



PENICUIK HIGH SCHOOL PARENTS' ASSOCIATION AGM

TUESDAY 1st OCTOBER 2019
AT 7 PM IN PENICUIK HIGH SCHOOL

Present

Helen Armstrong (Parent, Chair)
Julie Begbie (Parent)
Maria Brolly (Parent)
Lorna Glasgow (Parent)
Alison McKenzie (Parent)
Pauline Pender (Parent, Treasurer)
Sharon Bravey (Parent)
Gillian Shepherd (Parent, 50/50 Club)
Jenny Sprott (Parent, Vice Chair)
Nicola Traynor (Parent)
Lynsey Weir (Minute Clerk)

Apologies

Susan Allen (Parent)
Hilary Larkins (Parent)
Jim Young (Business Link)

1.0 WELCOME AND APOLOGIES

HA opened the meeting by welcoming all and introducing the office bearers. Apologies noted.

CHAIRS REPORT

2.0 Helen Armstrong, Chair, provided an annual report.

The office bearers for 2018-2019 were:

Chair: Helen Armstrong, Vice Chair: Jenny Sprott, Treasurer:
Pauline Pender, 50:50 club administrator: Gillian Shepherd, Minute
Clerk: Lynsey Weir.

Huge thanks to Pauline, Jenny, Gillian, and Lynsey for their time and commitment keeping the meetings going, keeping track of our finances, running the 50:50 club and taking the minutes of our meetings. Thanks also to the school staff and, in particular to Mark Edie and Craig Biddick who have given up their time to come along to Parents' Association meetings to keep us informed and to answer our questions. Also to Diane in the office for responding to numerous queries and sending out emails to all parents /carers. Lastly, thanks to the janitorial staff who set up the tea and coffee for our meetings.

ACTION

The PA currently has 53 members on our e-mail list and 348 Facebook group members; an increase since last year. The Facebook group continues to be a very successful communication tool. All our meetings, and any volunteering opportunities, are advertised on the FB page. It has also been a useful place for parents /carers to post questions and information and for others to provide response. Other means of communication have been regular emails to all parents, contributions to the school newsletter and the Parents' Association web pages. The latter have been kept up-to-date throughout the year and includes: information on future meetings, minutes of past meetings, information on volunteering opportunities, past financial reports and a list of items funded by the PA, information on Connect (the new name for the Scottish Parent Teacher Association), PA insurance documents and the PA constitution. The PA has its own email address with emails being checked by Pauline and Helen.

Our main (currently only) source of income continues to be the 50:50 club. Thanks to Gillian, Pauline and all the subscribers for making it happen. Income from the 50:50 club has allowed us to support the school with various donations that are listed in the treasurer's report.

At the five meetings (and the AGM) we had last year Mark Edie and Craig Biddick, provided updates on school activities. Additionally:

- Alistair McDonald joined us from the Midlothian Council Lifelong Learning and Employability team to discuss family learning and information evening opportunities

Other activities included:

- Ross Jamieson ran an information evening on the Exam System in January 2019 with input on content from the PA. Information, and links to relevant web sites, have been put on the PA web page.
- A list of issues that parents would like to see addressed at the school was drawn up in consultation with all parents. Craig Biddick organised an additional PA meeting for parents to discuss these. This meeting was very well attended. Craig responded to the issues raised both verbally and in writing.
- Connect ran a training session at the school for parents /carers entitled 'Helping to Support your School'.
- Ian Stevenson (parent) helped with both the practice, and final, Silver Duke of Edinburgh expeditions.
- Julie Begbie, Pauline Pender and Jenny Sprott were members of the interviewing panel for the new Acting Head Teacher.
- Julie Begbie, Sharon Leitch and Sharon Bravey contributed to

a School Review.

- Helen Armstrong, Pauline Pender and Sharon Bravey met with other representatives of Midlothian Parent Councils, to discuss issues of mutual interest, including funding.
- A temporary sub-group was set up to respond to Midlothian Council's medium term financial strategy. The sub-group met with Craig Biddick and responded to the strategy.
- Pauline arranged for 1,000 PA /50:50 club leaflets to be printed and these went out with the data check forms to all parents at the start of the 2019/20 year.
- A communications sub group, co-ordinated by Sharon Leitch (now Julie Begbie), has been set up to liaise with the school on ways of improving communication between the school and parents /carers. The sub-group has held it's first meeting with Craig.

3.0 ELECTION OF OFFICE BEARERS

- 1) Pauline Pender was elected as Chair. Proposed by Helen Armstrong and seconded by Gillian Shepherd.
- 2) Nominations are sought for the role of Vice Chair.
- 3) Sharon Bravey was elected as Treasurer. Proposed by Julie Begbie and seconded by Pauline Pender.
- 4) Lynsey Weir will remain as Minute Clerk as employed by Midlothian Council.
- 5) Jill Doyle was elected for the 50/50 Club role. Proposed by Helen Armstrong and seconded by Gillian Shepherd.
- 6) Any parents wishing to join the Parents' Association would be most welcome.

4.0 TREASURERS REPORT

- 1) Pauline Pender gave an overview of the accounts which run from 1 August – 31 July: The Income for the past year has all been from the 50/50 club, £3,835.00, there has been a fall in numbers for recent months due to families, who no longer have children at the school, withdrawing their support but a recent drop of flyers has seen new members joining for the year ahead and, hopefully, this will continue to increase. The majority of expenses for the year have been 50/50 club for prizes, £1,564.50, and stationery, £13.92. Further expenses have been donations to the High School: a contribution to the Malawi project of £350, this was to help fund internet services to our affiliated school and £150 of funding towards the Pupil Hall of Fame for frames and costs. The bank balance as of 31 July 2019 was £4,090.77 with pending uncashed cheques of £109.75, leaving an available balance of £3,981.52
- 2) Balance of the 50/50 Club Account was £1,108.50 as at 31 July 2019. The balance of the account as at 31 July 2018

was £3,224.94. Thanks to Gillian Shepherd for running this club.

- 3) Helen Armstrong thanked Pauline Pender for her assistance.

5.0

50/50 CLUB

- 1) Gillian Shepherd advised that our monthly numbers fluctuate throughout the year but we average about 41 a month. We have had 6 new sign ups since the return from Summer break. We need to continue promoting the club as much as we can with leaflet drops at school parent events, via Facebook and the school newsletter. We have not assisted with refreshments at recent Parent events which is a missed opportunity for handing out the leaflets. A copy of our leaflet was placed into the pupil data sheet bundle which goes home at the start of each year to all pupils.

- 2) All draw wins are advertised on our Facebook page.

6.0

- 3) Helen Armstrong thanked Gillian for all her assistance.

ANY OTHER BUSINESS

No other business noted.

Date of next meeting Thursday 28 November 2019 at 1900hrs.

Name of Chairperson: _____

Signature of Chairperson: _____

Date Minutes Approved: _____