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| **Woodburn Primary School Parent Council**  **Annual General Meeting minutes** | |
| Date: | 12th September 2018 |
| Time: | 6:45pm |
| Location: | WPS Library |
| Present: | Jaclyn Morrant, Laura Saunders, Emma White, Joanne Arneil, Heather Lovatt, Gillian Taylor, Helen Laidlaw, Ross Armstrong, Laura Diamond, Kirstie Cooper, Hannah Clark, Joanna Finlay, Susan Welsh, Helen Gordon, Fozia Buchanan, Fiona Smith, Simon Bates, Lynne Fraser, Darren McConachie, Oscar Gomez, Elinor Fox, David Fox, Sarah Uwagbole, Marjory McClanachan. |



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| **Item** | **Agenda items** | **Minute of discussion** | |
| 1 | Welcome and Introductions |  | |
| 2 | Apologies | Lynsey Renwick, Elspeth McNeil, Susan Wright | |
| 3 | Approve minutes of previous meeting | Approved by Laura Diamond | |
| 4 | Parent Partnership Annual Report | Lead by current Chair – Jaclyn Morrant   * Great to see so many new faces * Gave background into role of parent partnership – to support school in terms of fundraising and strategic improvements * Current team only in place since March after resignation therefore update is limited * Changed name from Parent Council to Parent Partnership as more inclusive * Dates have been arranged for 2018/2019 as bookings have to be made however all subject to change if need be * Spring Fling and Summer Fair run by current PP both a success * Plea for new parents to get involved and support the school | |
| 5 | Parent Partnership Treasurer Report | Gillian Taylor only received access to bank books from 30/4/2018 so information prior is not available.  Current balance - £16,044.03  Summer Fair - £2,942.30  Spring Fling - £308  Reducing cost of school day funding - £11,178  Allocated spending - £13,110.40  Balance available - £2,933.63 | |
| 6 | Head Teacher Report | * JF welcomed everyone and said how delighted she was to see so many new faces at PP. * We now have a school roll of 510 P1-7 and 160 Nursery. This has its challenges but generally it has been a really positive start to the school year. * We have welcomed our primary 1 children, some new families and a number of new members of staff. It has also been lovely to hear about how our S1 children are settling in to High School. * The first in-service days were full, one of the highlights was a session looking at our Vision Values and Aims as a Woodburn Learning Community – FLC, Family Support Workers, play therapists, EAL service working together. -> different activities and Graham Ogilvie who is a graphic artist came to support recording our ideas. He is coming to a session with our children on the 8th October and JF would like to talk to PP regarding how we could do something with our parents/carers. Children have begun to think about this in their classes along with their charters. This will also lead into us looking at our Positive Behaviour Policy which needs to be revisited. * PEF Plans are in place and priorities continue from last session. * Youth Worker and Early Years Worker – focus on attendance, participation. Last year we did a lot of work looking at nurturing approaches and this year we are going to build on this for supportive interventions for children who are experiencing challenges or trauma. Need to consider the importance of this as this can impact on any child at any time. * Swimming, bikeability and skiing has started. * Meet the Staff – overwhelmed by response, we need to plan differently for another year. * Developing links with the High School. Arranged for P6 and P7 to have opportunities to be taught by teachers. There will also be a P6 Learning Council – group of children from our school working with peers from other Dalkeith Primaries. * Looking at Feedback and Marking to support children’s progress. Building on effective practices further. Questionnaires to children and parents/carers as part of this work. * Presentation Policy – to support presentation of work at each stage but particularly to met expectations for children going on to DHS. * Climate of budget cuts – PEF is protected but we have to make no non-essential spends. All vacancies are being scrutinised across the council. * House Captain elections * Visitors from Norway= in September and October. * Parent Consultations (X3 per year). * Youth Club starting next week & P1/2 Film Night. * JF circulated the Standards and Quality Summary both this and the full document will be available on the website. | |
| 7 | Election of Office Bearers 2018/2019 Academic Year | **Chair – Jaclyn Morrant**  Nominated – Ross Armstrong  Seconded – Laura Diamond  **Vice-Chair – Laura Saunders**  Nominated – Helen Laidlaw  Seconded – Hannah Clark  **Treasurer – Gillian Taylor**  Nominated – Jaclyn Morrant  Votes - Gillian Taylor received 9  Votes – Joanna Arneil received 4  **Secretary – Helen Laidlaw**  Nominated – Laura Saunders  Seconded – Kirstie Cooper | |
| 8 | Question Forum / A.O.B | * Miss Gordon confirmed choir attendance at Christmas Fair * Update provided on P1/2 movie night, lots of donations and profit roughly £160 * Plans underway for annual Monster Mash * Initial meeting to take place for Christmas Fair within next week – pleas for assistance * Discussion around timings of meetings, poll taking to see when majority can attend * Joanne Arneil (with support of Oscar) is to look after communication and website on behalf of Parent Partnership * Discussion around strategic aims of school and how this links back to what the PP are doing – JF ran through standards and quality report and properties | |
|  | **Details of next meeting** | **Wednesday 7th November 6.45pm The Library.** | |
| Signed |  | Date |  |