



## St Bernadette's Parent Council AGM Meeting

### Minutes from meeting on the 19 September 2017

Attendees: Sarah Clark, Mike Kelly, Craig Beer, Marianne Savage, Louise Noon, Peter Butterly, Debbie O'Donnell, Jane Barrett, Anne Marie O'Connor, Antoinette Irwin, Sarah Gallacher, Father John

Apologies: Claire Rodger, Darren Green, Kim Ballantine, Mary Beckett, Olivia McLay, Councillor Laura Murtagh

No	Item	Action req'd
	Father John began the meeting with a prayer. Sarah welcomed Antoinette Irwin and Sarah Gallacher to the meeting.	
1.	<p><b>Attendees/ Apologies</b></p> <p>All the above people were in attendance with apologies received from those noted. The minutes from the last meeting were agreed.</p>	
2.	<p><b>Yearly Update from the Chair</b></p> <p>Sarah began by thanking everyone for their involvement last year. She covered what the PC were involved with last year.</p> <p><u>School Transport</u> Sarah said there were lots of issues with the buses last year. This seem to have been resolved now as parents have been logging problems direct with First Bus and there have been no complaints recently. The buses seem to be keeping time and are sticking to the correct routes. There have however still been a few issues with children misbehaving.</p> <p><u>Car Park</u> Sarah has continued to monitor the issues in the car park and has been keeping an eye on the book used to log any incidents that is kept at Reception. The cones that were used in the car park to block out a few spaces to allow for a better turning circle seems to have gone missing or have been damaged. Marianne said that she would check with Mr Clark to see if we need new cones.</p> <p><u>New Members</u> Sarah said that the PC should have a presence at parents' nights to try to get new parents interested in joining. She feels that maybe the PC needs to take this forward this year and ensure that we have a presence at all parents' nights.</p> <p><u>200 Club</u> The 200 Club has been set up for more than a year now and has proved very successful.</p> <p><u>Headteacher</u> The PC were also involved last year in the successful recruitment of Marianne as the new Headteacher.</p> <p><u>Season Tickets</u> At the end of the last school year, we purchased season tickets for Wellsfield Farm Park and Almond Valley Heritage Centre. These proved very popular during the summer and were used frequently. The parents who used them were very grateful to the PC for allowing them to use them free of charge. The Wellsfield Farm Park ticket has been extended to the end of November 2018 and only cost an additional £100. The Almond Valley pass is valid until June 2018. Sarah said that we still haven't got an online calendar booking system in place but that she and Peter are happy to continue being the contact for the passes.</p> <p>There were no other big issues last year.</p>	<b>MS</b>

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3.	<p><b>Treasurer Update</b></p> <p>Peter went through the accounts for the last year. There are 3 accounts for the school:</p> <p><u>Main Account</u> This is the money we receive from the Council. It currently has a balance of £1,136.07. Once the accounts have been finalised and submitted to the Council, we will receive the payment for this year, which should be slightly more than last year as there are 3 additional pupils this year.</p> <p><u>Fundraising Account</u> The balance of this account at the start of the school year in August 2016 was £4,221.39.</p> <p>The income from the fundraising events we have held throughout the year was £5,251.18 from the 3 x discos, family quiz night, Asda bag packing, obstacle course and race night. There was additional income from the school show raffle, a donation from Asda and a transfer of funds from the 200 Club Account. The total income in the year was £7,478.15.</p> <p>This money was used to buy the following items for the school:</p> <ul style="list-style-type: none"> <li>• Donation to the school to help with subscriptions - £2,000.00</li> <li>• IT equipment - £22.30</li> <li>• Apple TVs - £118.00</li> <li>• iPads and associated equipment - £1,007.46</li> <li>• Running bibs - £160.00</li> <li>• Gardening equipment and plants - £200.00</li> <li>• Picnic benches for playground - £1,660.23</li> <li>• Picnic blankets - £11.96</li> <li>• Astroturf for the nursery garden - £1,440.00</li> <li>• Picnic benches for the nursery - £82.95</li> <li>• TOTAL OF £6,702.70</li> </ul> <p>There was additional expenditure relating to events, gifts to the former and new headteachers, a donation to the Church, season tickets and leaving gifts for the P7s. The total expenditure for the year was £8,169.63.</p> <p>The balance at the end of the year was £3,529.91.</p> <p><u>200 Club Account</u> The balance of this account at the start of the school year in August 2016 was £1,429.00.</p> <p>The income from the 200 Club over the course of the year was £6,416.00 and the expenditure of the prize money plus the money that was used to purchase the picnic benches was £4,730.23. The balance of this account at the end of the year was £3,114.77.</p> <p>Overall across the 3 accounts, the income was £14,236.60 and the expenditure was £12,899.86, meaning that we made a clear profit of £1,336.74 in the 2016-17 school year.</p> <p>We currently have £7,795.75 across the 3 accounts.</p> <p>It was agreed that the accounts, once finalised, should be published to the wider parent body. This can be sent out by email and put on the noticeboard in Reception.</p> <p>Peter will get the accounts finalised once he gets the updated figures for the 200 Club, signed off and sent to the Council for auditing shortly.</p> <p>There are some receipts still to come off from the BBQ but it looks like we raised between £850 - £900 from the BBQ which has been our first fundraising event for the new school year.</p>	<p><b>PB</b></p>
4.	<p><b>Office Bearer Positions for the next 2 years</b></p> <p>The positions of Chair, Vice Chair, Treasurer and Secretary were agreed as:</p> <ul style="list-style-type: none"> <li>• Chair – Craig Beer</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Vice Chair – Sarah Gallacher</li> <li>• Treasurer – Peter Butterly (happy to continue doing this role)</li> <li>• Secretary – Debbie O'Donnell (happy to continue doing this role)</li> </ul> <p>Thanks were given to our outgoing Chair and Vice Chair, Sarah and Anne-Marie for their commitment over the last 2 years.</p>	
5.	<p><b>Headteacher Update</b></p> <p><u>Staffing</u> Marianne welcomed Antoniette Irwin as the new Deputy Headteacher.</p> <p>Maria Podmore has now left to start her maternity leave as her baby is due in the next 3 weeks.</p> <p><u>Sandpit</u> The sandpit is now fixed as it has been raised and proper drainage been put in as well as new sand. Once it has settled, the pirate ship will be put in place. Marianne said that they intend on having an official opening of the pirate ship and they already have a Jack Sparrow costume in place!</p> <p><u>Subscriptions</u> Marianne said that the school will be taking out the same subscriptions as last year. The cost is coming in about the same and is roughly £3,132. The PC contributed £1,500 last year to subscriptions and Marianne said that the school would be grateful for whatever the PC were willing to contribute.</p> <p>Peter suggested making a donation to the school of £2,000 which would include £250 to the hardship fund. This was agreed but on the understanding that if any more money was needed throughout the school year for the hardship fund then it would be given without having to be raised at the next PC meeting. Marianne said that the hardship fund was very much appreciated by all the parents who used it last year.</p> <p>This would mean that the PC were contributing £1,750 to the subscriptions this year. Peter said that he would organise the cheque for this.</p> <p><u>Anti-Bullying Policy</u> Marianne said that she was at a cluster heads meeting this morning and they had discussed that between now and November they are going to be looking at aligning all cluster schools anti-bullying policies. This would give continuity through the transition from primary to St. Mungo's High School. This will be launched in November and they want a representative from each school as well as parent representatives. Marianne asked if anyone would be interested in doing this to let her know. This will go out to the wider parent body also to see if anyone is interested in getting involved.</p> <p><u>BBQ</u> Marianne said that the BBQ was a great success and thanked the fundraising group for organising it. It did raise a few issues though as there had been some confusion over the date and turned out there was no janitorial cover available on the night. Marianne asked therefore if dates could be provided in advance for any fundraising events to ensure that the let is requested in plenty of time to allow for janitorial cover to be available.</p> <p>Sarah asked if there was an events protocol that should be adhered to. Marianne confirmed that all events should be risk assessed in advance and given to her.</p> <p>There was also a discussion on the Council's policy where alcohol is involved. Marianne confirmed that written permission needs to be granted by Robert Naylor, Director of Children's Services beforehand.</p> <p>Debbie said that the fundraising group are having a meeting on 28 September 2017 and she would take the points raised to the group.</p>	<p>PB</p> <p>DO'D</p>

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6.	<p><b>MUGA Issues</b></p> <p>Sarah said that there was lots of discussion on the parent's Facebook page over the summer in regard to the MUGA pitch. There had been lots of glass smashed on the pitch and parents had been contacting the Council over the holidays to complain. The Council have said they are going to monitor it.</p> <p>There has also been vandalism as well as issues with the bins not been getting emptied and people using the bins at the school to dispose of dog waste.</p> <p>As the police have been monitoring Kinnaird Primary School, it is thought that the teenagers are then coming to our school instead to hang about at the weekends. Marianne confirmed that the janitor has to clean the MUGA pitch every Monday morning to get rid of the waste that has been left over the weekend. This can be as many as 6 bags worth of rubbish and another 3 during the week. They have also been coming into the playground so it is becoming a real issue that we will need to address.</p> <p>Marianne said that she'd had an email from Laura Murtagh, who is the elected Councillor for Carse, Kinnaird and Tryst Ward 4. She had been hoping to come along to the meeting to discuss these issues but already had a surgery in Kinnaird to attend tonight. She said that she would be doing a walkabout with the local Grounds Services Manager for Antonshill on Thursday and would raise the issues we are experiencing with the bins and the issues with the vegetation and weeds around the pathways at the school. Marianne said that she has emailed Laura back and will arrange to meet with her soon to discuss this.</p>	
7.	<p><b>Any Urgent Buys</b></p> <p>There was a discussion about any additional items that the school needed. Whilst it was felt that there were no urgent buys, the following was discussed:</p> <p>The Smartboards may be needing replaced in the future. The projector in P1 has already needed replacing as the bulbs kept blowing, at a cost of £200 each. This happened 3 times last year so they have bought a new projector at a cost of £300 which comes with a 5 year warranty. Marianne said that the P2 projector may be needing replaced soon too.</p> <p>Marianne also said that from January to Easter next year, the school will be doing a stem focus on science, engineering and technology. To help with this stem focus, they would possibly like to look at getting a 3D printer. Sarah Gallacher suggested approaching businesses and Sarah Clark said that there are lots of stem grants available.</p> <p>Marianne said that she would like to ask the pupils if there are any additional items they would like for the playground.</p> <p>The cross country team have already got new vests but we could look to get rain jackets. Louise said that she would look into possible cost of this and bring it back to the next meeting. There was also a discussion about pop-up gazebos for when the weather isn't good.</p>	<p><b>MS</b></p> <p><b>LN</b></p>
8.	<p><b>Any Other Business</b></p> <p>Marianne said that they are looking into the possibility of using the Groupcall online booking system for parents' night and would keep us updated on the progress.</p>	<p><b>MS</b></p>
9.	<p><b>Dates for Meetings</b></p> <p>The following dates were agreed for the rest of the school year:</p> <ul style="list-style-type: none"> <li>• Monday 30 October 2017</li> <li>• Tuesday 5 December 2017</li> <li>• Monday 29 January 2018</li> <li>• Tuesday 13 March 2018</li> <li>• Monday 30 April 2018</li> <li>• Tuesday 12 June 2018</li> </ul>	

Next Meeting: Monday 30 October 2017 at 6.30pm in Staffroom  
Chair: Craig Beer  
Minutes: Debbie O'Donnell