

CORNBANK PRIMARY SCHOOL PARENT PARTNERSHIP

Minutes of AGM on Tuesday 12 September 2017 at 6.45 p.m. at Cornbank Primary School

Present

Lucy Brown (Parent, Vice Chair)
Laura Cameron (Head Teacher)
Andrew Drysdale (Principal Teacher)
Mary Hadwen (Parent)
Claire Muir (Parent, Chair)
Pauline Pender (Parent)
Elizabeth Semple (Parent, Treasurer)
Alasdair Sprott (Parent)
Jenny Sprott (Parent)
Lynsey Weir (Minutes Clerk)
Lyn Young (Parent)

Apologies

Lorna Glasgow (Parent)
Carol Hodgkin (Parent)
Lyndsey Holmes (Teacher)
Katrina Macdonald (Parent)
Katheryn McIntosh (Parent)
Lynsey Stevenson (Depute Head)

ACTION

1.0 WELCOME AND APOLOGIES.

Claire Muir opened the meeting by welcoming all. Apologies were noted.

2.0 APPROVAL OF PREVIOUS AGM MINUTE 150616.

1) To be approved at the meeting held on Tuesday 10 October 2017. Chair to place on agenda.

Chair

3.0 MATTERS FOR MENTION.

1) Pauline Pender advised that all plans for Fun on the Field due to take place on 14 September are going well. Fingers crossed for dry weather. Pupils have heard about what will be on offer i.e. tug of war.

4.0 TREASURERS REPORT.

1) Elizabeth Semple, Treasurer, provided an update on Finance.

- Discretionary Account Balance £500.00. It was noted that this is the only meeting the balance of this account is discussed.
- Current Account Balance £4572.84 - to confirm with July statement
- During 2016-17, after expenses, the school successfully raised:

Halloween	£108.41
Christmas fair	£760.81
Raffle (Christmas)	£918.00
Spring Fair	£617.30
Coffee Den	£66.33
Uniform Donations	£30.00
Easy Fundraising	£15.81
Summer BBQ	Estimate £1300.00
- Thanks to all the families at Cornbank for continuing to support our fundraising efforts.
- Substantial grant funding was secured from two different applications:

£10k to receive from Award for All; £20k from the Army Covenant Fund.

- The raised money was used to pay or in part payment for the following:
 - Friendship bench for the playground
 - App for the school iPads
 - School camera
 - Planters
 - Nursery playground Pirate ship
 - Sports T-shirts
 - Generation Science event
 - Rookie Rockstars
 - Nursery Playdough Station
 - Olympian visit
 - Playground Notice Board
 - School playground equipment
 - Wireless microphone
 - P1 Reading book bags
 - P7 Trip
 - Ice lollies for sports day

- It was noted that we need to review the list of signatories. Elizabeth Semple to action.

**Elizabeth
Semple**

5.0 CHAIRS REPORT.

1) Claire Muir, Chair, provided the Annual report of Cornbank School Partnership.

As Elizabeth has outlined, it's been a busy year with coffee dens, fairs and school parties. I would like to thank all the parents, carers and children that have helped, attended and supported our events, special mention goes to last years P7's who were fantastic. The feedback for our Halloween party and our Christmas and Easter fairs was incredibly positive and I look back with an overall sense of pride with what we have achieved.

6.0 ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS.

- 1) Chair – Katrina Macdonald suggested having a rolling Chair so that everyone can take a turn in Chairing meetings, setting agendas and handling any admin or issues that crop up. All agreed. Pauline Pender agreed to Chair the meeting to be held on Tuesday 10 October 2017. The next Chair will be agreed at the end of the meeting held on 10 October and so forth. The role will be responsible for circulating agendas and previous minute to the Committee members.
- 2) Vice Chair – Post currently vacant. Any volunteers asked to come forward. This role will support the Chair as necessary and Chair meetings in their absence.
- 3) Treasurer – Elizabeth Semple agreed to stay on as Treasurer but may need help to visit the bank etc due to her working hours. It was agreed that this is not a problem and help will always be available. Propose – Pauline Pender – Seconded – Lucy Brown.

**Pauline
Pender**

- 4) Secretary – Jenny Sprott. Propose – Mary Hadwen. Seconded – Lucy Brown. This role will be responsible for handling emails and circulating information to Committee members and if necessary gathering responses; updating the Facebook page as necessary i.e. reminders about school events, circulation of meeting minute and agenda so that it reaches the wider parent body.
- 5) Committee Members – all parents / carers present at this meeting agreed to stay on as Committee members. Jenny Sprott to check via the facebook page who outwith this meeting wishes to remain on the Committee.
- 6) Lynsey Weir to remain as Minute Clerk.

Jenny Sprott

7.0 ANY OTHER BUSINESS.

- 1) Laura Cameron advised that a letter will come home requesting any pre-loved books, toys, jigsaws and games to be passed onto the school for P1/P2 use.
- 2) Laura Cameron advised that the Nursery parents room will soon be turned into an office and an area will be created for a safe place for full time children to rest. A room within the school has been earmarked to create as a relaxed, family orientated room with comfy sofas and toys.
- 3) Laura Cameron advised that the word art document featuring Cornbanks unique vision can now be viewed on the school website.

DATE OF NEXT MEETING.

- 1) The next meeting will be held on Tuesday 10 October 2017, at 1845hrs in Cornbank Primary School.
- 2) Future meeting dates are set as follows – Wednesday 15 November 2017; Wednesday 17 January 2018; Tuesday 6 March 2018; Wednesday 25 April 2018; Wednesday 6 June 2018. Venue confirmed as Cornbank Primary for all meetings.