



## St Bernadette's Parent Council AGM

### Minutes from Meeting on 9<sup>th</sup> September 2025

**Attendees:** Charlotte Larkin (chair), Mike Kelly, Mrs M Savage, Joanne Harley, Louise O'Rourke, Clare Byrne, Jenistan Victorlogu, Mrs A Duncan (online), Mrs L Edwards (online), Syeda Moini (online)

**Apologies:** Fr Ajeesh, Rachel O'Reilly, Katie Sweeney, Jennifer Walker, Adam Tarbet

Item	Action req'd
<p><b>Attendees / Apologies</b></p> <p>All the above people were in attendance with apologies received from those noted. Charlotte welcomed Clare and Jenistan to their first meeting.</p>	
<p><b>1. Minutes of Last Meeting</b></p> <p>Minutes of last meeting (17<sup>th</sup> June 2025) were approved.</p>	<b>Chair</b>
<p><b>2. Office Bearer Positions</b></p> <p>The following nominations were proposed and accepted by the Meeting:</p> <ul style="list-style-type: none"> <li>• Chair – Charlotte agreed to remain in role for this Session</li> <li>• Deputy Chair – Joanne agreed to remain in role for this Session</li> <li>• Secretary – No nominations were forthcoming at Meeting - Mike Kelly agreed to produce Meeting minutes for foreseeable future</li> <li>• Treasurer - Louise agreed to remain in role for this Session</li> <li>• Fundraising Group – Rachel and Jennifer remain in role although they continue to seek additional support from Parents to ensure continued success of the Fundraising events and 200 Club activities.</li> </ul> <p>NB this will be the last year for Charlotte and Joanne as their children move up to St Mungo's next year.</p>	<b>Chair</b>
<p><b>2. Annual Update by Chair (Charlotte)</b></p> <p>It has been another busy and very successful year raising funds to support the school in the following ways:</p> <ul style="list-style-type: none"> <li>• Funding provided to support Online subscriptions for all children</li> <li>• Replacement Smart TVs</li> <li>• P7 Leavers hoodies provided for P7 residential trip (Charlotte/Joanne volunteered to coordinate them this Session)</li> <li>• All Fundraising events were well organised and supported by Parents and wider families               <ul style="list-style-type: none"> <li>○ Race Night attracted largest ever attendance</li> <li>○ Shorts and Shades disco had great turnout of children at both Junior and Senior discos</li> <li>○ Ongoing contributions to Family Hardship fund within the school</li> <li>○ Replacement of damaged projector</li> </ul> </li> </ul>	<b>Chair to place item on future agenda</b>

	<ul style="list-style-type: none"> <li>• Applications are open for Todhill Grants but need to be submitted by 19<sup>th</sup> September 2025. Maximum grant is £5k. Charlotte to discuss potential application with Mrs Edwards.</li> <li>• Falkirk Council is running a consultation exercise for Enhanced Provision capabilities within Primary schools (concludes on 27<sup>th</sup> October 2025). Presently, an Enhanced Provision exists within 15 school and the Council is consulting on possibility of extending these facilities to strengthen links within local Communities. There is a lack of specific details on proposals at present but more information will be circulated once received.</li> </ul>	
<b>3.</b>	<p><b>Finances (Louise)</b></p> <p><b>Account balances</b></p> <p>£862 in main account. £1,124 in fundraising account. £6,161 in 200 Club.</p> <p><b>Total = £8,147</b></p>	<b>Chair to place item on future agenda</b>
<b>4.</b>	<p><b>Fundraising</b></p> <p>Expectation is that the ‘standard’ activities will be held during this Session.</p> <ul style="list-style-type: none"> <li>• Autumn (Halloween) Disco</li> <li>• Sponsored activities in November</li> <li>• Race Night - To be held towards end of February.</li> <li>• Shorts ‘n’ Shades disco in June</li> </ul> <p><b>200 Club</b></p> <p>Promotion of scheme continues to cover any losses in numbers due to P7 leavers</p> <p>Further details to follow following the first Fundraising meeting of the Session.</p>	<b>Chair to place item on future agenda</b>
<b>5.</b>	<p><b>Headteacher Update (Mrs Savage)</b></p> <p>Mrs Savage began by thanking the Parent Council for their continued support during the last 12 months</p> <p><b>School Roll</b> presently - School 176 Nursery 40.</p> <p><b>Staffing</b> – Mrs Murtagh remains on Maternity Leave with Miss Liddle on supply whilst the role is advertised. Miss Murray (probationer) has been allocated to P7 alongside Mrs Martin.</p> <p>The Pupil Equity Fund will be used to help cover the remaining subscriptions</p> <p>Updated School year Calendar will be issued in the next Newsletter</p> <p><b>Spiritus</b> - Thanks to generous support from Fr Ajeesh and the Parish, Mrs Savage and Mrs Gallacher will attend the Spiritus Conference at the end of September in Hemel Hempstead. The Head Teacher from St Mary’s, Bo’ness (Mr McPeake) will also attend.</p> <p><b>School Improvement Plan</b> - Mrs Savage talked through the areas which will be refreshed during the school year, including:</p> <ul style="list-style-type: none"> <li>• Consistency and shared understanding of all Assessments</li> <li>• Curriculum Rationale</li> </ul>	<b>Chair to place item on future agenda</b>

	<ul style="list-style-type: none"> <li>• Continue to develop ‘relationship with God’ and ‘relationship with Others’ programmes within the school, especially through Spiritus and Personal Faith journeys</li> <li>• Review engagement in Learning and Class-led Assemblies</li> </ul> <p><b>Subscriptions</b> – Mrs Savage requested support from Parent Council for funding the annual Subscriptions (similar to last year, including Bug club) – cost approx. £3k. <b>This budget request was approved.</b></p> <p><b>Additional Storage</b> – Following a recent review, the storage facilities within the school have been classified as unsatisfactory from both fire and H&amp;S perspectives - items stacked on top of each other, some lying outside the cupboard. Mrs Savage requested Parent Council support (£2.5k approx.) to construct a shed in the playground where the equipment and resources could be stored. <b>Agreement in principle provided by Parent Council, however Mrs Savage was asked to seek additional quotes in an effort to reduce the costs.</b></p> <p><b>Bank Charges</b> – Mrs Savage informed the meeting that the school had incurred bank charges of £180 for the first half of 2025, arising mainly from the paying-in of monies collected for various activities. She proposed that the school move towards a cashless payment system by utilising the existing iPAY platform for most activities. The meeting was happy to support this initiative since it would help reduce overall costs for the school and remove the need to process the money within the school.</p> <p><b>Parents Portal</b> – St Bernadette’s has become the first primary school within the Cluster to roll-out the new Falkirk Council portal to all parents. The phone App has been well received even although some teething issues have been encountered. Overall, feedback has been extremely positive.</p>	
6.	<p><b>AOB</b></p> <p><b>Sacraments:</b> Dates for 2025/2026 are as follows:</p> <ul style="list-style-type: none"> <li>• Enrolment Ceremony for First Holy Communion – Sunday 2<sup>nd</sup> November</li> <li>• Sacrament of Reconciliation – Saturday, 21<sup>st</sup> March</li> <li>• Sacrament of First Holy Communion – Saturday, 30<sup>th</sup> May</li> <li>• Sacrament of Confirmation – Saturday, 13<sup>th</sup> June.</li> </ul> <p>Proposed dates for future PC Meetings are:</p> <ul style="list-style-type: none"> <li>• Tuesday 28<sup>th</sup> October 2025 @ 18.30</li> <li>• Tuesday 16<sup>th</sup> December 2025 @ 18.30</li> <li>• Tuesday 3<sup>rd</sup> February 2026 @ 18.30</li> <li>• Tuesday 17<sup>th</sup> March 2026 @ 18.30</li> <li>• Tuesday 12<sup>th</sup> May 2026 @ 18.30</li> <li>• Tuesday 16<sup>th</sup> June 2026 @ 18.30</li> </ul>	<p><b>Chair to place item on future agenda</b></p>

Date of the next meeting: **Tuesday 28<sup>th</sup> October 2025 @ 6:30pm.**