Inchture Parent Council Annual General Meeting. 16/9/26 18:30

Present:

Lindsay Andrews

Jasmine Baird

Colette Barnes

Jo Bell (HT)

Fiona Bienkowski

Claire Brough

Sara Cassidy

Kayleigh Esposito

Jenna Gallazi

Scott Headley (Treasurer)

Laura Malloch

Emma Mathieson – Secretary (Minutes)

Kim Milne (Acting DHT)

Linsay McCallum

Adrienne McLaughlin (Social Media officer)

Dawn North (Chairperson)

Tasha O'Hare

Chris Penman

Julie Sturrock

Katy Wilson

Apologies:

Fiona Callaghan

Cat Lamont

Dawn welcomed everyone to the meeting and commented on how nice it was to have such a good turnout. She welcomed Mrs Milne who is at her first Parent Council meeting in her capacity as Acting Deputy Head teacher.

Minutes from the last Parent Council meeting in May are on the school website. These had been circulated and were approved.

Chair report:

Dawn explained the purpose of the meeting which was the AGM and explained the role and objectives of the Parent Council in promoting cooperation between parents, school and the wider community. To represent parent views for wider topics only, Parent Council cannot get involved in individual matters with school. To organise events for the benefit of the children and to report back to the parent forum via Inchture Parent Council Events Facebook page, via the Greenhouse app and via the minutes from meetings which are available on the school website. When changes are made to the constitution, as happened last year, parents are consulted and their views considered. Fundraising is another important role – this is done through activities and events, including Hallowe'en party, Pub quiz, Movie nights, sports day raffle, and by taking promoting the use of easyfundraising and my nametags, both of which benefit Parent Council when people who are signed up purchase from those sites. Since the change in legislation regarding the disclosure system and the PVG scheme which requires adult volunteers running events where they will be in contact with children to have a Parent Council specific PVG disclosure check done. Inchture Parent Council oversee these applications and ensuring that these are up to date before people can volunteer at an event.

An additional role the Parent Council have is to support school with events like School photos and The Silver party. The Parent Council fundraising contributes towards providing items for Christmas parties and presents for the younger learners, P7 leavers' meal, a yearly contribution towards the school tuck shop and liaising with local companies on the school's behalf. IPADs have been purchased regularly through funds raised from the Bonus ball competition. Parent Council is the voice of the Parent forum and with this comes a responsibility.

Aim for the coming year is more of the same.

Treasurer's Report:

Income from Sports Day raffle, Easy Fundraising, Bonus ball, donation from ex-parent from Nursery.

It was explained that school and nursery are restricted by certain suppliers whereas Parent Council can purchase things from anywhere, this makes it cheaper and better value for money.

Expenditure –

Bonus ball winnings; IPADS which were agreed at previous meeting; school sports kits for team events such as cross country and county sports; deposit for Hallowe'en disco.

Scott intends to get the new Secretary added onto the PC bank account as Emma is stepping down from the role.

Headteacher's Report:

Staffing changes -Louise Chalmers was appointed in the Acting Headteacher role at Errol Primary School at the end of last term and Miss Stewart (now Mrs Milne) was successful in replacing her until Christmas initially. Miss Emmett will be teaching P6 for the duration of this. Mrs Cathcart is covering Mrs Willing's maternity leave and is teaching in two classes and doing RCCT cover. Mrs Mackay who is an NQT will be teaching in P4 class for 4 days, with her mentor Miss Low teaching the class on the other day. Kimberley Anderson is replacing Mrs Mann as Pupil support 4 days a week. In Nursery Sarah Baker has retired and has been replaced by a new member of staff called Emilia Urtina who

used to work at Oakbank. Linsey Barr has left for a change of career and it is hoped that known members of staff Glenda and Julie will job share this role. Mrs Bell pointed out that these staffing changes impact on school's capacity while people are getting settled into their new roles.

New Visions, Values and Aims has recently been launched. This is following consultation last year with staff, pupils and parents. Parents views were sought at Inside Inchture meetings. The important thing was to find out what the children thought it was like to be a learner at Inchture and what mattered to them. Being a community based school in a rural setting came through. They also tried to reflect the metaskills of ambition and learning and trying to embed these. As part of a focus on the curriculum about world and getting children out into the community school are trying to build a database of parents and other family members who would be willing to come in and provide real world learning to bring the world alive. Katy brought up how the potential list of volunteers would need to be considered in relation to GDPR – need to say what it was for, who was holding the information and why. Potential for volunteers to do teams calls to classes. Linsay brought up the fact that businesses can get extra funding from the government if they support school ventures. As the owner of the Pickled Peacock Linsay would be keen to help the kids learn about hospitality. She would be willing to have the children up to the business or visit the school where two mobile ovens are available. She would be willing to investigate how she can support children making things for events. This type of multi-generational learning has been proven to be useful with Timeless connections in Nursery which takes place on Thursday afternoons. It was suggested that Parent Council could promote this if school came up with options for parents/relatives to come into school and talk to the children and how to sign up for this.

PVG awareness – since April 2025 all PC members to have a PVG check with Disclosure Scotland which is specific to PC. If people wish to join PC they really need to have this. It's a long-winded process – Scott sends out the form and then Dawn puts the information into the system.

Volunteers who want to regularly help at events such as Hallowe'en disco also need this as well. Although parents coming in for Careers Events don't need it as it's a one-off event. Nobody would be left alone to supervise children, other than their own. Currently there are 44 people on the list of volunteers with PVG's completed, not including PC (all the current members have this), plus another 5 applications in progress. As it can take a while for applications to come back it was suggested an app alert should be put out soon to see who wishes to volunteer for the Hallowe'en disco.

<u>Election of officers:</u>

Members are elected for a two-year period onto PC. Fiona Callaghan, Fiona Bienkowski, Tasha, Cat and Lindsay are all in their second year. Jordan, who was previously on PC, has left since his daughter now attends a new school – thanks to Jordan his support over the years.

Dawn explained that there is no obligation for parents to join the Parent Council. Anyone is welcome to come along to the meetings without joining but in this case, they won't get a vote, although can express their views. There are 4 meetings a year – one each term. Every AGM a new PC is formed. Mrs Milne asked if there was a limit on numbers of people who could be on the PC. There is not. Everyone who was present at the meeting apart from Linsay McCallum and Chris Penman wished to be considered for election to the PC. Two of the current PC members Tasha and Fiona Bienkowski nominated and seconded re-election for Fiona Callaghan, Emma Mathieson, Dawn North, Scott Headley, Jenna Gallazi, Laura Malloch, Sara Cassidy and Adrienne Miller McLaughlin. All other parents who wished to join were nominated and seconded by current members of the PC. The positions of Chairperson, Secretary, Social media officer and Treasurer were then discussed and

anyone who was keen for a role was encouraged to put themselves forward. The following people were elected: social media – Adrienne Miller McLaughlin will continue this role. Scott Headley was re-elected as Treasurer. Emma Mathieson had indicated her intention to stand down from Secretary role although she intends to stay on the PC. Tasha O'Hare was elected as the new Secretary. Dawn North and Kayleigh Esposito both volunteered for the role of Chairperson and were elected as joint Chair.

Fundraising:

Bonus ball is ongoing monthly. Plans have already started for the Hallowe'en disco at the end of October. Sign-up sheet for volunteers is coming out this week. Thanks were offered to the Enterprise committee for donating their left-over stock from Scotland Day for the lucky dip. The DJ has been booked, and insurance has been sent to Adrienne, this will be required on the night. Looking for donations of party bag filler type prizes for the lucky dip if people have this lying about.

Christmas light switch on is on 3rd December. Unfortunately, there was no luck with obtaining grant funding for Christmas lights. Crowdfunding was also tried but the project proved too expensive. There are cost implications for PKC needing to use council suppliers and installers which means the cost is high. It would have been £10,000 to purchase and install lights for just the main steet. Other avenues were explored including asking businesses to sponsor a lamp post and due to the constitution PC are unable to fund the lights.

For the light switch on on 3rd December volunteers are needed on the day to help set up. Santa area is already hired. It was agreed that PC could continue to fund books for Nursery to P2 learners to receive at the Christmas parties. Volunteers are also needed for Movie Night on 10th December – Tasha and Kayleigh volunteered.

£100 donation for the running of the tuck shop was agreed.

Mrs Bell wanted to point out that there are no cleaners in school on holidays or in service days. Mrs Bell, her husband and teachers had to personally clean the school prior to the children returning. There had been a complaint raised that the sign outside nursery was dirty for photos being taken beside it. There are no cleaners in schools all holidays.

Strips – P6 pupils tried on a variety of sizes of the new strips which are burgundy in colour reflecting the Inchture Primary tie. It cost £528 for 30 sets in a variety of sizes. School already has netball and football strips, these new ones are for County Sports etc

Claire Brough has purchased a new First Aid kit for PC as the old one was out of date.

Funding requests:

Mrs Bell has asked for bags to keep the strips inside like currently done with the football and netball strips. Quotes will be obtained.

Lost property storage – keen to obtain a tidy solution for lost property to aid finding items and keep things in sections. Please can parents label school clothing – so much is left behind not identified.

AOCB:

It has been noticed since the new gates have been installed that sometimes the gates are locked, sometimes unlocked. When these are locked it causes a lot of congestion when everyone is trying to leave the school playground at the end of the day. It was suggested that Helen the Lollipop lady could be asked whether she would be willing to unlock and lock gates at the beginning and end of

her shift to ease congestion. Historically only parents of the youngest children were encouraged to enter the playground but now seems to be very full of parents. It was brought up that there has been issues with behaviour in the playground prior to the bell which has required a parent to intervene as no staff present. Mrs Bell explained that there are simply not staff available to do this as there are no support staff who start work before 9am and there are meetings on Mondays, Wednesdays and Thursdays before school. The phone and door rings constantly which means Scott is unable to leave the office to do this. Nursery parents are generally the last to leave in the morning and are to be reminded to close the gates. Parents are expected to supervise their children prior to the bell if they do not feel they are sensible enough to behave.

Date for next meetings – November 25th, January 20th, May 12th.

Other important dates: Dundee Rep visit 17th December; Christmas concert 18th December; Sports Day 27th May.