

FRIENDS OF CULTERCULLEN SCHOOL - AGM

Staff Room, Cultercullen School

Monday 1st July 2019

From 6:15pm to 7:30pm

Present: Susan Watt (Chairperson), Jane Brebner (Secretary), Judith McKenzie (Treasurer), Laura MacArthur (Head Teacher), Alison Gagné (Head Teacher), Nicole Scott, Cllr Paul Johnston, Cllr Andrew Hassan, Vikki Jannetta, Helen MacPherson, Mae Campbell, Emma Garrow, Megan Hicks, Nicky Strachan, Kirsty Kemp, Mike Whymment, Jenny Fyall, Marie Gilpin, Lynsey MacAlister & Joy Davies.

Apologies: Cllr Jim Gifford, Shona Gray, Rhonda Robson, Gemma Laing, Rhona Marr, Lynsey Ayton, Amber Reaper, Annie Grant & Sarah Aiken.

1. Welcome and apologies

Mrs. Watt welcomed everyone to the meeting and a special welcome to Mrs Gagne returning from maternity leave and Mrs Scott, who will be joining the School as Teacher for P5 to P7 and Acting HT covering Mrs MacArthur's Maternity Leave in 2019/2020. Apologies were received.

2. Minutes of Meeting on 22nd April 2019

Minutes were approved. Susan Watt thanked Jane Brebner for the minutes and the work undertaken as Secretary over the school year.

3. Matters Arising

Update on Laptops:

It was agreed that a replacement programme of two devices per annum would be required to ensure the devices are up to standard through funding.

ACTION: Mrs Gagné to provide FOCS with details of funding when laptops requirement has been confirmed.

4. Chair Report

Susan Watt confirmed the following:

- HTs have put forward a "wish list" for education resources for the P5-7 classroom of £576, which will be put forward as a bid to the Hill of Fiddes Committee on 20 August 2019 for under £500 so match funding not required. The remaining amount will be funded by FOCS as previously agreed to ensure all items are purchased.
ACTION: Susan Watt to update at the next meeting.
- The sponsored event is now planned to take place in September/October 2019. Parents asked to come forward with ideas.
- Parents were thanked for their involvement in setting up the Spring Fayre, raffle prizes and attending the event which raised **£1925**.
- Referring to the funded sheet by FOCS for 2018/2019 listing items and trips, she highlighted **£2715** has been raised and **£5153** spent to fund education materials and trips.
- She thanked parents, teachers, staff and children for their continuing support and help throughout a successful school year.

5. Treasurer Report:

Judith McKenzie provided an annual update and confirmed the balances of the following accounts:

FOC Fundraising Account Opening Balance 18/19	£4,947.34
Income	+£3,071.18
Expenditure	-£5,408.03
Closing Balance	<u>£2,610.49</u>

- Two accounts to be amalgamated into one - Fundraising and Friends of Cultercullen Parent Council Account
ACTION: Judith McKenzie to amalgamated accounts.

Marie Gilpin provided an annual update and confirmed the balance of the following account:
Cultercullen Football Team **£537.67**

Susan Watt thanked Judith McKenzie and Marie Gilpin for their work undertaken as Treasurer's during the school year.

6. Adoption of Accounts

The accounts have now been audited by Lindsay McKenzie and were passed. Adopted by all present at meeting. Mrs. Watt thanked her for their assistance.

7. Appointment of Independent Financial Examiner

Agreement for Lindsay McKenzie to be appointed as the independent auditor for 2019-2020. Lindsay McKenzie was thanked.

8. Head Teacher Report:

Mrs MacArthur and Mrs Gagne updated as below, including School Action Plan:

- Visible Learning
- Outdoor Learning and Health & Wellbeing
- 1+2 Approach
- Siemens have been in touch with the School and looking at undertaking sessions with the Pupils about Engineering.
- Work Experience will happen again in 2019/2020 School Year with the P6 and P7s going out in Terms 3 & 4, part of World of Work.
- School Vision/Values/Aims to be looked at again – Poem to be created by P6s
- Staffing for P5 to P7's – Mrs Scott 4 days in the classroom and 1 day undertaking Head Teacher duties. Another teacher will be allocated to the P5-7 classroom, which is still to be confirmed. Staff will remain unchanged in the lower stages with Miss Smith and Mrs Dow. (Following the meeting, it was confirmed that Mrs Scott will be in the classroom Mon, Tues, Wed and Fri, with Thurs undertaking Head Teacher duties. Ms Austin will be in the classroom on Thursday's)

Discussions were held on the end of School Year trip, with concerns raised by some parents on whether it was educational and queried the cost of £673 being fully funded by FOCS and not part funded by parents. Also, it was raised if the lack of trips for the P5-7 this year could be addressed next school year.

Mrs MacArthur advised that it was traditional for the last school trip to have both educational and fun elements, highlighting the games undertaken at Innoflate and the beach stimulated learning in line with Curriculum for Excellence. Also due to staffing issues and time constraints, they were restricted to arrange a suitable whole school event for all the children. They welcomed trip suggestions from Parents.

ACTION: Susan Watt to provide Head Teachers with list of school trip suggestions from parents.

Susan Watt confirmed that due to time constraints the request for funding the trip was emailed to FOCS committee to vote, rather than discussed at a meeting, and FOCS decision was to fund the whole trip on this occasion.

9. Fundraising Report:

Susan Watt confirmed the following:

- **2019-2020 Report** - Total funds raised from events over the last year was £2,715, which included the Spring Fayre in May. Thank you to all parents for their continuing support.

- **Bags-to-school** – raised £81.20 in May 2019 (yearly total of £141)
ACTION: Susan Watt to arrange dates for November 2019 and May 2020.
- Parents were asked to come forward with fundraising ideas for 2019-2020.

10. Election of Committee Members:

Susan Watt thanked everyone for their continuing support and help during the school year. Discussions were held on electing committee members, updating the Constitution next school year and being proactive to ensure FOCS have members elected in all classrooms seeking parent views.

Parents were then welcomed onto the Committee.

Committee Members are:

Susan Watt, Judith McKenzie, Jane Brebner, Marie Gilpin, Lynsey MacAlister, Kirsty Kemp, Helen MacPherson, Nicky Strachan, Shona Gray, Mike Whyment, Mae Campbell, Jenny Fyall, Emma Garrow, Megan Hicks, Joy Davies, Rhona Marr, Shona Gray and Vikki Jannetta.

The following are carrying on as elected members:

Chairperson:	Susan Watt (last year as Chair) - Looking for someone to shadow Susan and take on Chair duties next year (2020-2021).
Secretary:	Jane Brebner
Treasurer:	Judith McKenzie
Football Club Treasurer:	Marie Gilpin
Uniform Buyer:	Lynsey MacAlister

11. AOB

- Jenny Fyall spoke about setting up a What's App group for Parents of Cultercullen School.
ACTION: Jane Brebner and Jenny Fyall to follow up with parents and update at next meeting.
- Discussion about having someone to look after the younger children of Parent's that haven't been able to attend meetings. Helen offered her older daughter as a babysitter within the school and asked that parents contact her or FOCS prior to the meeting.

12. Next Meeting: Monday 2nd September 2019 at 18:15 (School Hall, Cultercullen School).