**Minutes of the Annual General meeting and Parent Partnership Meeting**

Wednesday 25th of November 2020 virtual meeting via Teams.

In attendance: Hayley Birchmore (Chair of PPG), Jenny Donaldson (PPG Secretary), Leigh Henderson (Depute), Debi Black (Head of nursery), Jess Day, Heather Kerr, Nicola McEwan, Mhairi & Colin Cumming

Apologies: Pauline Marr (Head Teacher), Marna Mesbahi (PPG Depute Chair), Su Duthie (PPG Treasurer)

1. **Chair Update**

Hayley gave a brief update from the last meeting and explained we had been unable to locate the previous AGM minutes or the constitution. Hayley has put together a new constitution which has been agreed by all committee members and will be circulated to the Parent Forum via the School Website shortly.

1. **Chair Person’s Report**

Hayley began by explaining that although it has been a very challenging year, the PPG had still managed to undertake fundraising and have altered their practices to reflect the current challenges and to allow for more digital input/involvement. This includes setting up an online payment platform (stripe) and we continue to look at other ways to develop.

Overview of activities in the last 12 months

The Christmas Fayre – pre Covid was a great success. As always we did struggle with volunteer involvement but we all pulled it together in the end. We included an outdoor food option which appeared to go down very well and we will consider and review this for future events. It would be more beneficial fundraising wise if we could cater the event in-house making use of our Kitchen as this would generate more profit for the PPG but there are a lot of issues to consider with that. We will address this further for next year all being well.

Overall the Christmas fayre raised £2,363.76 (less raffle prizes Approx. £300)

P7 – we were unable to proceed with the planned leaving activities for P7 which was upsetting for all involved. We had hoped to be able to put together some form of reunion at some point but for now that remains on the back burner.

We did manage to arrange and send them all off with a leaving gift, we spent a little more than we usually would to account for the horrible circumstances with each child receiving a £20 All4one Gift Card and personalised leaving card.

New Head Teacher – We were actively involved in the remote interviewing and selection of our new Head Teacher, Pauline Marr, who officially joined us on 26th October 2020. We continue to engage with Mrs Marr and the school regularly looking at ways to improve the school and supporting each other in our roles.

Easyfundraising – this was set up in September and so far we have raised just under £85. It’s a work in progress, we currently have only 30 supporters and it would be good to have a few more. The committee will keep this under review and look at other ways to publicise

Halloween – we set up an online Halloween Raffle with a £100 gift card prize which was successful. Overall, we generated £131.72 net. In addition, we had a dress down Halloween themed day at school with a suggested £1 donation and the additional funds raised from that have placed in to school funds.

Christmas 2020 - there will unfortunately be no Christmas Fayre this year and it has been decided to not host a raffle given the current financial stress a lot will be finding themselves under. We hope to maybe be able to do something nearer towards Spring and will keep this under review.

Meantime – we did do the Christmas cards again which was successful and raised £349.

We also have a Christmas themed day currently being planned for the school and nursery – more information on that to follow later.

Donations – we were kindly donated the sum of £460 from ‘Insulation Solutions Scotland’ which will be used to purchase some new outdoor nursery equipment.

Conclusion -

Overall, despite the troubling situation, we consider it has been a successful year in terms of fundraising. We are still keen to see more parent involvement in the PPG and will be looking at ways to increase that along with other fundraising ideas.

If anyone wishes to become involved or has anything that they would like the PPG to raise with the school or any fundraising ideas then they are encouraged to contact the committee by email at stratheskppg@gmail.com

1. **Treasurer Report/ Approval of accounts for year ending October 2020**

As Su Duthie was unable to attend the meeting Hayley Birchmore updated everyone about the recent audit which was kindly carried out by Jess Day. The accounts all appear to be in order and will be signed off for the year, with a few recommendations which are being considered moving forward. The PPG plan to look at online banking and signatories for the account. Mhairi Cumming offered to help with this and suggested that we might think about adding more names to the account. It was pointed out that three of the committee members all live in the same street and this could be beneficial when cheques may need signed or for online approval of payments. This is something that the PPG will look at for the future.

* Current funds in the account stand at £3068.20
* Includes Insulation Solutions Scotland donation of £460
* Christmas cards raised £349 which will be paid to us shortly.
* Easy Fundraising circa £85 expected to be paid into the account in January 2021
* Outstanding payments to be made include £460 to the school for the purchase of nursery equipment and approximately £150 for Christmas snacks.
1. **Committee Appointments**

The new constitution is now in place and a vote must be taken to decide who will carry out the PPG formal roles for the next year. The Constitution states there should be at least three formal roles; Chair, Treasurer and Secretary. We currently also have a Depute Chair and plan to continue with that additional role.

Chair – Nobody has expressed an interest in taking over this role and Hayley Birchmore is happy continue in this role. A vote was taken and everyone present agreed Hayley should continue as Chair Person.

Depute Chair – Marna Mesbahi is currently in this role and has expressed an interest to continue. Nobody else has enquired about taking on the role and everyone present held a vote and agreed Marna should continue in this role.

Treasurer – Su Duthie is currently the PPG Treasurer and has expressed an interest in continuing in this role. Nobody else has shown any interest in taking on this role. A vote was taken and everyone present agreed Su should continue as Treasurer.

Secretary – Nobody has expressed an interest in taking on the role of PPG secretary and Jenny Donaldson was keen to continue in this role. A vote was held and everyone agreed Jenny will continue in the role of PPG Secretary.

Formal members to join the committee and become a council member are:

* Mhairi Cumming
* Jess Day
* Nicola McEwan

All three will be added to the email list to enable them to have more input. We also welcome anyone else who wishes to join as a formal committee member at any time.

1. **School update**

Leigh Henderson updated us all and informed us that Pauline Marr had joined them in October and that she was settling in well and getting to know all of the children. Mrs Marr has also been visible in the playground on many occasions to say hello to the parents. Leigh told us Mrs Marr has lots of good ideas for moving the school forward.

Mrs Coventry (P7 teacher) has returned after an extended absence.

Mr Armstrong (P7 teacher) has returned on phased return after an extended absence.

Read, Write, Inc. is now back up and running. Due to Covid restrictions staff are only allowed to visit two classrooms per day.

School reading books – supplies are low at present and Leigh asked if perhaps the PPG could fund some new books which are required throughout the school. The PPG have agreed to donate £500 towards this and Leigh will liaise with Hayley about this.

Covid19 - restrictions are tight but the children and all coping really well with the situation and the school continue to do all they can to enhance learning experiences as much as they can within the restrictions.

1. **Nursery Update**

Debi Black informed us that the nursery setting was working well the two rooms and that the children had all adapted very well to the new layout as well as staff having to wear masks at certain times for example when preparing snacks.

Mrs Marr has introduced a virtual assembly each week which she has included the nursery in and Debi said the children had really been enjoying this and loved to see Mrs Marr on the screen as they have got to know her already.

Some of the new nursery equipment has arrived which was bought with the donation from Insulation Solutions Scotland. Photos to follow on social media from Hayley.

Christmas plans – Children to write their Santa letters next week and staff plan to put the Christmas decorations up. There are plans for a movie afternoon and a Christmas party on the last day of term. More information to follow.

1. **AOB**

Hayley told us of plans for a Christmas themed fun day on the 15th December (School) and 17th December (Nursery) when the children will be invited to come to school dressed up or down or wearing their pyjamas. The children will have their Christmas lunch on this day and in the afternoon there are plans for a pre-recorded theatre show to be shown in class by ‘Funbox’ who are usually on at the theatre during this time. Snacks consisting of Harribo and a Freddo to be provided by the PPG. Su Duthie plans to purchase these from Costco shortly and leave at the school so they have been in isolation for at least a week before being given to the children.

Marna Mesbahi works with the charity ‘Sweet Dignity’ and asked if we could pass on to the school that they currently have some new good quality winter coats that they would like to go to a family in need as well as gifts. Leigh to liaise with Marna regarding this.

Mhairi Cumming asked if we could think about other ways to advertise fundraising/communication in the form of class Facebook pages. The nursery currently have a Facebook page which was set up during lockdown to communicate with the children and their families and this has been a great success. There is currently no school Facebook page (the school do have a Twitter page) however there is a PPG Facebook page. Hayley will discuss his further with Mrs Marr at their weekly virtual meeting.

Proposed date for the next meeting is Wednesday the 13th of January 2021 at 6pm. It was agreed we shall use ‘Teams’ from now on rather than ‘Zoom’.

Jenny Donaldson

26/11/2020