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| Attended: | Parent Reps: Mike (Chair), Paula (Vice Chair), Elma (Treasurer), Michelle (new Secretary), Rhona, Kathleen, LouiseTeachers: Mrs Hughes, Mrs Brooks, Mrs Campbell |
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| **Agenda Items/discussion notes** | **Agreed Actions** |
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| 1. **Welcome**

Thank you to everyone who attended and to those who provided the refreshments. The coffee, tea and various cakes/biscuits were a lovely addition and super tasty.  |  |
| 1. **Apologies**
* Michelle Miller emailed her apologies and stood down as secretary
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| 1. **Chairman’s Annual Report: 2016/17**
* A good start to 2016 with the recruitment of a permanent headteacher for the school. Mrs Hughes is a good appointment for the school which is clearly seen in happy staff, happy kids and parents.
* Big thank you to everyone who was involved in and contributed towards raising funds for the school.
* Mike was privileged to work with the school Task Force. It was good to see the interaction of the kids and teachers and how they worked together to make improvements to the school.
* Good to see the new outside play equipment is being well used and providing the kids with lots of enjoyment.
* Thank you for the year and for having me as chair.
 | * Mike stood down as Chair
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| 1. **Treasurer’s Report: 2016/17**
* 2016 Starting Balance = £1141.41
* Total Income = £2950.46
* Total Expense = £2221.45
* Total Profit = £729.01
* **2017 Closing Balance = £1870.42\***

**\*NB these figures are provisional while awaiting some additional information.*** This accounts for the usual 4 school discos (£1000), Sept 16 Duck Race (£762), Carboot Sale, Parent Council Stationery grant from Aberdeenshire Council (£295).
* Carboot Sale was not a huge success fundraising wise, however Soup and Buttery was very popular.
* Parent Council approved the payment of the following from funds raised:
	+ Pantomime buses
	+ First Aid training for upper stages
	+ Disco supplies
	+ High Vis Vests
	+ Xmas gifts and books
 | * Elma stood down as Treasurer
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| 1. **Head Teachers Report: 2016/17**
* Mrs Hughes echoed Mike’s earlier sentiments. A good team of really committed hardworking parents and gave a big thank you to everyone who was involved in and contributed to setting up, organising, manning and other aspects of the various fundraising events and other school activities including library, excellence time etc.
* The parent council, in the absence of a separate fundraising group, have done a fantastic job of raising vital funds for the school. With the school budget reducing year on year, rely on the monies taken in by the many fundraising activities to be able to buy essential things for the kids. Without this money, there would be a lot that the school would be unable to offer/provide.
* Thank you to everyone. Your time and effort is very much appreciated.
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| 1. **Election of Office Bearers**

4 office bearing posts were open to the parents who attended the AGM.Previous Chair, Vice Chair and Treasurer said they were happy to stand again in the absence of another volunteer.Chair Mike Low proposed by Mrs Brooks; seconded by Mrs Campbell Vice Chair Paula Williamson proposed by Mike; seconded by KathleenTreasurer Elma Wood proposed by Mike; seconded by PaulaSecretary Michelle Shek proposed by Elma; seconded by Rhona | * Paula stood down as Vice Chair
* Confirmed Michelle Miller stood down as Secretary
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| 1. **Election of Committee Members**

Committee Members (CM) confirmed as:Kathleen MurrayLouise ThorburnRhona Stuart* No new parents attended the AGM meeting which was particularly disappointing for the existing parent council members. Out of a parent forum of approximately 90 people, 7 parents were present.
* Confirmed that parent council requires a quorum of 4 parents to be present in order for parent council meetings to take place. Teacher representatives are not counted as part of the quorum.
 | **7 Parent Council Members confirmed for 2017/18 as follows:**Role Name RepresentingChair Mike P2Vice Chair Paula P6Treasurer Elma Wood P4Secretary Michelle Shek P1 + P4CM Kathleen Murray P6 + P7CM Louise Thorburn P1 + P3 + P5CM Rhona Stuart P5 + P7No parent representative for the nursery |
| 1. **Increasing Parent Involvement/Parent Council Communications**

Following the election of committee members, there was a general discussion over what gets in the way of parents attending Parent Council meetings and getting involved in fundraising activities to support the school. Parent Council acknowledged that the lack of parent volunteers has meant that teachers are having to volunteer more of their time outside of school in order for activities to run. Highlighted recent Duck Race where Mrs Hughes, Mrs Brooks and Mrs Campbell manned the refreshment/BBQ stand with Shirley manning the BBQ. Without this support, there would not have been enough parents to have ran the limited stalls that were available on the day.Mrs Brooks suggested reinstating the Parent Council Newsletter which provides parents with information on activities parent council are supporting as well as upcoming events. Paula seconded this.Paula suggested including a questionnaire for parents to get an understanding of what gets in the way of getting involved/attending meetings and what could be done to change this. Michelle seconded this.Mike suggested offering a chance to win a prize if questionnaire returned to the school. All parent council agreed to a prize of £25 – of which Mike has volunteered to donate £20 to the cause.Paula suggested lack of childcare might be one of the reasons that stops parents attending meetings. Mrs Brooks suggested offering an activity for kids to do at the school (eg movie and popcorn) while the parent council meeting is going on. Rhona suggested having some alternative content for parents too eg mindfulness. These suggestions will be considered along with the other suggestions from parents following the questionnaire. | * Mrs Hughes and Mike to co-write the first 2017 Parent Council Newsletter, to be issued on Monday 25th September.
* Parent Council to produce newsletter on a quarterly basis
* Paula and Michelle to draft a questionnaire to be issued to parents with newsletter on 25th Sept.
* Mike to donate £20 towards questionnaire prize
* Future agendas and minutes for Parent Council meetings will be available to view on the school website
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| 1. **First Aid for Parent Helpers**
* Mrs Hughes confirmed that there is a requirement to have a first aider on site for all school/parent council events. First Aid training for up to 12 people has been arranged at a cost of £350. This is a 6 hour course that will take place over 2 nights (dates TBC). Certificate is valid for 1 year.
* Parent Council members offered first refusal for places. 6 people came forward:
	+ **Paula, Louise, Elma, Mike, Kathleen and Mrs Hughes**
* Agreed remaining 6 places will be offered to Kemnay Primary Parent Council in the first instance at a cost of £30 per person.
 | * Mike to contact chair of Kemnay Primary Parent Council to offer 6 spaces on First Aid training
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| 1. **Internet Safety Training**
* Mrs Hughes shared that there will be an Internet Safety Training run for P6/7 before October Holidays.
* Internet Safety for Parents session will run at Kemnay Academy on Wednesday 4th October from 6.30-8.00pm. Sign up by return to Alehousewells reply slip – to be part of next school newsletter
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| 1. **Celebrating 40 years of Alehousewells Primary School**
* Over the year Feb 2016 – Feb 2017, a number of events have taken place and have yet to be planned to celebrate 40 years of Alehousewells Primary.
* To date, Quiz Night, Birthday cake and Find 40 things and Win £40 (wordsearch) have taken place.
* Paula suggested organising a family disco to take place at the Bowling Club or Village Hall. This was backed by the parent council. Mrs Brooks offered to help decorate the venue.
 | * Paula to explore dates for Family Disco (Nov 17)
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| **Fundraising Activities Update** | **Agreed Actions** |
| **Funding*** Currently have Parent Council fund of **£1800** to go towards school activities, equipment etc
* Parent Council to organise future fundraising events until Fundraising Committee can be re-established. If any parents want to take on the role of organising fundraising events for the school, please speak to a member of the Parent Council or Mrs Hughes.
 | * Approved spend of £300 for new Library furniture/display shelves
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| **Duck Race*** Took place on **Sat 9th September, from 11am-2pm**
* Activities consisted of Duck Race, BBQ and Refreshments, Bouncy Castle (donated by Buchan Bouncers), Kids Raffle, Hook the Duck and Duck Lollipop.
* Raised just over £1000. Accounting for expenses, net profit was £613.
* Duck sales were down on previous years and the event was also not as well as attended.
 | * Parent Council to begin planning for 2018 Duck Race in early 2018.
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| **Buddy Disco*** Mrs Brooks has designed the tickets – to go on sale 20th and 21st September
 | * Mrs Brooks to pull together a ‘Disco Pack’ which will detail how to run a school disco and include maps, no. of volunteers required etc.
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| **Halloween Disco** | * Mrs Brooks to design tickets
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| **Dates For Your Diary** |
| **Upcoming Events*** Buddy Disco: Thursday 21st September
* Halloween Disco: Thursday 2nd November
 | **Holiday Dates*** October Holidays: 16th – 27th October; school resumes Monday 30th Oct
* Inservice: 13th and 14th November
* Christmas: 23rd Dec – 5th January; school resumes Monday 8th Jan
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