



St John's Primary Parent Council Meeting
7pm Tuesday 21st Nov 2023
Location: School staff Room

Annual General Meeting (AGM) Minutes

Attending: Jackie (Head), Rosie (Chair), Colm (Treasurer), Claire (Fundraising), Kate (Secretary), 14 parents

- Minutes from previous meeting
 - Email addresses to be sent to new Secretary to be added to the email distribution list
 - Inspire added to preferred supplier. **ACTION** Lauren and Jen to be contacted by Claire
- Chairpersons report
 - Aug 2022- July 2023 summary by Rosie
- Treasurers report
- Appointment of independent examiner for the accounts
 - As we are a charity our accounts must be submitted and they have to be checked by someone (to check receipts match bank statements and ensure paperwork is a good representation of the financed. Due in April 2024 **ACTION** Alan Henderson to take this on.
- Appointment of Committee members
 - Rosie stepping down as Chair
 - Kate stepping down as Secretary
 - Nominations and appointment of new office bearers
 - Laura nominated by Kate and seconded by Claire
 - No volunteers for the secretary role. Class reps to be contacted for suggestions **ACTION** Someone will be needed to arrange the next agenda and date of next meeting
- Head's business
 - Jackie will be sending the Christmas newsletter soon.
 - Christmas lunch will be Thursday 14th Dec
 - Parties will be announced soon
 - P4 will be organising the tickets for the Christmas show "A Magical Christmas Jigsaw"
 - There will be 2 shows with (initially) 2 tickets per family available. Charity buckets with a suggested donation will be administered through Ticket tailor. Show will be on the 20th at 11am and 1.45.
 - Jackie wanted to note a thank you for 326 Chocolate advent donated to Wilson Memorial, Craigmillar food bank and Jack Cane centre youth groups
 - Jackie wanted to note thanks to Rosie and Kate for their roles on the Parent Council
- Christmas fair
 - Raffle to be conducted online and Claire will launch this soon
 - Jolly Jam Jars coming in – more needed and class reps
 - Shout out for home baking will also be needed
 - Classes to do stall posters **ACTION** Claire and Jackie

- Communication between school/ teachers and parents
 - P3 parent group chat has been raising issues between school and parents and inconsistency between teacher/parent communication particularly around homework
 - Jackie has advised the very class should update learning for the week to the school website. The learning grid should be on the website every week for each class
 - Jackie also suggested that any parents concerned about communications or homework issues should communicate with the class teacher in the first instance
 - Jackie would like parents to contribute to home learning discussion and policy development **ACTION** Jackie to add this to the parent engagement survey
- AOB
 - A P4 parent wanted to know if there is a Chess Club at school – there isn't one currently, but we would welcome a volunteer to take this forward
 - P1 parents have raised issues regarding getting into the playground – can we reopen discussion about parents being able to access the playground **ACTION** This to be added to the next agenda for a wider discussion relating to parking and congestion
 - Parking issues continues **ACTION** Jackie to follow up with correspondence on unsafe parking and enforcement