



**PINKIE PARENTS AGM
MONDAY, 29 APRIL 2019 7PM
PINKIE ST PETERS SCHOOL**

Present:

Louise Scott (Clerk)
Wendy Barber
Suzanne Gilhooley
Suzanne Douglas
Pamela Grant
Suzanne Gunn
Marie Hartley
Katie Mackie
Michael McGavigan
Becca Pollard
Gaynor Ross
John Williamson
Heather Young

Staff in Attendance:

Colette Bonnar (Head Teacher)

Apologies:

Cllr Stuart Currie
Cllr Andy Forrest

1. Welcome and Apologies

1.1 Colette welcomed everyone to the meeting and apologies, above were noted.

2. Annual Report 2018/19

2.1 Suzanne Douglas provided a summary of the annual report which provided a review of the year and the fundraising events held. Members were asked to email any comments to Louise.

3. Treasurer's Report

3.1 Marie provided an update on the account, which had been independently audited, ending 28 February 2019. The year-end balance was £4,510.36 with £1,620 to be paid to the school as agreed for ipads, leaving a balance of £2,809.36

3.2 Pinkie Parent's fundraising efforts raised £7,792, excluding marathon donations, the common good grant and fundraising costs.

3.3. Annual commitments of around £3,576 which covers P7 hoodies, Christmas parties and playground equipment as well as funds for each class to apply for, were still in place.

3.4 It was agreed that Marie would amend the final accounts to differentiate between expenditure and profit. **(Action: Marie)**. It was also agreed that a pro-forma would be created to assist event organisers and the treasurer. **(Action: Suzanne D)**.

4. Constitution

4.1 A brief summary of the constitution was provided to the meeting, with a suggestion with a change to be made to include a line on the length of office bearer roles being for a maximum of two years, unless it is waived at the discretion of those present at the AGM.

4.2 It was also suggested that a change be made to paragraph 11 in regard to the withdrawals of fund by ebanking and other means.

4.3 It was agreed that the updated constitution would be sent to members for approval before publication. **(Action: Louise)**.

4.4 Suzanne would check with East Lothian Council on whether there was a way in which transactions to the school could be done via e-banking. **(Action: Suzanne D)**.

5. Charity Status

5.1 Becca provided a summary of a paper on the possibility of registering Pinkie Parents as charity in order to open up funding avenues. There were two options, a Scottish Charitable Incorporated Organisation (SCIO) and an Unincorporated Organisation. With the latter office bearers would be liable for the charity's actions, including financial liability. Therefore a SCIO would be better suited.

5.2 However setting up at a SCIO is a bigger task and work would need to be done to determine what change to our constitution would be required as well as financial records. Being a SCIO would allow Pinkie Parents to own property, take on employees and with limited liability.

5.3 It was agreed that Becca would provide further information for our next ordinary meeting on 10 June. **(Action: Becca)**.

5.4 The issue of sustainability was discussed, with three other primary schools in East Lothian having charity status.

5.5 Suzanne D agreed to raise the issue at the next East Lothian parent council meeting. **(Action: Suzanne D)**.

5.6 Michael agreed to speak to the Out of School Club to see what procedures they use for auditing their accounts as an official charity. **(Action: Michael)**.

6. Election of Office Bearer's

6.1 The following office bearer roles were elected:

Chair – Suzanne Douglas
Deputy Chair – Pamela Grant
Treasurer – Suzanne Gunn

Louise Scott would continue as Clerk, as this was a role provided for by East Lothian Council.

7. Class Representatives

7.1 Class representatives would be agreed by email.

8. Dates of Meetings for 2018/19

8.1 It was agreed that meetings would be held on roughly the same dates as previously, on Monday evenings. Coffee mornings would also be set up to coincide with meetings.