

## **Hillhead Parent Council AGM**

**Date:** Tuesday 4<sup>th</sup> November, 2014

**Place:** Hillhead Primary School

**Attending Parent Council:** Ruth Downes (Chairperson), Julia Boswell (Secretary), Amalia Theodorakopoulos (Treasurer), Susie Haigh, Kate Smith (minutes), Issi Doig, Astrid Azurdia, Agnieszka Lampart, Senga Minto, Colin Tsang, Rachel Lowther, Claire Slocombe, Andrea Fisher, Sandra Huettenbuegel, Lisa Crampin.

**Attending Staff:** Francis Donaghy (Headteacher)

**Apologies Parent Council:** Fauzia Khan

**Parent Forum:** Approximately a further 35 parents in attendance.

### **Agenda:**

1. Welcome
2. Chairperson's Report
3. Treasurer's report
4. Appointment of Parent Council
5. Discussion of key plans / focus for coming year
6. Discussion of subgroup possibilities
7. Headteacher's Report
8. Any other competent Business

### **1. WELCOME**

Chaired by Ruth Downes (RD) who welcomed attendees and apologised for the late date of the AGM and explained lateness due to the consultation process and the amount of work this has involved. Welcomed new parents and outlined structure of the meeting.

### **2. CHAIRPERSON'S REPORT**

Ruth Downes presented the following report:

ANNUAL REPORT 2013-2014

#### **Parent Council Remit**

The Parent Council aims to promote a partnership between the school, its pupils and all our parents or carers.

Our objectives are:

- To develop and engage in activities which support the education and welfare of pupils.
- To identify and represent the views of parents or carers on the education provided by the school and other matters affecting the education and welfare of pupils.
- To promote parental or carers' involvement in their child's education and learning.

- To enable parents or carers to share ideas, interests and skills for the benefit of the school.

### **Summary of issues that the Parent Council was consulted on, informed of and involved in during 2013-14**

- *International Social.* Another very successful International evening in December involving wonderful food from around the world brought in by parents, live music from The Grateful Dads, a show of great national kilts, and a lovely family atmosphere.
- *Campaigning for issues facing the school.* This has mainly related to the problems of overcrowding and space but also to the traffic issues on Otago Street and, at the end of the summer term, to the staffing cuts. Members of the Parent Council have been involved in meetings, letter writing, campaigning, organising petitions and communicating with local Councillors and MSPs to try and get a good solution for the school.
- *Formal Consultation.* A formal statutory consultation process began in June and the Parent Council met with Ian Fraser the independent consultant overseeing the process to offer their thoughts on both proposals. As a stakeholder we are required to submit a formal response, which we have done to both proposals. We have been very busy communicating as much information as possible to parents about the process and the issues. We have met with parents, council officers, councillors, MPs, MSPs and other parent councils in order to share information, ask questions, listen to concerns and harness support for the school. This process is ongoing. The deadline is November 10th and the Executive Committee are likely to meet and vote in January.
- *Playground improvements.* As a result of discussions with the Council, the grassy knoll area of the upper school playground has been retained with artificial grass rather than flat concrete and additional playground accessible toilets are currently being built (due to be finished early November). The retention of the grassy area has been very popular with the children.
- *Fundraising* - we have raised funds through the International Night Raffle and donations, bake sales, second hand uniform sales, commission on direct to school uniform orders and Gibson St Gala stalls.
- *Supporting school activities.* This happens in a wide variety of ways including the PC led Fairtrade Café and organising a volunteer rota to support the school in Eco Week and Fairtrade Fortnight. Parent volunteers accompany children to the football pitches each week and are involved in many other ways with school activities.

Recently outdoor play and learning has been organised and facilitated by parent volunteers using the woodland area near the Kelvin Way gate.

- *Uniform developments and ordering system.* PC members organise the online ordering form and distribution of uniform as well as the second hand stalls and uniform related details.
- *Gibson Street Gala.* Another great day was put on including a bake sale, storyteller, crafts, outdoor games and fun activities exploring your digestive system!

## **Fundraising**

All funds raised by the Parent Council are used to support the work of the school and extra-curricular activities. In the past year we have raised around £2,500 but have spent very little! An outdoor storage trolley was purchased for use in the Primary 1 playground for loose play items. We will be talking to the pupils and the school in the coming year to see how we might best spend money raised for the benefit of the children.

Ruth took the opportunity at the end of presenting the annual report to thank parents for their support and the huge amount of work put in: from organising events; volunteering to go with children on trips; walking them to the football pitch; campaigning; running the fair trade café; baking for sales; making costumes for plays; outdoor learning etc etc. A huge effort and very much appreciated.

## **3. TREASURER'S REPORT**

Amalia Theodorakopoulos gave a brief explanation of the accounts and drew attention to the fact that the PC account is in credit and much of the money raised last year has yet to be spent. There is over £3000 available to spend.

Spending decisions should be on the agenda at the first parent council meeting, and suggestions gathered from Francis Donaghy (FD) and pupil council.

Full report included at the end of these minutes.

## **4. APPOINTMENT OF PARENT COUNCIL**

Ruth explained how the parent council works, that there are a maximum of 25 places and that those that are part of the parent council should commit to attending meetings where possible and contributing to discussions and activities throughout the year.

She pointed out that there are other ways to be involved for those not wanting to be part of the parent council, volunteering on an ad hoc basis, signing up to the gmail list or joining a sub-group of particular interest.

The ballot system was explained to all present in event that over 25 nominations were received.

The following email nominations were noted:

Fauzia Khan

Syeda Zainab

Those present were invited to raise hands if they would like to volunteer to be a member of the Parent Council.

23 parents raised hands

A new pc of exactly 25 members was formed:

1. Ruth Downes P6 P3
2. Julia Boswell P4
3. Claire Slocombe P4
4. Colin Tsang P3
5. Isolde Todd P2
6. Kate Smith P1 P3 P5
7. Amalia Theodorakopoulos P5
8. Astrid Azurdia P2 P4
9. Andrea Fisher P1 P4 P6
10. Sandra Huettenbuegel P1 P4
11. Emma Benzie P4
12. Kirsty Mathieson P1
13. Amanda Buchanan P5
14. Claudine Corneloup P2
15. Agnieska Lampart P4
16. Anke Hilt P1 P6
17. Senga Minto P7
18. Lisa Crampin P1 P4
19. M Mitchell P4
20. Kiki Kob P1
21. Rachel Lowther P5
22. Susie Haigh P3 P5
23. Anne Hanson P5
24. Syeda Zainab P7 (email)
25. Fauzia Khan P2 (email)

Thanks offered. Meeting will be arranged shortly to elect office bearers.

Susie Haigh has worked on a set of Parent Council Guidelines, these will be sent to the PC and discussed at the first meeting, then made available on the website.

Plan to agree dates for two meetings each term at the start of the year, or at least at start of each term to easier to make parents aware of them. Meetings for rest of year will be planned at first meeting of new PC, most likely in December.

## **5. DISCUSSION OF KEY PLANS /FOCUS FOR COMING YEAR**

A questionnaire has gone out to all parents to gather feedback on areas they would like PC to focus.

Ruth Downes provided a brief update on the consultation process / space campaign and the time-line for the next few months.

Susie Haigh updated on the uniform fund raising initiative trialled in June 2014.

The new scheme has raised £350 so far. Vote taken from parent forum on whether they would like to continue with the scheme, where a small fundraising donation is added to the price of each uniform item. Vote taken, overwhelming majority in favour.

### **Discussion opened out to floor**

#### **Wide-ranging discussion on the following themes:**

- **FOOD.** Lots of points raised about school meals / quality / sweets for parties / vegetarian food / allergies / arrangements for children eating outside / impact of free school meals on lunch arrangements in January. Agreed a subgroup should be formed to investigate some of these issues further.
- **FUNDRAISING.** Opportunities such as the Easy Fundraising scheme (donations while shopping on-line) that could be set up, agreed that as large school we could be doing more – social events, lottery, grants etc – Katie Nicoll and Miranda expressed an interest in joining a fundraising /events subgroup.
- **COMMUNICATION** with school – can parents receive newsletters by email? FD confirmed this is being developed.
- **OUTDOOR LEARNING.** Andrea Fisher's outdoor learning sessions are up and running and proving successful, hope that they can source more loose play items such as ropes. Ideas and interest in supporting this area – will continue as a sub-group.
- **LANGUAGE** - questions asked about the language programme at Hillhead Primary including teaching Latin. FD updated. French and Mandarin currently on offer, as links with Hillhead High School's language teaching curriculum. Discussion about parents helping with language teaching – perhaps in class or setting up language clubs.
- **MUSIC.** A question about the Reel music club and the years it serves. FC confirmed it has been successful and will continue. Also confirmed all classes do music as part of curriculum.

## **6. DISCUSSION OF SUBGROUP POSSIBILITIES**

Subgroups identified in the discussion above.

- Fundraising
- Outdoor learning / playground development
- Food / Healthy Eating

These are all areas that parents were interested in pursuing.

From curriculum point of view interest in providing support / finding out more about areas of language and music.

Further sub-groups will be discussed at the PC meeting, where results of parent forum survey will be fed back.

## **7. HEAD TEACHER'S REPORT**

Francis Donaghy (FD) thanked the parent council and all the new members. Pointed out that it is rare to have such a vibrant and supportive PC and expressed gratitude on behalf of staff.

The year has been like no other with the highs of the inspection and low of the space issues and consultation.

FD expressed regret that school never got a chance to savour the 'high' of the HMIE report. Important to recognise this collective achievement. Only 5% of schools inspected get 'Very Good' rating, and it was a fantastic result and one we had little chance to enjoy.

School has been invaded by issues of space, catchment and staffing. These are ongoing and serious issues that have taken up a lot of energy and are still unresolved.

However FD was keen to point out that a lot of good things have been achieved despite these difficulties, not least the outcome of the HMIE inspection. There has been very good teaching practice, and children are showing high achievement throughout all stages.

The school has been given an Eco Award, and the flag is flying proudly outside the school. It has been a significant year in terms of staff too, there has been lots of change with teachers retiring, others on maternity leave and new staff members joining the team. Children have adapted well to this and new staff have been made to feel very welcome by children and parents.

Mentioned that the annual fundraiser has not happened this year, but that this would take place at some point.

Expressed gratitude to Astrid for once again organising International Night and hoped the night would be a huge success.

Concluded that the support and intensity of commitment of people in the room has been fantastic. FD acknowledged that the process has been very divisive, but recognised that everybody in the room has tried to do the best for their children and have been tireless in the amount of energy and work spent trying to get GCC to make the best decision.

The staff are aware of this and appreciate the support and work of all the parents. A special mention was made for Ruth Downes, who as chair of the PC has shown tremendous courage and resilience during a difficult year.

## **8. AOB**

### **Updates requested on staffing issues.**

FD confirmed they would not be resolved until after the consultation period is over. Andrew Robson will remain in post until the end of January. FD thinks it is very important for the school to continue to have three Deputies, this structure provides a huge amount of security and benefit for the children.

Ruth Downes has corresponded with Maureen Mckenna on this issue and the PC will continue to campaign for the school's current management structure to stay in place.

### **Senga Minto updated on road safety issues.**

Martha Wardrop, local Green councillor is supporting the introduction of the Haddington model, which bans cars on the Otago street access road between certain hours of the day. A trip to Haddington is planned to gather information and Parent council members are involved in this. A legal appeal is currently pending on GCC plans (diagonal parking, one-way system) for Otago Street.

A meeting will be arranged for the newly appointed Parent Council shortly.

A newsletter will follow the first PC meeting, introducing all new members to the parent forum and confirming 2015 PC meeting dates.

Thanks were given to all who attended.

The Hillhead Primary Parent Council constitution states that at least 15 people make up the quorum at an AGM and this was easily met.

## TREASURER'S REPORT

Parent Council 2013/14

Actual balance end of August 2013 was **£2420.58**, with anticipated £523.46 outgoing for Uniform orders and 1076.63 still going out for Gibson Street gala 2013, so basically we anticipated £820.49 for the school year to start with. This should in retrospect be corrected to **£816.10** because school uniform order was actually £527.85.

<b>BALANCE AT THE START OF THE YEAR (Aug 2013)</b>	<b>2420.58</b>
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### SPENDING / OUT

6th Sept. 13 Uniforms	527.85
12th Sept. 13 Susie boxes for uniforms	52.00
27th Sept. 13 Gibson St Gala (June 2013)	1076.63
30 <sup>th</sup> May 14 Julia for float and expenses Gibson St Gala 2014	120.00
20th June 14 payment Gibson performer Fergus McNicol	132.50
23rd June 14 payment Gibson performer David Wark	150.00
17th July 14 cheque City Council let for Gala	233.20
21 <sup>st</sup> Aug 14 uniform payment cheque	360.65
5 <sup>th</sup> Sept cheque to Ruth for trolleys	383.64

### INCOME / IN

20th August 13 Ima (bought leftover plates from PC)	25.00
2nd Dec. 13 Council	450.00
2nd Dec. 13 Hand Uniform Sale	78.40
9th Dec. 13 International Evening	696.03
4 <sup>th</sup> April 14 Bake sale	432.00
9th June 14 Gibson Street Gala 2014 (120 cash flow return, 449.08 stalls etc minus 49.94 cash receipts)	519.14
15th July 14 deposit Claire cake stall £253.67 uniform orders £375.20 seconds stall £359.43 = Total £988.30  MINUS cash expenses <i>Lollies £25.00</i> Cleaner £26.00 Janitor gifts £17.67 cash for trollies £200.00 (paid back in on Nov 3 <sup>rd</sup> 14) = Total £268.67	719.63
26 <sup>th</sup> Aug 14 council payment Ruth deposit	400.00
1 <sup>st</sup> Sept 14 payment from Sandra 2 <sup>nd</sup> hand uniforms	330.00



8 <sup>th</sup> Sept 14 cashback from council for gala	10.00
30 <sup>th</sup> Sept 14 cashback Border Embroideries (uniforms)	349.76
3 <sup>rd</sup> Nov 14 200 cash return from Ruth (kept for trolleys, not used)	200.00

<b>BALANCE ON 3RD NOVEMBER, 2014</b>	<b><u>3594.16</u></b>
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(Also: Fairtrade money box cash (with Ruth), FT purposes only £127.79 )

### TO PUT IT DIFFERENTLY

#### **INCOME SUMMARY:**

Ima	25.00
International Evening	696.03
Bake sales (after 68.67 expenses)	617.00
2 <sup>nd</sup> hand uniforms	447.83
Uniform orders cashback	349.76
Gala 2014	213.44
Council payment 13/14	450.00
Council payment 14/15	400.00
<b>Total</b>	<b>3199.06</b>

#### **SPENDING SUMMARY:**

Gala year 12/13 (June 13) (together with money we received for the Gala last year, the Gala actually 2013 made a profit of £14.46)	1076.63
Boxes & trolleys	435.64
<b>Total</b>	<b>1512.27</b>
CREDIT (income - spending)	1686.79
Difference in/out since August 2013 (£1686.79 - £513.30)	1173.49
£2420.58 start balance +£1173.49 =£3594.07=our balance (except it's £3594.16!)	

<b>STARTING BALANCE Aug 2013</b>	<b>2420.58</b>
<b>END BALANCE Nov 2014</b>	<b>3594.07</b>

<p>For the "earnings/profit" made during the school year 13/14 it would be fair to take out of consideration the following outgoings: Gala June 13 and uniforms from that year, and to leave out this years recent council PC budget incoming money for 2014/15.</p> <p><b>£1173.49</b>  <b>+ £1076.63 (gala)</b>  <b>+ £527.85 (uniforms)</b>  <b>- £400.00 (council)</b></p>	<p><b>£2377.97</b>  <b>profit 13/14</b></p>
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