



DUNBAR PRIMARY SCHOOL PARENT COUNCIL ANNUAL GENERAL MEETING

**The Annual General Meeting of Dunbar Primary School Parent Council
took place on THURSDAY 4 SEPTEMBER 2008 AT 7P.M.
in Dunbar Primary School.**

1. Morag Readman (Chair) welcomed everyone to the Annual General Meeting and introduced herself as current Chairperson and also Moira Winning, Treasurer. David Summersgill was also welcomed as an Interpreter for the hearing impaired. **Apologies** had been received from Paddi O'Brien, Annie Beattie, Janet McDougall-Welch, Susan Love, Bernadette Daff and Helen Gillanders, Head Teacher.
2. **Chair's Report:** Morag explained that this was the end of the first year of the Parent Council which had replaced the School Board etc. The year had been a very busy and challenging one but the Council had handled itself extremely well coping with several very important issues such as the New School Build, the Head Teacher Vacancy and the School Budgets. The Parent Council has been active in ensuring that the opinions of the parents have been heard. Communication links with both the school management and the Local Authority had been very good and it was hoped this would continue. The Council had also been very successful in raising funds for the school by supporting such events as the Summer Fair, the School Calendars and Christmas Hampers. Unfortunately the Burns Night had to be cancelled due to lack of interest and the Family Ceilidh had been poorly attended. The decision had been taken not to proceed with the Ladies' Night and Christmas Lights celebration due to short timescales, lack of experience etc. However, it was hoped that some of these events will be re-introduced as the Council grows stronger. Despite/

Despite having started the year with a zero balance the Council had been able to make several donations to the school such as £500 for the Book Fair, the purchase of Autograph

Books for all the P7 leavers, gym bags for the P1 intake and a donation of £140 to the Pupil Council.

As well as raising funds the members/helpers of the Council had worked tirelessly volunteering their help in many areas. Morag felt that this showed real commitment by parents to their children and she thanked everyone who had contributed during the year. She also wished to extend grateful thanks to the Office and Janitorial staff.

3. **Treasurer's Report:** Moira reported that the accounts had been prepared for the first 8 months of the Parent Council and these had been reviewed by a qualified accountant. The cash balance in the bank as at 31 March 2008 stood at £2801.09. At the moment the balance was approx. £3000.

Fundraising total: £4489.09. The Summer Fair had made a profit of £1546; Family Ceilidh a loss of £530 due to lack of ticket sales; profit from Calendars £2066; Christmas hampers profit £398; "Spooky Night" profit of £505; The Race Night had raised £552 but this had been distributed between the Countess Playgroup and also the Primary 5 York Trip. The Burns Night made a loss of £50.

Contributions up to 31 July 2008 had included Buddy Benches, P7 Autograph Books £289, Pupil Council £140, Gym bags £170 and Book Fair £500.

Morag thanked Moira for her work during the year and announced that Moira will be stepping down as Treasurer.

4. **Adoption of Constitution:** Morag explained that the Constitution had been streamlined and made more appropriate to Dunbar Primary School Parent Council. A copy had been issued to every parent. No objections had been received and the new Constitution was adopted.

5. **Appointment of Class Reps 2008/2009:** Morag read out the names of the class representatives who had volunteered. Almost all classes were covered. There was the odd vacancy in certain areas but it was hoped that volunteers will come forward. One or two people at the meeting agreed to represent their child's class. Morag explained that anyone wishing to offer their services can do so at any time during the school session.

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6. **Appointment of Office-Bearers:** The following were proposed, seconded and appointed:-

Chair Morag Readman
Vice-Chair Sarah Watt
Treasurer Rhonda Elliot **

** No volunteers being known at the time of the AGM, Rhonda Elliot very kindly agreed to cover the role. A volunteer, Rebecca O'Regan, has been identified who is willing to take on the role of Treasurer.

7. **Formation of Sub-Committees:** A proposed list of sub-committees had been drawn up and the following parents agreed to act as volunteers in setting up the initial meetings:-

| | |
|-----------------------|-------------------------------------------|
| Fundraising | Morag Readman |
| Parent Forum | Sarah Watt |
| Healthy Living | Morage Haddow |
| Communications | Jenny McGlinchey and Rhonda Elliot |
| Quality | Janet McDougall-Welch |

8. **Parent Council Meeting Dates for 2008/2009:** These were approved.

9. **Report from Head Teacher (in her absence):** Morag explained that Helen Gillanders, Head Teacher, had had a previously arranged meeting at the Grammar School and therefore was unable to attend the AGM. In her absence, Morag read out a written report from Helen in which she expressed her thanks to all parents and pupils for making her feel so welcome. She had high expectations of the school and vowed to work hard, together with her staff, to achieve these. There were 15 new staff members at the start of the session and she was delighted to have the services of Pam Clark as Acting D.H.T. The P1 classes had settled in well and the P7 classes were acting as their "buddies". P7 classes had already attended the "Crucial Crew" event which they had thoroughly enjoyed. The new Nursery Unit had been opened and is fantastic. However, she had some concerns about the garden area and will be dealing with this matter and hoped to report back at the next Parent Council meeting.

The 2 DHT posts had been advertised and the long leet will take place on 19 September 2008, with the short leet on 26 September.

She will outline her vision for Dunbar Primary at the "Meet the Teacher" meeting in September. (Morag asked that class reps. take this opportunity to introduce themselves to the parent/carers that they represent).

She had written to the P3A parents outlining the situation and hoped to meet and talk with them.

She looked forward to attending the next Parent Council meeting in October.

10. **Any Other Business:**

- i) School Calendar: Volunteers were required to assist with the make-up of the school calendar on Friday 12 September at 9a.m. Ideally, at least one volunteer for each month. Also, any relevant items for inclusion in the calendar would be appreciated as soon as possible.
- ii) Scottish Cycle Training Scheme: Volunteers were also required for this for the P7 and P6 classes. The Scheme had not been able to be implemented last year due to lack of parent volunteers and it was hoped that it would proceed this session. Parents are trained by the Active Schools Co-ordinator and a training session will take place on 25 September 2008.
- iii) Communications Team with East Lothian Council for new school build: Rob Barley asked for an update on the situation. It was expected that the bi-monthly meetings with the Council will continue in the new session. A Public Forum was to be held in October to update parents.
- iv) Ladies' Night: Rob wondered if Ladies' Night would take place this year. His wife, Lindsey, who had organised the event in the past had offered her services. It was agreed that the Parent Council was happy for her to proceed and will be pleased to offer any assistance required.

11. **Close of Formal Business:** Morag brought the meeting to a close and thanked everyone for their attendance.