

**MINUTES OF FISHERMOSS PSC AGM MEETING**  
**4<sup>th</sup> September 2019**

<b>Attendees:</b>	Allan Denny (AD) Allyson Miller (AM) Amanda Stephen (AS) Anne Wilkins (AW) Carolyn Harrison (CH) Claire Alexander (CA) Darren Robertson (DR) David Wilkins (DW) Dawn Anderson (DW) Jenny Corrigan (JC) Kerri Fulton (KF) Louise Burnett (LB) Margaret Ferguson (MF) Michelle Murphy (MM) Morag Kennedy (MK) Nicola Cameron (NC) Nisha Misra (NM) Ramyakrishna Vemulapalli (RV) Shona Bloice (SBL) Susan Bryson (SBR)	<b>Apologies</b>	Hazel Willox (HW) Kirsty Dundas (KD) Nicole Robertson (NR) Victoria Tait (VT)
		<b>Late:</b>	Zarina Dogra (ZD)

Item	Discussion	Action	Action Date
<b>1.</b>	<b>Welcome, Attendance and Apologies (AD)</b>		
	Chairperson (AD) welcomed everyone to the meeting and thanked them for attending. Apologies were noted.		
<b>2.</b>	<b>Minutes of Previous Meeting (AD)</b>		
	Previous Minutes from meeting of 5 <sup>th</sup> June were agreed. Proposed by DR, seconded by DW.		
<b>3.</b>	<b>Treasurer's Report (NC)</b>		
	<ul style="list-style-type: none"> <li>Since first being raised as an issue in Oct 2018, the previous ex-Parent Council bank account has finally been closed in June 2019. The monies in the account - £2,002.19 - has been transferred by BACS to the RBS account. The bank details will need to be updated with Aberdeenshire Council to ensure that future grants continue to be received by the PSC.</li> <li>Currently £19,132.60 in PSC bank account.</li> <li>Fundraising income in 2018/2019 was £24,472.82. Donations given to school in 2018/2019 was £14,282.77.</li> <li>Total income £32,004.98. Total expenditure £29,327.99.</li> <li>The accounts have been fully audited independently. The auditor commented that the petty cash system is working very well. High expenditure should be reviewed. The auditor recommended the following going onwards: <ul style="list-style-type: none"> <li>i) Ensure all receipts paid into the account have evidence to support whom they came from and the value</li> <li>ii) No funds should be issued without a valid receipt</li> <li>iii) No cash advances</li> </ul> </li> </ul>		

Item	Discussion	Action	Action Date
	iv) Need to have proof of provenance with every donation/award e.g. i) denomination breakdown of the Santa Run buckets; ii) letter of award from Meikle Carewe Wind Farm, etc.		
<b>4.</b>	<b>Head Teacher's Report (MF)</b>		
	<p>Head Teacher (MF) warmly welcomed everyone and thanked them for their attendance. Several points were covered:</p> <ol style="list-style-type: none"> <li>1. <u>Budget</u>. This year the Council have given the school approximately £9624, from which all paper, pencils, copier charges (copying costs 2018/2019 was £4,370 alone!), library books, jotters, art supplies, science supplies. postage, phone calls, etc. has to be paid from. The money donated by the PSC makes a massive difference to the way the curriculum is delivered and the experiences that can be provided to the pupils.</li> <li>2. <u>Staffing</u>. Currently the school is fully staffed. Congratulations goes to previous Acting Depute, and current class teacher, Alyson Young who now works as a lecturer at the University of Aberdeen – highlighting the high calibre of teaching staff we have at Fishermoss School.</li> <li>3. <u>Inspection Report</u>. At all stages, children are consistently attaining more highly than the average for the local authority and at national level. <ol style="list-style-type: none"> <li>a. Listening and Talking 93%</li> <li>b. Reading 87%</li> <li>c. Writing 83%</li> <li>d. Maths 92%</li> <li>e. Health &amp; Wellbeing 93%</li> </ol> </li> <li>4. <u>School Improvement Plan</u>. In final year of 3-year plan and will continue with improving Maths and Numeracy, Health and Well Being and Modern Languages.</li> <li>5. <u>Financial Requests</u> The school does the best it can with the resources available, and only asks for things that enables delivery of the curriculum to the highest standards possible: <ol style="list-style-type: none"> <li>a. £1100 Floppy Phonics</li> <li>b. £97.98 School Shield for Volunteer Award</li> <li>c. £183.67 Leavers Ceilidh (2018/2019)</li> <li>d. £199 M&amp;M Theatre's Pinocchio production</li> <li>e. £1058.36 iPads for Nursery</li> <li>f. £3060 Class trips</li> <li>g. £649.05 Emergency First Aid Training (17/18)</li> <li>h. £675.85 Emergency First Aid Training (18/19)</li> <li>i. £52.42 Burns Supper (17/18)</li> </ol> <p>PSC committee agreed to fund the above requests total of £7,076.33.</p> <ul style="list-style-type: none"> <li>• NC proposed that an annual reoccurring donation of £100 is given to the school for photocopying. SB seconded the proposal. All agreed.</li> <li>• DR proposed that an annual reoccurring donation of £240 is given to the school for the school leavers ceilidh. LB seconded the proposal. All agreed.</li> </ul> </li> </ol>		

Item	Discussion	Action	Action Date
	<p>6. <u>Other items:</u> i) A new state-of-the-art Nursery will be built in 2020. ii) A local business has requested the use of the school logo for making personalised hair accessories. PSC agreed there was no objections to this.</p> <p>7. <u>Final Comments:</u> Thank you, on behalf of the Fishermoss pupils and staff, for all that has been done, and will continue to be done, to support the school and make Fishermoss the best it can be.</p>		
<b>5.</b>	<b>Chairs End of Year Report (AD)</b>		
	<ul style="list-style-type: none"> <li>Chairperson (AD) thanked everyone for the work that has gone into supporting the children of Fishermoss through fundraising, donations, representing parents' views, or partaking in events. Without the help and support of parents the total income of £32,004.98 to help the school would not have been possible.</li> <li>Communication and teamwork are key to a successful PSC and AD wished the new office bearers good luck and hoped that Fishermoss continues to go from strength to strength.</li> <li>AD reported that the September Connect e-Newsletter is now available online and is accessible to all of Fishermoss' Parent Forum.</li> </ul>		
<b>6.</b>	<b>Changes to Constitution (AD)</b>		
	<ul style="list-style-type: none"> <li>No written suggestions for changes to constitution were received.</li> <li>AD proposed that a new item be put into the constitution in the event that the election of a full new committee does not occur to safeguard the PSC for the future. All agreed.</li> <li>NC proposed that a new item be put into the constitution regarding regular and/or annual stock take, e.g. tuck, uniforms, etc. AW seconded proposal.</li> <li>Once the proposed changes have been drawn up, the changes will be distributed to the Parent Forum, after the appropriate time has passed a Special Meeting will be called to ratify the agreed changes into the constitution.</li> </ul>	<p><b>DW</b></p> <p><b>NC</b></p> <p><b>DW</b></p>	<p>09/10/19</p> <p>09/10/19</p>
<b>7.</b>	<b>Election of New Committee</b>		
	<p>All previous committee members stepped down before election of new committee. Prior to election, Chairperson (AD) briefly summarised the roles and responsibilities of the committee roles.</p> <p>New Committee:</p> <ul style="list-style-type: none"> <li>Chairperson: DW</li> <li>Vice-Chairs: DR (re-elected)</li> <li>Treasurer: ZD</li> <li>Administrative Secretary: LB</li> <li>Minutes Secretary: AW</li> <li>Purchaser: CA (re-elected)</li> <li>Uniform Co-ordinator: HW (re-elected)</li> <li>Volunteer Co-ordinator: KF</li> </ul>		



