

# Friends of Maud School Parent Council

## Minutes

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### AGM

Wednesday 13<sup>th</sup> September 2017

John Curno (Chair), Kath O'Connor (Secretary), Louise Cran (Treasurer), Cat Anderson (Fundraising), Lynne Pirie, Rebecca Cassie (Fundraising), Miss Portsmouth, Miss White, Mrs Steel, Mrs Moir, Debbie Tocher, Lynne Adams

#### 1. Welcome

John welcomed everyone.

#### 2. Apologies

Katie Fordyce, Shona Esslemont, Jennifer Gray, Louise Gorley, Louise Catto, Louise Muir and Kenny Westmacott (Vice-chair), Georgie Curno

#### 3. Introduction

#### 4. Minutes from previous AGM

Kath O'Connor read out the minutes from the previous AGM

##### a. Outstanding Actions

The money discussed had been donated to the school and the blinds were installed.  
It was noted that the position of secretary had changed through the year.

##### b. Approval

Cat Anderson approved the minutes, seconded by Rebecca Cassie.

#### 5. Head Teachers Report

The school session has started with an increased roll – 106 pupils, including 14 new P1 pupils.

We welcome two new teachers to Maud School – Miss Buchan in P2/3 who joins our permanent staff and Miss Blakemore in P6/7. Miss Blakemore teaches 4 days per week as part of her probation contract so at the moment, Miss Hill teaches in P6/7 1 day a week. We've recently appointed a new member of staff who will take on the probation cover in P6/7 and details will be announced once the recruitment process is finalised.

Mrs McCue has commenced her maternity leave and recently announced the safe arrival of baby Dexter. For the duration of her maternity leave, I will remain in post full time.

Our classes are:

P1/2 – Miss Portsmouth  
P2/3 – Miss Buchan  
P3/4 – Miss White  
P5/6/7 – Mrs Moir  
P6/7 – Miss Blakemore/Miss Hill

Our PSA hours this session remain the same as last session – 66 hours. These hours are used for supporting pupils in class with an increased focus this year on supporting and challenging our more able pupils, first aid, lunch and playground duties. We also use some of this time to ensure that the playground is supervised from 8:45am although responsibility at this time for pupils lies with parents until the 9am bell, with the exception of pupils who travel by bus.

We've also appointed a further PSA as part of our Pupil Equity Funding to work with children who need some support in being 'ready to learn' and we are still awaiting the recruitment process to be finalised in order for them to start in post.

We're still in the position of having different people in our school office although we're now in a routine and are very grateful to the relief staff who have been supporting and helping us out. At present, we have Mrs Edwards on a Monday, Mrs McCallum on a Tuesday and Thursday, Mrs Hyman on a Wednesday and Mrs Donaldson on a

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Friday. I'm sure you'll appreciate that the last year has not been an easy one but also that we've done our best to ensure that things run smoothly.

Visiting Specialists, this term we have:

PE/Expressive Arts – Miss Hill  
French – Mrs O'Sullivan-Lynch  
Drama – Mrs Potts-Vialettes  
Expressive Arts – Mr Ralph

Visiting specialists take classes to allow teachers to have their allocation of non-class contact time per week.

School Improvement Priorities, this year, our improvement priorities are:

Growth Mindset  
Attainment and Achievement – Curricular Frameworks and Benchmarks  
Homework

School budgets

We continue to operate our budgets within Authority guidelines and our school is regularly audited.

Vision, Values and Aims

This year we aim to promote our Vision, Values and Aims and make them more prominent throughout the school community so that everyone works together to be the best we can be.

To this end, we are looking at different values every month with the children through our 'Values Tree' and are looking at how they demonstrated. We are keen for parents to work with us to promote this.

We look forward to another productive year where everyone works together to support the life and work of the school.

## 6. Treasurers Report

(Read out by Kath O'Connor as Louise Cran was late to the meeting)

You should have an approved copy of our accounts for the year in front of you. This shows we have a cash balance of £3,122.34. We have one outstanding cheque for Maud Netball for £40.97, once this has been deducted our cash balance will be £3,081.37, if anyone wants to see any of the statements etc. they will be made available at the end of the AGM.

We've had another successful fundraising year this year as follows:

Coffee Evening made a profit of £1,255.44  
Burns Ceilidh made a profit of £ 224.00  
Lucky Squares to win a Theatre voucher made a profit of £432.80  
Chocolate Stall at the Maud Christmas Fayre made a profit of £99.00  
Organised Mum's calendars and diaries made a profit of £79.18  
School Disco takings were £457.98

So well done to us!

Likely expenditure up until the end of the year:-

£ 20.00	Renewal of lotteries registration with Aberdeenshire Council
£ 50.00	Float for stall at Xmas Fayre
£428.00	Christmas Gifts (based on 107 children at £4 per child)

Totalling £498.00 – this doesn't include Disco expenses as each Disco has made a profit and I'm confident they'll continue to do so, therefore won't have a negative impact on the bank balance.

Current bank balance less this expenditure = £2,583.37

We had always been told to keep our bank balance under £4,000.00 or we would have to register with OSCR as a charity. OSCR had been contacted and this is not correct, we can chose to become a charity or not, it is not determined by our bank balance.

## 7. Maud School Football

(Read out Cat Anderson as Louise Cran was late to the meeting)

Training is going well at Maud Pleasure Park, our numbers have been given quite a boost with the new P1's, it's great to see them all! Our AGM is on Monday 9<sup>th</sup> October at Maud Social Club at 7.30pm, everyone is welcome,

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it'd be great to see some new faces there. Training after the October holidays will be discussed at the AGM and details e-mailed out. We're always looking for volunteers to help with taking the register and money, also with coaching. If you are interested please speak to Louise Cran or one of the coaches and we can arrange for a PVG check to be done. Maud School Football's email is: [maudschoolfootball@hotmail.co.uk](mailto:maudschoolfootball@hotmail.co.uk)

## 8. Library Books

Last session, the fact library books weren't going home was discussed. The parent helpers who man the library have agreed to take on the responsibility of chasing up lost books. A letter needs to go out to parents informing them that books are coming home on the understanding that if they come back damaged or go missing they will be charged for the book. Also, if they find too many are getting damaged or missing then they would review the situation, but they hoped this would not be the case.

The letter would go out to parents from the Parent Council, but the library helpers will come up with the content for it. It was asked if the letter would need a signed return to accept? This was discussed and a suggestion was made that it may be better to have an opt out if parents were not happy to accept this, then those children would have to keep their books in school. It was also asked if we could buy protective pockets for them to go back and forth with. Debbie would ask where some purchased where she works were bought from and let us know, as she thought they were sturdy enough and relatively cheap.

This would all be discussed with the library helpers and letters issued asap.

## 9. Aberdeenshire Council – “5 Queries Parents Ask”

The Council had sent some information to all schools and they asked if all Parent Councils could discuss and list the top 5 queries parents regularly ask and send it back to them. This was discussed and our 5 will be reported back to the Council. They were:

- How does the school deal with behaviour?
- What dates events are happening?
- What fundraising do we do?
- What is the staffing going to be for the next session?
- Role of the Parent Council

During this discussion, it was thought that the Parent Council should have a regular section in the newsletter, not just when fundraising events were occurring. It was agreed this should happen.

## 10. Election of New Committee for 2017 - 2018

Chair	John Curno ( <i>Isabelle P4, Elinor P3</i> ) - nominated Kath O'Connor, seconded Cat Anderson
Vice-chair	Vacant
Secretary	Kath O'Connor ( <i>Oli P5, Hannah P3</i> ) - nominated John Curno, seconded by Rebecca Cassie
Treasurer	Louise Cran ( <i>Lewis P5, Ellie P3</i> ) - nominated Kath O'Connor, seconded Lynne Pirie
Fundraising	Cat Anderson ( <i>Jack P5, Harry P2</i> ) - nominated John Curno, seconded by Lynne Pirie Rebecca Cassie ( <i>Charlie P2</i> ) - nominated by Kath O'Connor, seconded by John Curno

Teachers Rep - Role will be shared by all the teachers

Ordinary Members:

Lynne Pirie, Debbie Tocher, Lynne Adams

It was assumed the apologies (Katie Fordyce, Shona Esslemont, Jennifer Gray, Louise Gorley, Louise Catto, Louise Muir, Kenneth Westmacott), Georgie Curno would be ordinary members unless they tell the committee otherwise.

It was agreed to ask all parents if they could fill the Vice-chair role. This role is to support the chair and committee and stand in if the Chair is unavailable. It would be discussed at the next meeting.

## 11. Fundraising

It was agreed that we would have a stand at the village Christmas Fayre again but we would not do Organised Mums, maybe trying something else. Suggestions were bags, tea towels (with Christmas designs by the children, asking for orders to be placed), trolley coins etc. It was agreed the Fundraisers would work on this communicating with everyone via email/text/whatsapp. Mrs Steel also suggested an event to bring parents together – some suggestions were bingo, skittles, bowling, quiz and it was thought between the February holidays and Easter was a good time to plan this for. The quiz in the social club could potentially be approached and add in a round for children's questions.

The DJ at the disco had been discussed at the last meeting, but he was far the best price so will be retained for now.

## **12. AOB**

Mrs Steel had said some schools in the Shire seemed to be getting upgrades for things like toilets and it seems their Parent Council's have been vocal and she was wondering if we could be more vocal as we could really do with some upgrades! What we needed was discussed and the PC will write and invite them to visit and see what was required. We would hopefully at least get on a list of requirements.

Having the meetings at different times and venues was discussed. The PC will canvas opinion of all parents and discuss this at the next meeting.

It had been noted the constitution didn't make mention of quorum at an AGM and that perhaps the PC should look at the model ones available from STPC etc and check if ours needed updating. This would need to be adopted at an AGM so perhaps the PC should look at this during the year with an aim for a new one by the next AGM if needed.

Kath raised a personal issue with 100% Attendance Awards given out at the leavers assembly. She felt that rewarded the luck that a child was not ill in a year and some children could be exclude automatically because they needed days off, school said children's circumstances are already considered. Kath also felt it was something the children had no control over – they cannot control being ill or if parents decide to take them out for any reason. She asked if anything else could be rewarded. Giving 100% attendance awards each term was suggested also. It is something the school will think about, and would appreciate any alternative suggestions.

There was a discussion on the way school communicates with parents via GroupCall, email etc. Mrs Steel was able to clarify some points raise and what was possible and not possible.

## **13. Date for next meeting**

Wednesday 8<sup>th</sup> November 2017, 6.30pm