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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?*
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|  | * *Election of Office Bearers*
 | * Chair
* Treasurer
* Secretary
* Fundraising Team
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|  | * *Treasurers Report*
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|  | * *Head Teachers Report*
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|  | * *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.
 | DebbieDebbieDebbieDonna StrachanDebbie – Feedback from parentDebbie Feedback from parent.  |  |
|  | Next meetingWednesday **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.  |

