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| **Woodburn Primary School Parent Council**  **Committee meeting Agenda** | |
| **Date:** | 6th September 2016 |
| **Time:** | 6:45pm |
| **Location:** | Woodburn Primary School – Creative Arts Room. |

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| **Item** | **Description** | **Action** | **Time allotted** |
|  | Welcome from the chair and Introduction of Attendees at the meeting. | Welcome by the Chair – Each person attending introduces themselves. |  |
|  | Apologies | Susan Burrell, Laura Diamond. Margot Russell, Hannah Clark, Kenny Clark, Laura Saunders. |  |
|  | Review of actions from previous meeting | NA at this meeting – **AOB**: Show draft proposal for Agenda/Minutes recordings going forward. |  |
|  | Approve minutes of previous meeting |  |  |
|  | ***Regular Agenda items:***   * *AOB to be discussed at the end of the meeting?* |  |  |
|  | * *Election of Office Bearers* | * Chair * Treasurer * Secretary * Fundraising Team |  |
|  | * *Treasurers Report* |  |  |
|  | * *Head Teachers Report* |  |  |
|  | * *Fundraising Team Report* | Helen to introduce xmas fair initial planning. |  |
|  | **Any other business:**   * Dates for Next year * P1/2 Fun Night * Agenda/minutes proposal going forward. * Donna Strachan – One Dalkeith and Arts project * Scooters/bikes in playground. * Playground monitors - feedback - Renae Bell. | Debbie  Debbie  Debbie  Donna Strachan  Debbie – Feedback from parent  Debbie Feedback from parent. |  |
|  | Next meeting  Wednesday **05th October 2016**. 6:45pm: WPS – Creative Arts Room. | Minutes from today’s meeting (06/09/2016) to be made available no later than 16/09/2016 (10 days post meeting). Emailed to attendees and uploaded onto school website, copy also to be handed to the school office. | |

