

DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of AGM Held On: TUESDAY 6 SEPTEMBER 2016 at John Muir Campus

Present:

Sarah Horsburgh (Chair)
Julie Adams
Claire Ainslie
Helen Puttick
Helen Faulds
Helen McLachlan
Dee Pettet
Laura Smith
Deborah Curtis
Fiona Houghton
Pamela Strang
Suzanne Burgess
Kirsteen Wilson
Helen Schoen

Apologies

Mags Brown (Treasurer)
Lisa Lumby
Joanne Robinson

<p>APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING Sarah Horsburgh (Chair) opened the meeting and thanked everyone for attending. The minutes from the last AGM were agreed by Julie and Claire.</p>	
<p>1. OFFICE BEARERS Sarah Horsburgh is continuing as Chairperson and Claire Ainslie is continuing as Vice-Chairperson. Lisa Lumby was nominated for Co-Vice Chairperson by Sarah and seconded by Claire.</p> <p>Mags Brown stepped down as Treasurer and the post still needs to be filled, she will assist and advise the new Treasurer with what the post involves. Request for Treasurer to be sent out on Friday email.</p>	<p><i>Kathy</i></p>
<p>2. TREASURERS REPORT The Treasurers report will be available on the Parent Council Website. The Current Balance is: £7022.72 (£3,500 kept as reserve and £3522.72 available to be spent). Helen to bring wish list to next meeting. Sarah thanked all involved in the fundraised for all their hard work over the year.</p>	<p><i>Suzanne</i> <i>Helen</i></p>
<p>3. CLASS REPS Sarah will send out Parent Council information sheet and note of classes still requiring Reps through school email. It was also suggested that Parent Council could have a power point to be shown at 'Meet the Teacher'.</p>	<p><i>Sarah/Kathy</i></p>

<p>4. DATES It was agreed that future meetings will be every two months on a Monday and dates will be decided at the next meeting to enable lets to be booked.</p>	
<p>5. WEBSITE AND EMAIL Suzanne has been maintaining the Parent Council website and is more than happy to continue but will also hand over if someone else would like to do. Sarah to discuss with Lisa Lumby. Suzanne asked if the PC website address can be added to school newsletter.</p> <p>Claire will set up a Parent Council email address which will relieve any confusion of who to contact and ensure all queries are addressed. Sarah would like to relaunch the Parent Council drop box.</p>	<p><i>Sarah Kathy</i></p> <p><i>Claire Sarah</i></p>
<p>6. ANY OTHER BUSINESS</p> <p>P1 Coffee Morning Helen S said this event went really well and was well attended by new P1 parents and DPS management. Although not a fundraising event, donations of £21.60 were given which Helen S would like to be used for P1 year group each session. It was also put forward that this could be a yearly event and asked if Helen could mention at P1 Welcome Meeting. Helen S will give information to Suzanne to put on website.</p> <p>Calendar It is essential that the calendars are available to be sold at Parents Evening and they need to be at the printers at least two weeks before required. Sarah has sent the letters to the Advertisers out and pupils are doing their portraits (will be completed by 30th September). Jaime Calder has offered to co-ordinate with the Printer and Helen S has agreed to proof read information regarding advertisers to see if still valid. The first Friday in October was a suggested date for sticking pictures together.</p> <p>Christmas Cards It was decided to revert back to the previous company used for pupils creating Christmas Cards and continue with Cauliflower cards for the Nursery. Claire has volunteered to take this forward and will be contacting the companies to set up/amend accounts.</p> <p>Toy Sale Helen S will meet with Emma and discuss at next meeting.</p> <p>Ladies Night/Christmas Fayre Sarah will meet with Helen to discuss options as Quiz night already being held. To discuss various options at next meeting, some of which are, relaunching as Spring event, Christmas Fayre.</p>	<p><i>Helen G Helen S Suzanne</i></p> <p><i>Jaime/Helen S Sarah</i></p> <p><i>Claire</i></p> <p><i>Helen S</i></p> <p><i>Helen G Sarah</i></p>

<p>If Christmas Fayre was agreed it would be held at John Muir Campus – Kirsteen, Dee, Helen, Pam and Julie volunteered to help Sarah with this event. Sarah to check dates of other Christmas events in Dunbar/West Barns.</p> <p>School Wish List To discuss at the next meeting.</p> <p>Grants/Awards Helen S to send Helen information regarding ‘Awards for All’ and ‘Asda Foundations’.</p>	<p><i>Kirsteen Dee Helen S Pam Julie</i></p> <p><i>Helen</i></p> <p><i>Helen S Helen G</i></p>
<p>7. DATES OF NEXT MEETINGS (7-9pm) at John Muir Campus Library</p> <p>MONDAY 3 OCTOBER 2016</p>	