



**Minutes of the St. Mary's Episcopal Primary School Parent Council A.G.M.  
Held on Wednesday 5<sup>th</sup> September 2018 at 7.00pm**

**Present:** Fiona Atkinson, Gemma Beher, Alison Brown, Fiona Byrne, Mrs Currie, Pauline Darnbrough, Karen Derrington, Katie Duncan, Mrs Hewitt, Mrs Kinvig, Klara Kynaston, Liz Owen, Susi Shanks, Mrs Smith, Kirsty Thomson, Sally Thomson, Mary Toop, Erik Weber

**Apologies:** Hanneke Booj, Kate Kilpatrick, Euan Robb, Angela Simpson, Kirsty Wilson

Item	Minute	Action
1.	<p><b>Apologies</b> As above</p>	
2.	<p><b>Previous Minutes</b> Minutes of 30th August 2017 were agreed.</p>	
3.	<p><b>Matters Arising</b> Review of any actions <b>Liz Owen</b> said she was more than happy to represent the church but would check with the Vestry and confirm at the next meeting. - <b>Done</b></p>	
4.	<p><b>Parent Council Chairperson Report</b> Please see attached report. Gemma gave a presentation, detailing the work of the Parent Council over the last academic year which highlighted the varied work of the PC. Gemma Beher will forward the presentation to Mrs Hewitt who will put it onto the school website</p>	<p align="center">Gemma Beher/Mrs Hewitt</p>
5.	<p><b>Treasurer's Report</b> - discussed later in the meeting.</p>	
6.	<p><b>Fundraising Sub-Committee Report</b> See attached report. Klara Kynaston spoke about the work of the fundraising group, she also thanked local businesses who have supported the school over the past year and highlighted the importance of parents understanding the many varied ways in which the money raised by the PC is used to the benefit of the children.  The kindness and generosity of the friends, families and staff of St. Mary's was acknowledged and hugely appreciated.  There was a discussion relating to the Christmas Fair and the arrangements for this year. Mrs Hewitt will confirm with Klara Kynaston the dates that the children will be making Christmas crafts in school.  On behalf of the staff Mrs Currie thanked the PC for their fundraising efforts and hard work.</p>	<p align="center">Mrs Hewitt</p>

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7.	<p><b>Head Teacher's Report</b></p> <p>See attached report, Mrs Hewitt presented her report, she added comments relating to trees needing to be trimmed and the outside of the staff room window needing to be sanded and painted. Gemma Beher intimated that along with herself, Donald Pollock and Ewan Robb have offered to assist with these tasks.</p> <p>Fabulous applications were received from children in P6 and P7 for roles both in the Pupil Council and as House Captains, the children's presentations contained some interesting and inspiring thoughts and solutions that will be collated. The PC are invited to attend Pupil Council and responsibility group meetings.</p> <p>The school would like to strengthen links with the church, Mrs Hewitt said she would welcome items from the church to be included in the newsletter. The deadline for contributions is the 3<sup>rd</sup> Thursday of every month, the newsletter is distributed on the last Thursday of the month</p> <p>It was also agreed that the school will inform parents about the Holmehill Open Day on 23/9/18.</p>	<p>Gemma Beher/ Donald Pollock/ Ewan Robb</p> <p>Mrs Hewitt/PC</p> <p>Mrs Hewitt</p>																																										
8.	<p><b>Treasurer's Report</b></p> <p>In Alison's absence Gemma presented the treasurer's report, please see attached report.</p> <p>Alison Brown joined the meeting.</p> <p>There was a discussion about the money raised by the Kilt Walk and raising funds for the white boards, the money raised from the BBQ will go into the Kilt Walk fund. Some suggestions were made to highlight to parents why there is such a need for replacing the whiteboards.</p> <p>Sally Thomson left the meeting.</p>																																											
9.	<p><b>Election of Committee</b></p> <p>The constitution stipulates that all members of the PC must resign and can stand for re-election.</p> <p>The following PC members were nominated and seconded.</p> <table border="0" data-bbox="245 1527 1305 1953"> <thead> <tr> <th data-bbox="245 1527 555 1559"><b>Name</b></th> <th data-bbox="564 1527 874 1559"><b>Proposed</b></th> <th data-bbox="884 1527 1305 1559"><b>Seconded</b></th> </tr> </thead> <tbody> <tr> <td>Kirsty Wilson</td> <td>Pauline Darnbrough</td> <td>Mary Toop</td> </tr> <tr> <td>Karen Derrington</td> <td>Mary Toop</td> <td>Klara Kynaston</td> </tr> <tr> <td>Pauline Darnbrough</td> <td>Liz Owen</td> <td>Karen Derrington</td> </tr> <tr> <td>Liz Owen</td> <td>Pauline Darnbrough</td> <td>Mary Toop</td> </tr> <tr> <td>Mary Toop</td> <td>Liz Owen</td> <td>Pauline Darnbrough</td> </tr> <tr> <td>Alison Brown</td> <td>Klara Kynaston</td> <td>Liz Owen</td> </tr> <tr> <td>Klara Kynaston</td> <td>Alison Brown</td> <td>Liz Owen</td> </tr> <tr> <td>Gemma Beher</td> <td>Liz Owen</td> <td>Klara Kynaston</td> </tr> <tr> <td>Erik Weber</td> <td>Liz Owen</td> <td>Klara Kynaston</td> </tr> <tr> <td>Katie Duncan</td> <td>Liz Owen</td> <td>Gemma Beher</td> </tr> <tr> <td>Kirsty Thomson</td> <td>Liz Owen</td> <td>Alison Brown</td> </tr> <tr> <td>Fiona Byrne</td> <td>Liz Owen</td> <td>Kirsty Thomson</td> </tr> </tbody> </table> <p>The following members of the Parent Forum volunteered by email to join the PC</p> <table border="0" data-bbox="245 1989 1305 2042"> <tbody> <tr> <td>Hanneke Booij</td> <td>Gemma Beher</td> <td>Liz Owen</td> </tr> </tbody> </table>	<b>Name</b>	<b>Proposed</b>	<b>Seconded</b>	Kirsty Wilson	Pauline Darnbrough	Mary Toop	Karen Derrington	Mary Toop	Klara Kynaston	Pauline Darnbrough	Liz Owen	Karen Derrington	Liz Owen	Pauline Darnbrough	Mary Toop	Mary Toop	Liz Owen	Pauline Darnbrough	Alison Brown	Klara Kynaston	Liz Owen	Klara Kynaston	Alison Brown	Liz Owen	Gemma Beher	Liz Owen	Klara Kynaston	Erik Weber	Liz Owen	Klara Kynaston	Katie Duncan	Liz Owen	Gemma Beher	Kirsty Thomson	Liz Owen	Alison Brown	Fiona Byrne	Liz Owen	Kirsty Thomson	Hanneke Booij	Gemma Beher	Liz Owen	
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10.	<p data-bbox="248 159 1058 190">Kate Kilpatrick                      Gemma Beher                      Liz Owen</p> <p data-bbox="248 226 1294 450">A staff representative, the head teacher and a representative from St. Mary's Episcopal Church are always invited to join the PC as co-opted members. Prior to the meeting Mrs Hewitt had been asked to consult with the staff team and Liz Owen with the vestry regarding their representatives. Mrs Kinvig informed the meeting that she would not be continuing as the staff rep as she is retiring from the school at the end of the autumn term. Mrs Smith will be the staff rep for this academic year, but Mrs Currie will attend meetings when Mrs Smith is unable to.</p> <p data-bbox="248 486 1286 580">Mrs Currie thanked Mrs Kinvig for representing the staff on the PC for so many years. The PC also expressed their thanks for all her contributions to the PC over many years.</p> <p data-bbox="248 616 1027 647">The church has asked Susi Shanks to be their representative.</p> <p data-bbox="248 714 512 777"><b>A.O.B.</b> There was no A.O.B.</p>	