

# **Minutes of Wallace Hall 2-18 Parent Council AGM**

**Thursday, 29<sup>th</sup> October 2020  
7pm via Teams**



**Present: Louise Cochran (Chair), Christine Carson (Treasurer), Kirsty Colchester, Barry Graham, Melanie Halliday, Cathy Mackenzie, Euan Mack, Jillian Maxwell, Lynne Maxwell, Caroline O'Hara (Vice-Chair) and Charlene Henderson**

Item		Action
1	Apologies: Ann Andreasen, Kerry Fry, Carol Hamilton, Anna Meredith, Sharon Young and Jane Valentine  Welcome – LC welcomed everyone to the meeting.	
2	Approval of the Minutes from last AGM 08 October 2019 Minutes Approved by MH Seconded by JM	
3	LC Read Chair Persons Report See Appendix 1  BG Thanked LC for Chairing Parent Council & the Parent Council for their support	
4	Prepared Accounts for 1 <sup>st</sup> April 2019- 31 <sup>st</sup> March 2020 CC discusses accounts See Appendix 2  CC would like the accounts on website so parents can see exactly what it is being spent on CC has a box in the school office for receipts, cheques etc. CMac suggests we continue to let parents know about fundraising and what it is being spent on/sent to  JM Approved Accounts MH Seconded	

5	CC has found someone to audit the accounts Gillian Godfrey approved to audit accounts.	
6	AA, CC, LC, KF, MH, CH, JM, LM, COH & SY would all like to remain on the parent council. KC would like to continue as a non member but participate in meetings. CHam is unable to continue as a member due to work commitments. DB & NH have not responded so will be removed as parent council members.	
7	<ul style="list-style-type: none"> <li>a) LC would like to continue as chair JM proposes and COH seconded</li> <li>b) COH would like to continue as Vice Chair LC proposes and JM seconded</li> <li>c) No one willing to be Secretary. JM has offered to help but cannot do it all, as has SY. COH has suggested it is advertised as paid post or a 5<sup>th</sup>/6<sup>th</sup> year help out. JM also suggests this and put it out as a proper job advert. BG agrees also suggests if no responses will speak to 6<sup>th</sup> years. Agreed to advertise as job post. JM Proposes and COH seconded.</li> <li>d) CC would like to continue. LC Proposes and COH seconded.</li> </ul>	CC to look into funds for secretary
8	See above	
9	<ul style="list-style-type: none"> <li>a) JM would like to continue as Leader with LM helping out where possible, MH and Lynne Smith will be on committee.</li> <li>b) COH will continue as Point of contact, SY, KF &amp; CC will continue to be on.</li> <li>c) No Christmas Market this year</li> <li>d) LM will continue as Leader, CH, AM &amp; CMac will be on committee. BG will sort out class representatives.</li> <li>e) Agreement Communication will now be via Secretary.</li> </ul> <p>BG Thanked everyone for sticking with the Parent Council Also Thanked LC for being Chair</p> <p>LC Thanked everyone for coming</p>	

## Date of Next Meeting to be Confirmed

# **Appendix 1**

## **WALLACE HALL 2-18 PARENT COUNCIL**

### **CHAIRPERSON'S REPORT**

**AGM -Thursday, 29<sup>th</sup> October 2020**

Well what can I say, it has been a rather unusual year for us all and as a Parent Council, with the affects of Covid-19 and the Lockdown. As a Parent Council we have just had to march on and do what we could under the unprecedeted times we find ourselves in.

Since the last AGM in October 2019, Wallace Hall Parent Council has held a total of five meetings, including our first virtual meeting via Teams in September, which despite a few hiccups with setting it up and Teacher's getting access, our first meeting was a great success – A special thankyou must go to Mrs Caroline Menzies for her help, time, patience and many test calls in helping me get this up and running smoothly. Our meeting in December unfortunately had to be postponed due to adverse weather conditions.

We started the year with 13 members and one non-member on our mailing list. Mrs Audrey Murray resigned in December 2019, and we lost Mark Blount in July, as both his children have now finished Wallace Hall Academy. Thanks to both for their work, time and support they have given the PC during their time on it. We finish the year with 12 Members and three non-members on our mailing list.

The PC has had five Teacher representatives throughout the year: Mr Barry Graham (HT); Mr Euan Mack (DHT Academy); Mrs Anna Meredith (DHT Primary) and Mrs Sarah McDiarmid (DHT Primary). Mrs Cathy Mackenzie (Acting DHT Primary) joined PC as a teacher representative in September, in place of Mrs Sarah McDiarmid. Thanks, must go to them all for their continued support, help, advice, and teacher input they give not only to myself, but to the PC throughout the year. Thanks to Mr Barry Graham for his informative Headteacher's Reports throughout the year, keeping us up to date on what is happening within the school. Thanks also to Mr Euan Mack for his help and support at Academy Parent's Evenings, aswell as to the other members of staff and Amey employees who have assisted and supported us at Parents Evenings. Thankyou also to Mr Grahame Arrowsmith, Teacher, Business and IT, for his informative presentations he has given us throughout the year on 'Bring your own Device to School'.

### **Sub-Committees**

#### **Primary Fundraising and Christmas Market**

The Primary fundraising team have had another busy year fundraising at Halloween and Christmas time. The work that Jillian Maxwell and her fundraising team do is invaluable. The money they raised has gone towards essential, very important and useful resources and equipment for the Primary School including for example; Read/Write Speed cards; Read/Write phonic cards; thread, wool and needles for P7 craft group for golden time; reading books for all levels; headphones and mics; sing up subscription, visualisers, trimmer, phonic books and more. A huge thankyou to Jillian and her team for all the hard work they do in raising money to ensure our Primary pupils have access to the most up-to-date resources and equipment.

The Christmas Market was another great success last year. A great many thanks must go again to Jillian Maxwell and her team of willing helpers for all their time and

hard work that they put into organising and running this event. Well done to all involved!

### Secondary Fundraising

This group had been busy coming up with ideas for fundraising, but unfortunately due to the sudden onset of Covid-19 and lockdown they were unable to hold any events they had planned. Thanks to this group for giving up their time to meet and come up with new ideas to raise funds for the Secondary school.

### Communication and Development

Darren Burns updated the PC throughout the year on his development plan for the Tercentenary Campaign for 2023. Thanks to Darren for all the work he has put into this development plan and for all the eye-catching posters/notices he has designed and produced throughout the year for the PC.

### Learning and Teaching

The Learning and Teaching group unfortunately only got to meet once this year, again due to Covid-19 and lockdown. A monkey survey was planned for Parents to complete to find out what skills, hobbies, talents they could offer the school and times they could help out, but unfortunately this again did not happen due to Covid-19. Lynne Maxwell was involved in the Appointment of DHT's Primary and Secondary. A special thanks must go to Lynne for her involvement in these appointments; the time she gave up to go through and discuss the numerous application forms with myself, and for all the other important educational information/links she provides the PC with throughout the year.

### **So, what else have we been up to this year?**

Apart from what the above sub-committees have been up to, given the year we have had, I am very pleased to say, that despite everything, we have had a very productive and pro-active year, as follows:

1. Last November, Vice-Chair, Caroline O'Hara attended a meeting regarding proposed Education cuts and changes at Sanquhar Academy.
2. Also, in November, myself, as Chair, along with Mrs Kerry Fry, attended the P7 Open Night to represent the PC.
3. Updated our Data Protection and Privacy Policy.
4. Discussed Secretary Vacancy.
5. PC attended Academy Parents Evenings, providing a valuable and positive way to encourage parental involvement and engagement with the Parent Forum. We engaged with the parents through surveys and 'Two Stars and A Wish' for various topics and discussed results at PC meetings.
6. Purchased Display Boards to increase our profile at Parents Evenings and school events.
7. Discussed WHA Catchment Area Review re: Burnhead/Auldgirth.
8. Discussed Education Transformation/ Budget Cuts Updates.
9. Involved in Collaborative Review.
10. In January, as Chairperson, I was invited to and attended the opening of the 'Whagon' Barista in the Academy.
11. As Chairperson, I was invited to and attended the Primary School Burns Assembly.
12. I have had numerous meetings, throughout the year, with Amey, Councillors, Council Officers and HT regarding School Pitches.
13. Completed and submitted Council Budget 2020/2021 Response form re: proposed school budget cuts/options.

14. In February, Darren Burns and myself, as Chairperson, attended DGC Consultation Event at Wallace Hall Academy re: School Estate
15. Discussed Purchasing Gambling Licence for Fundraising Events
16. Held our first 'Brew and Blether' in the school, in February.
17. New Bidding System for funding discussed.
18. Addressed Road Safety Issues relating to school carpark, car parking.
19. Involved in Appointment of DHT's for both Primary and Secondary
20. Coronavirus Discussions
21. Sent Flowers to Mrs. McDiarmid
22. As Chairperson, I took part in the Head Boy/ Head Girl Interviews
23. Introduction and Presentation of Wallace Hall Parent Council Prize for School Dux and Medal.
24. Ran a Basic First Aid Course
25. Purchased P7 Ties
26. Home Schooling Feedback during Lockdown to HT
27. As Chairperson, I wrote a message in S6 Memories Book
28. Withdrawal of Bus (213)
29. PC Allowance

Oh, and I better not forget to mention the numerous meetings I have had with our Head Teacher, Mr Barry Graham, throughout the year. Our meetings have taken place in various location this year- In school, by phone, on a picnic bench in the playground, via Teams, and even on What's App.

### **Thankyou's**

I will finish with some additional Thankyou's - A huge thankyou to everyone who has participated, helped, and worked hard throughout the year for the PC. Thanks to the Local Councillors for their advice and support they have given us on many issues throughout the year, especially to Councillor Andrew Wood for his continued support and efforts in helping us in our quest to get the Pitches sorted.

I cannot forget my office bearers; Thanks to my Vice-Chair, Caroline O'Hara for all her help and support she has given me in my role as Chair, and thanks to our Treasurer, Christine Carson for all she has done throughout the year regarding our finances and PC Allowances.

Thanks, again to Mrs. Caroline Menzies for all her support and help she gives both the Parent Council and myself throughout the year, especially relating to ICT matters, not only in school hours but out with.

And finally to Mr Barry Graham, thank you for all your support throughout the year and for putting up with my many questions and views, we have had some very open and honest discussions/chats throughout the year, discussing many a topic at our meetings, some we agree on and others we haven't. To date our meetings have been very beneficial, informative, and productive.

Overall as Chair, I am very pleased with what we have achieved this year as a PC, through our increased presence within the school and communication with the Parent Forum, our improved relationship between the school and the PC, and for all the new initiatives we have implemented throughout the year. Well done, Everyone!

## Appendix 2

**Accounts for the Year 1st April 2019 to 31st March 2020, WH Parent Council**

**Wallace Hall Parent Council Bank Account**

Opening balance at 1st April 2019		£6,183.21
Income paid into bank	1902.9	£8,086.11
Cash Income used to pay Cash expenses	68.45	£8,154.56
Expenditure	1561.51	£6,593.05
Cash expenses	68.45	£6,524.60
Closing balance at 31st March 2020	1971.35	1629.96 £6,524.60

**Summary of Income**

	Primary	Academy	TOTAL
Tea towel	102		£102.00
Hallowe'en Disco	470.1		£470.10
Christmas Fayre	237.70	237.70	£475.40
Christmas Fayre	808.85		£808.85
?			£115.00
			<b>£1,971.35</b>

**Summary Expenditure**

	Primary	Academy	
Hub tools & board (D.Simpson, payee)		212.84	£212.84
WHP-P7 ties	125		£125.00
Charity Ball	25	25	£50.00
ELC P7 & Phonics resources	211.5		£211.50
Christmas Gifts primary (JM & NH)	396.5		£396.50
Hallowe'en Disco Expenditure	222.05		£222.05
Christmas Fayre Expenditure	115.49		£115.49
Craft Supplies for Primary	17.48		£17.48
Parent Council Display Boards	128.4	128.4	£256.80
Misc primary supplies (JM)	22.3		£22.30
			<b>£1,629.96</b>

Of the funds held at the start of the year, £3988.73 are Primary and £2194.48 Academy

Of the funds held at the close of the year, £4401.16 are Primary and £2123.44 Academy