**Glenbervie School Partnership (GSP)**

**AGM Meeting Minutes**

**16/09/19 Glenbervie School**

Attendees (children in class): Yvonne Baddeley (YB) (p4), Dawn Campbell (DC) (p5 and p2), Jennie Glennie (JG), Laura Heeps (LH) (p2), Nicola MacDonald (NM) (p1 and P5), Mhari Mitchell (MM) (p4), Elaine Morrison-Jures (EM-J) (p4), Christina Park (CP) (p4), Claire Ramsey (CR) (p2), Gail Sangster (GS), Laura Stephen (LS), Alana Thomas (AT) (p1), Aileen Davidson (AD) (p4) (minute taker).

Apologies: Angela Jamieson (AJ), Moira Marson (MM)

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| **Item Number & Title** | **Discussion/Action** | **By/ When** |
|  | **Joint Chair’s Update (DC)**  Another year has passed and here we are once again for our AGM. Firstly I would like to welcome all new parents here and thank all committee members for all their hard work throughout the year. 2 of our longest standing members are hanging up the reigns with an impressive 31 years between them both. I would like to thank Angela Jamieson for her 19 years on the committee and Gillian Lawson for her 12 years. I would also like to say a massive thank-you to all the Glenbervie school staff, if it wasn’t for such a great team we wouldn’t have the same support – so thank-you.  This has been my first year as co-chair with Mhari. Mhari has done a previous 2 years as chair and has done an excellent job with Vice-Chair Christina and I would personally like to thank both of you.  This year we invited Christine McLennan (Aberdeenshire Council’s Parental Engagement Officer) out to give us a hand in changing our constitution which has now been done. She also gave us lots of advice on how we could try to get more parental engagement. That’s where the new nomination votes came in to reach out to parents and let them have their say in who they want as their voice on the committee.  We have had another busy year with fundraising. Fundraising is an essential part of the GSP, without the extra funding the school would lose out on so much. This year we have helped with transport to trips throughout the school for their topics , Discovery Education, Christmas Crafts, Health Week and more. The total donation from GSP is £2667.30. This year as a total we raised £2870.61 so far, and that’s not including what the Quiz Night will bring in, that’s £260 more than last year.  Looking forward – we are looking for new ideas on fundraising and trying to get more parents involved in the school life and fundraising. |  |
|  | **Head Teacher’s Update (JG)**   1. Thank you so much to GSP. The support given to the school in terms of time and money, is very much appreciated by all of the staff and pupils. A big thank you to those stepping down this session Mhari, Christina and Laura- your hard work over the past few years has been really appreciated. A special mention needs to go to Gillian Lawson and Angela Jamieson who have been on the committee for between 12-20 years- what a huge amount of dedication and support to the school and from the staff I want to say a great big thanks. 2. The GSP is very much the parents’ voice. I will listen as I want Glenbervie to be the excellent school it always has been. I value all contributions in helping the school to achieve the best for your children. The support from Christine McLennan (Parental Engagement officer) last session was really worthwhile in helping us update the constitution and seeing the role for the GSP develop to being the representation for the wider parent forum. She made many suggestions on how to achieve this, alongside our fundraising agenda. It was also good to get clarity on the HT position and I welcome the opportunity to be involved in an advisory role with any consultations that the GSP undertake. 3. Last year’s School Improvement Plan focused on Emerging Literacy agenda and improving attainment in Literacy especially in the Early Years. GSP funding was used to purchase the Literacy resources. The teachers received a training sessions Emerging Literacy and staff attended sessions to enhance our Digital literacy. We also continued to look at our Health & Wellbeing agenda, especially in terms of mental health. The GSP supported our Health week. As a result of GSP funds and the Wind Fund we successfully raised money for the new Clever touch in P2/3 class and also purchased some new PE equipment and playground equipment picked out by the Pupil Council and Health Committee.   This year’s improvement priorities  **Priority 1**- Visible learning-understand quality feedback and next steps and have more Pupil-led learning and look specifically at pace and challenge.  **Priority 2**-DYW Agenda- skills tracking and developing Digital passports, upskilling staff and pupils.  Use Seesaw as a reporting tool.  **Priority 3-** Improve Health & wellbeing by looking at SHANARRI and mental health including staff and parents too.  Track wider achievements  PEF fund- Visible Learning project and continuing with our Gross Motor skills and Breakfast Club. Thanks so much to our parent volunteers for supporting this. Very small amount this year.  4. Seesaw will still be shared with parents as much as possible. These will include samples of work covered in a range of curricular areas. The profiles will share will assessments, reflections and real time learning as it happens. We hope you like the See-saw profiling tool and are becoming more aware of what your child is learning. We welcome any feedback.  5. SHANARRI – These are our health and Wellbeing indicators which we use as part of our GIRFEC agenda. Traffic Light surveys are going to be used twice a year to help us identify any areas of concern and act promptly. Children’s voice is important  6. We welcomed many parents and carers and other relatives into school to share what the children have been doing in school and in classes through our Meet the teacher Evening and Open Afternoons. We are all very proud of our school and are very happy to show this to others! You said we did board and questions and now we would welcome any comments. Would like to link to our new Vision and values- “Together we Grow Progress and Succeed”. We also received a good response to our parent surveys and try to address any concerns raised.  7. We have lots of exciting activities during Friday activities at Glenbervie, many of which are run by parents and supported by staff for children in P1-P7. The suggestion for more after school clubs came from both the parent body and from the children. However at present Netball, Cross Country, football and sports hall Badminton are all over seen by Mrs Glennie and family with support from Scott, Brodie, Mrs Meston and Laura . The Choir is run by Miss Stephen and lego club run by Dawn, Clare and Mrs Sangster. We would love to have other lunch time or after school clubs, but we need parents to come forward then perhaps we can extend our choice. Possibility of Coding club and Art Club. Our parents volunteer to transport and support pupils at events. This is another excellent example of what an asset to the school our parents are!  8. The children at Glenbervie enjoy a wide range of visitors coming into our school throughout the year to support learning in a variety of areas, for example, sport, music and technologies. We always engaged fully with the Active School Programme and all the free workshop for children that we are offered. We have been fortunate with GSP to get out on trips to enhance learning experiences. The GSP have supported transport and with the bus costs increasing and Nicolls finishing likely costs will increase.  9. GSP money raised – (see treasurers report) in 2018/2019 please see table as to how funds were spent within school.    10. Plans for this year  \*New resources to aid curriculum as we audit what we have/need. Love interactive resources for P1/2/3 Clever touch but costs are high. Also subscriptions for Digital programmes- benefit support in this.  \*Support trips and help make them accessible for all.  \* Consultation with parents, pupils, staff- where do we need to spend?   * See Appendix 1 for a table detailing what GSP monies were used for |  |
|  | **Treasurer’s Report (discussed by CP)**  **(See Appendix 2 for spreadsheet)**  Opening balance of £2,488. Finished the year with £2,596. Up slightly. Probably up even more with another £450 for the Quiz. So close to £3000.  Fund-Raising from activities:  Race Night (£692), Snowman Drive (£194), Tea Towels (£248), Bunny Drive (£377), Quiz Night (£405), Strawberry Tea (£438), BBQ and disco (£137)  Money out for panto transport, Lego club, Online Subscription, Christmas Crafts, Trips and Trophies for Celebration of Achievement.  Key thing was the amount of different fundraisers. Even the small ones – the BBQ and disco is important as even though it raises less, it is more about enjoyment for the kids. |  |
|  | **Approval of Accounts and Appointment of Auditor**  Haudi Hayati audited the accounts. These have been fully audited and are assured for handover.  It was queried by JG whether there were any fees to be handed over for this. MM confirmed that she thought this was on a charitable basis. |  |
|  | **Announcement of New Members of the Parent Council/ Election of Office Bearers**  Nominations were received as follows:  Dawn Campbell for Chairperson  Dawn Campbell, Aileen Davidson, Odette Jones, Michelle Leslie  Dawn Campbell and Aileen Davidson  Dawn Campbell and Claire Ramsay  Dawn Campbell, Nicola MacDonald, Yvonne Baddeley and Lillian Cargill  Alana Thomas,  Dawn Campbell, Claire Ramsay, Aileen Davidson, Nicola MacDonald, Yvonne Baddley and Lillian Cargill  Elaine Morrison-Jures,  Aileen Davidson, Claire Ramsay and Nicola MacDonald,  Moira Marson.  Dawn Campbell was nominated as Chairperson by GS and MM seconded.  Claire Ramsay was nominated as Vice-Chair by DC and NM seconded  Aileen Davidson was nominated as Secretary by CP and JG seconded  Elaine Morrison-Jures was nominated as Treasurer by NM and GS seconded.  It was queried by LH whether we could have a fundraiser sub-committee or fund-raising coordinator. It was suggested that this could be part of the role of vice chair as the majority of the work was around fund-raising it was felt that the majority of the committee would be involved.  It was suggested by GS that a School Liaison may be a good idea. Yvonne Baddley was nominated by GS and CP seconded.  Committee members were also nominated and agreed to be:  Alana Thomas, Nicola MacDonald, Lillian Cargill and Moira Marson  It was also suggested that Parent Helpers could be requested to assist with fund-raising. A list of parent helpers will be kept. MM, CP, and LH would all be willing to be helpers. CP also suggested Laura Pratt, <who also subsequently agreed to be a Parent Helper>.  CP suggested it would be worthwhile putting this out to the school to make parents aware – to try and create a bank of helpers for anything from event support to home-baking. |  |
|  | **Matters Arising**  Parking – an issue happened today outside school. MM expressed the fear that people who drive and stop outside the school may cause an accident. Kids don’t know if these cars are stopped and have seen them and whether they should cross. As a school we need to raise awareness of this issue again. It was acknowledged that LH had done much work on Facebook to highlight this issue. CP also identified that there were still people parking in inappropriate areas adjacent to the school. JG identified that the involvement of Junior Road Safety representatives may be needed again.  LH suggested that it may be worth contacting Liam Kerr (MSP) to see if he could get involved.  GS highlighted that there’s a female linked to the police who comes out to schools to look at parking issues, reminding parents about parking sensibly. CP highlighted that an H bar marking would be an alternative to yellow lines. These H Bars can be designated opposite junctions by the Council Roads Department. The Police can enforce this. Police can also enforce dangerous driving and the highway code says you can’t park opposite an exit. GS will try and find out the name of the Police Liaison female.  GS said there may also be an opportunity to get the kids to film some Road Safety scenarios and then upload to Seesaw. | JG  GS  GS |
|  | **Correspondence**  MM highlighted that there are often emails to the GSP email inbox with details of training and info events that Parent Council members can go to across Aberdeenshire which can be really helpful if you’ve not been on a PTA before.  It was also queried by DC how we could add people to administer this inbox. MM confirmed they just need to know the password.  It was also discussed how the administration of the Facebook page could be undertaken. MM confirmed that anyone who’s an admin can go on – and to make someone an admin or take them off you need to go into ‘Settings’/ ‘Admin and Roles’ and you can add and take people off on there. |  |
|  | **Calendar of Meetings**  The following dates were agreed for GSP Meetings:  Monday 4th November – Meeting 7pm  Monday 13th January – Meeting 7pm  Monday 27th April – Meeting 7pm | ALL |
|  | **END OF FORMAL AGM** |  |
|  | **Approval of Minutes**  Previous Minutes were approved. |  |
|  | **Fund-Raising and Quiz Night**  Last week’s quiz night was a massive success.  **Friday 13th March** is proposed as the date for the next Quiz Night. *NOTE THIS WAS AMENDED TO 6TH MARCH AFTER THE MEETING AS THERE WAS NO AVAILABILITY AT THE VILLAGE HALL ON THE 13th .*  It’s also proposed to hold a **Family Christmas Theme Quiz Day on 1st December** 2pm with tickets for a family of up to 6 for a £10.  Need to check with Ken and Steve for their availability.  **Other proposed Dates of FundRaisers:**   * Halloween Adult Disco – 2nd Nov (ticket sales, wine or water, Gin trail) *NOTE AFTER THE MEETING THIS HAS SUBSEQUENTLY CHANGED AND THE SOUP AND SWEET IS MOVED TO THE 9TH NOVEMBER INSTEAD.* * Soup and Sweet and Little Farmers Market – Saturday 18th January 12noon until 2pm in Village Hall. *NOTE: SEE ABOVE* * Gala Day is the 13th June – and suggestions for a stall so far are: Squishy Tombola/Carnival Games/Teddy Tombola/Lob the Sweeties at the Board. * Friday 26th June BBQ and Disco.   Also **Day at the Dons** fund raising opportunity. We get 50% back on whatever is sold. It is the easiest thing to organise. All we have to do is organise the tickets. Could have everyone doing their own transport. £22 for an adult and £6 for under 12, £14 for a concession. This involves putting a letter out to the school requesting that parents put on number of tickets wanted and return it with money into school. GSP would then pay AFC the full amount. Tickets are then given to the school and dished out to who ordered them. Then a month later AFC send a cheque for the school’s share of ticket sales. There’s no minimum sale. GS queried whether it could it be put out to the whole community. GS also emphasised that picking the game is important in getting a good response. Old Firm Games are not available for this deal.  GS also offered to provide a letter format we could use.  It was decided that GSP will not do Christmas Cards this year as there was too limited time to get this organised and it was felt that this would not be a very popular item to buy.  Same company that do printed tea-towels that were sold last year to raise funds also do bags. Priced at around £3.50 per bag (about £1.50 profit per bag).Look into bags. GS will do a google search.  Order a volume and then try and sell.  Possibly an afternoon tea and cocktail night will also be scheduled – as it was emphasised that this could be a very good fund-raiser. GS identified there was a man in Stonehaven that could maybe provide bar services for this at a reasonable price. | ALL  ALL  DC  ALL  GS  GS/DC |
|  | **Children in Need**  It was agreed that a Dress as you please day or similar theme would be done for Children in Need/Sport Relief/Comic Relief. With an optional £1 donation to charity. This will be discussed with the Developing Young Workforce group within the school to see if they want to do an activity to raise more funds e.g. Guess the sweeties in the jar. |  |
|  | **Funding Process for 2019/20**  GSP write out a cheque for say £2000, when there’s £1000 left in working capital. Then school can decide what they need, and then they let us know what they spent on.  Windfarm Funding; JG asked if there were any strong ideas for things they’re looking for. Jollyphonics Resource would be useful.  EJM offered assistance in funding requests and she has a lot of experience in this area. |  |
|  | **AOB**  Will need to rearrange signatories for bank account. All Office Bearers are to be made signatories to replace the previous signatories stepping down.  GS identified that it might be an advantage to change bank accounts away from Royal Bank of Scotland to Bank of Scotland – as one of the main difficulties is getting to the bank.  New Committee Members are to be added to the Messenger Chat. |  |
|  | **Next Meeting;**  Monday 4th November – Meeting 7pm |  |

**Appendix 1**

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**Appendix 2**

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