MINUTES OF FISHERMOSS PSC AGM MEETING 4th September 2019

Attendees:	Allan Denny (AD)	Apologies	Hazel Willox (HW)
	Allyson Miller (AM)	1.,50.09.00	Kirsty Dundas (KD)
	Amanda Stephen (AS)		Nicole Robertson (NR)
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	Anne Wilkins (AW)		Victoria Tait (VT)
	Carolyn Harrison (CH)		
	Claire Alexander (CA)		
	Darren Robertson (DR)		
	David Wilkins (DW)	Late:	Zarina Dogra (ZD)
	Dawn Anderson (DW)		J ()
	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)		

Item	Discussion	Action	Action Date
1.	Welcome, Attendance and Apologies (AD)		1
	Chairperson (AD) welcomed everyone to the meeting and		
	thanked them for attending. Apologies were noted.		
2.	Minutes of Previous Meeting (AD)		
	Previous Minutes from meeting of 5 th June were agreed. Proposed by DR, seconded by DW.		
3.	Treasurer's Report (NC)		
	 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. Currently £19,132.60 in PSC bank account. Fundraising income in 2018/2019 was £24,472.82. Donations given to school in 2018/2019 was £14.282.77. Total income £32,004.98. Total expenditure £29,327.99. 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: i) Ensure all receipts paid into the account have evidence to support whom they came from and the value ii) No funds should be issued without a valid receipt iii) No cash advances 		

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	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.		
4.	Head Teacher's Report (MF)		
4.	Head Teacher's Report (MF) Head Teacher (MF) warmly welcomed everyone and thanked them for their attendance. Several points were covered: 1. Budget. 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. 2. Staffing. 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. 3. Inspection Report. At all stages, children are consistently attaining more highly than the average for the local authority and at national level. a. Listening and Talking 93% b. Reading 87% c. Writing 83% d. Maths 92% e. Health & Wellbeing 93% 4. School Improvement Plan. In final year of 3-year plan and will continue with improving Maths and Numeracy, Health and Well Being and Modern Languages. 5. Financial Requests 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: a. £1100 Floppy Phonics b. £97.98 School Shield for Volunteer Award c. £183.67 Leavers Ceilidh (2018/2019) d. £199 M&M Theatre's Pinocchio production e. £1058.36 iPads for Nursery		
	f. £3060 Class trips g. £649.05 Emergency First Aid Training (17/18) h. £675.85 Emergency First Aid Training (18/19) i. £52.42 Burns Supper (17/18)		
	 PSC committee agreed to fund the above requests total of £7,076.33. NC proposed that an annual reoccurring donation of £100 is given to the school for photocopying. SB seconded the proposal. All agreed. 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. 		

Item	Discussion	Action	Action Date
	 Other items: 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. Final Comments: Thank you, on behalf of the Fisherrmoss 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. 		
5.	Chairs End of Year Report (AD)		
	 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. 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. AD reported that the September Connect e-Newsletter is now available online and is accessible to all of Fishermoss' Parent Forum. 		
6.	Changes to Constitution (AD)		
	 No written suggestions for changes to constitution were received. 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. 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. Once the proposed changed 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. 	DW NC	09/10/19
7.	Election of New Committee		
	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. New Committee: Chairperson: DW Vice-Chairs: DR (re-elected) Treasurer: ZD Administrative Secretary: LB Minutes Secretary: AW Purchaser: CA (re-elected) Uniform Co-ordinator: HW (re-elected) Volunteer Co-ordinator: KF		

Item	Discussion Event Dates		Action Date
8.			
	Friday 27 th September. School Sponsored Walk. This requires at least 6 Marshalls. Volunteer Co-ordinator to liaise with School Office to see how many volunteers are still required. CA to purchase after walk treats.	KF & CA.	27/09/19
	Thursday 10 th October. Dress As You Please Day. Chocolate donation for Christmas Fayre Tombola.		
	 Wednesday 30th October. Halloween Disco. Requires 6 volunteers with PVG and additional 4 volunteers to shadow those with PVGs. AM &DR are to return as DJs after great feedback from summer disco. a. P1 to P3 disco 6pm to 7:00pm, lights on, no masks. b. P4 to P7 disco 7:15pm to 8:30pm, masks allowed, hall will be dark. 	KF AM & DR	
	AM proposed that a 5-minute 'Toolbox Talk' be given before the discos so that everyone knows what to do in terms of fire exits, etc. All agreed	АМ	
	Let to be completed.	LB	30/09/19
	Friday 15 th November. Children in Need		
	Friday 29 th November. Christmas Fayre. This event requires a significant number of volunteers on the night to man PSC stalls, at least 20. Further discussion of the Xmas Fayre to take place at next months meeting, but in the meantime all to think of new ideas for the fayre. Let needs to be completed.	ALL LB	30/09/19
	3 rd /4 th /5 th December. Portlethen Santa Run. DR& DW organise this event.	DR & DW	
	Friday 6 th December. Christmas Cinema Night. NC organises this event. Held in Portlethen Academy. This year's film will hopefully be Polar Express. Date to be confirmed.	NC	
	Friday 15 th May. Donations for Spring Fayre PSC tombola stalls. a. P1 to P3 toys b. P4 and P5 chocolate c. P6 and P7 bottles		
	Saturday 16 th May A significant number of volunteers are required, at least 10 for setting up on Friday night and dismantling on Saturday afternoon, and an additional 30 to man the PSC stalls during Saturday.	KF	
	DW suggested people start thinking about the Spring Fayre now in case we want to book Zorbs, the Fire Brigade, Police Scotland, Coastguard, etc. Let to be completed for both school & Bourtree Park	ALL LB	30/09/19

Item	Discu	ssion	Action	Action Date
	•	Thursday 18 th June End of Term Disco. Requires 6 volunteers with PVG, and additional 4 volunteers to shadow those with PVGs. AM &DR to DJ a. P1 to P3 disco 6pm to 7:00pm b. P4 to P6 disco 7:15pm to 8:30pm Let to be completed.	KF AM & DR LB	30/09/19
9.	AOB		Action	Action Date
	1.	Raffle Prizes MK raised the query regarding getting better raffle prizes for the Christmas Fayre as last years were poor. Much discussion ensued with suggestions of writing to companies coming from CA and LB. ZD reported that over 100 letters had been sent last year with little coming back. DW suggested that everyone think of people, or companies, to contact for raffle donations for both Christmas and Spring Fayres.	ALL	ASAP
	2.	Christmas Cards. It was raised whether Christmas cards would be done again this year. Much discussion ensued. AW reminded everyone of the overwhelming negative response received from the Survey Monkey carried out last December. AS said, she thinks they are great to have and to send to relatives. SB fedback that teachers needed more time to plan for doing the templates in lessons. CA suggested that templates be taken home. It was decided that a new card suppler would be located. AW suggested that this needs to be done immediately as the templates for Christmas Cards for Schools Ltd had to be back by 26th Sept. MK volunteered to source 2 new potential Christmas card companies.	MK	ASAP
	3.	Social Night. NC had been contacted by Portlethen Primary to see if there was interest in holding a joint social night at the Portlethen Golf Club with the band Fifth Avenue. £1150 Band Hire ~£420 catering. 150 maximum tickets, £20 ticket. NC proposed the social night just for adults suggested Feb 2020 but date still to be confirmed. AW seconded. Agreed by all.	NC	
	4.	<u>Dons Day Out</u> . NC proposed another Dons Day Out and will look upcoming fixtures for available dates.	NC	
	5.	Shopping List LB enquired as to whether we have a wish list of things we would like but do not need as she can apply for grants.		
	The me time.	eeting closed with Chairperson (DW) thanking everyone for their		

Date, Time and Location of next Meeting:

Wednesday 9th October 2019, 7pm, Fishermoss School Staffroom.