 1066.00
Donations to DPS (2012)	£ 4136.53
Donation to SciFest	£ 817.88
Total Donations	£ 6020.41
<u>Closing balance 31/8/12</u>	<u>£ 7161.98</u>

(ie balance brought forward 1/9/11 *plus* total income *minus* total donations *minus* total expenses)

Pending transactions

Transfer to SciFest	£182.12
Cheques not yet cashed	£1165.04

Closing balance

(including pending transactions) **£5814.82**

Includes:

Emergency reserve	£1951.59
Art group balance	£928.15
Gardening group balance	£916.35
School fair (playground equipment)	£1443.00

Available to spend **£1192.08**

Income 2011/12

Nursery Toy Sale	£435
Calendars	£1839
Christmas cards	£1501
Ladies night	£2996
Ceilidh	£45
School fair	£1443

Dunbar SciFest 1/9/11 - 31/8/12

Balance brought forward 31/8/11	£1223.51
Income from 2011	£700.00
Income from 2012	£5158.35
Interest	£2.52
Total income	£5860.87
Donations (funding) from 2012	£9382.00
Total Donations	£9382.00
Expenses from 2011	£432.00
Expenses from 2012	£11326.73
Total expenses	£11758.73
Closing balance 31/8/12	£4707.65

(ie balance brought forward 1/9/11 *plus* total income *plus* total donations *minus* total expenses)

Cheques not yet presented	£276.50
Invoices awaited	£1842.00
Expenses still to be reclaimed	£77.37
Total available funds	£2511.78

Dunbar Science Club 1/9/11 - 31/8/12

Balance brought forward 31/8/11	£0.00
Income from 2012	£1388.27
Total income	£1388.27
Donations from 2012	£101.00
Total Donations	£101.00
Expenses from 2012	£1250.18
Total expenses	£1250.18
Closing balance 31/8/12	£239.09

(ie balance brought forward 1/9/11 *plus* total income *plus* total donations *minus* total expenses)

Total available funds	£239.09
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