

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



**Thursday, 29<sup>th</sup> October 2021  
7pm via Teams**

**Present: Louise Cochran (Chair), Katrina Galligan (Secretary), Lynn Smith, Sharon Young, Ann Andreasen, Anna Meredith, Maria Navarro, Jillian Maxwell, Euan Mack, Barry Graham, Claire Ingram, Mark Ingram, Lynne Maxwell, Katharine Ellicott and Laura Keenan**

Item		Action
1	Apologies: Christine Carson, Kerry Fry, Laura Weir, Caroline O'Hara, Melanie Halliday, Jane Valentine, Cathy Mackenzie and Charlene Henderson	
2	Approval of the Minutes from last meeting October 2020 – Minutes approved and agreed as correct. Approved by Sharon Young & Seconded by Jillian Maxwell	
3	Chairperson's report by Louise Cochran Appendix 1	
4	<p>The Treasurer's report read by Katrina Galligan. Written by Christine Carson (Treasurer) Appendix 2a Appendix 2b Balance Sheet sent out by email before meeting prepared by CC</p> <p>Comments on Balance Sheet - £60pa KG mentioned in report JM Clarified this AA Approve Accounts CI Seconded Accounts</p>	
5	<p>Dawn Stirk (Previous Treasurer) to be asked by CC to get someone whom she works with to Approve &amp; Audit accounts.</p> <p>All Agreed</p>	
6	<p>Went out in September for 2 weeks to the Parent Forum for feedback and suggestions or approval. Following feedback was received and discuss: Should be ELC and not Nursery – <b>Approved.</b> Promote Fairness and Equality as a separate bullet point – <b>Approved.</b> Parent DB had a few points:</p> <ol style="list-style-type: none"> <li>1. The Parent Forum should be given the opportunity to consider the model constitution developed by Connect (the Scottish Parent Teacher Council), and included in the Scheme of Establishment for Parent Councils by Dumfries and Galloway Council. – <b>We used the Connect guidance and example model constitution, but used different formatting &amp; layout.</b></li> <li>2. Any constitution should make it clear that the constitution is for a joint parent</li> </ol>	

	<p>council of Wallace Hall Primary School (and Nursery), and Wallace Hall Academy, two legally separate schools, managed currently by one 'partnership' head teacher. – <b>Point Agreed and Approved.</b></p> <ol style="list-style-type: none"> <li>3. There should be a clause to enable to separate the joint parent council to a primary school parent council and a secondary parent council, should it be agreed by a majority of primary or secondary members of the Parent Forum. – <b>Agreed to not include this clause.</b></li> <li>4. The objects of the Connect model constitution would appear to cover all required aspects of the functions of a parent council, therefore these should be considered rather than the proposed.- <b>Again, we used the example Connect model constitution and guidance, but used different formatting &amp; layout.</b></li> <li>5. On membership, consideration should be given to a designated number of parents from the 'primary school' and the 'secondary school' to ensure that interests of children from the primary school (and nursery), and the secondary school are represented.- <b>Quite difficult to get an even split of parents. ELC and Primary do become Academy parents. Recruitment of ELC parents. – All Agreed to not put this clause in.</b></li> <li>6. For notification of an AGM or EGM it would be more good practice, common and fair for parents of the Parent Forum to be notified of a special meeting with at least two weeks in advance. One week is too short.- <b>Left as one week as in an urgent matter two weeks is too long – All Agreed to leave as One Week.</b></li> <li>7. Parent council meetings are public meetings, and there should be no clause to exclude parents from attending, nor should there be a clause that office bearers can hold a closed meeting. This would be considered undemocratic.- This clause was regarding sensitive matters and is used in Connect Model Constitution, but it is worded differently in ours. Agreed to leave this clause as is.</li> </ol> <p>Comments and decisions in Bold.</p> <p>New constitution was approved and adopted with the above changes.</p>	<p>LC KG</p>
<p>7</p>	<p>Members staying on are:  COH  JV  KF  AA  SY  LM  MH  JM  Not heard from CH, decided to leave on until we hear otherwise.  CC has now stood down as both Treasurer and PC Member.  LC Staying on  MN would like to join  LK would like to join  CI and MI would like more information  KE would not like to join at the moment, but would like to receive information on Meetings, etc.</p>	

	<p>Teacher Reps –  Anna Meredith  Laura Weir  Euan Mack  Lynn Smith</p>	
8	<p>a) Chairperson – Louise Cochran is staying on as Chairperson for the moment  JM Proposes  LK Seconded  b) Vice Chair – COH has stood down  Vacant post will discuss at next meeting  C) CC stood down, Jane Valentine would like to put her name forward for Treasurer  JM Proposes  LM Seconded</p>	
9	<p>A) LM stood down as Leader. Leader Vacant Post. AM, LS and Martin McKenna will be Teacher Reps.  B) JM staying on as Leader. CI would like to join. MH will stay on. LS will be Teacher Rep.  C) CC stood down as Leader but will stay on as Parent Forum member. AA would like to stay on. Leader Vacant Post. Lewis Gray will be Teacher Rep.</p>	

### **Date of Next Meeting to be Confirmed**

# **Appendix 1**

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

### **CHAIRPERSON'S REPORT**

#### **AGM – Monday, 4th October 2021**

Well, it has been another unusual year for us all and as a Parent Council, with the ongoing Covid-19 restrictions and a second Lockdown. Despite this, I am pleased to report, we have continued having our meetings virtually, tackling and discussing many issues and topics, Sub-Committees have continued to meet and function, and even managed to do some fundraising for the Primary.

Since the last AGM in October 2020, Wallace Hall Parent Council has held a total of seven meetings, all virtually via Teams, which seems to be working well. Overall attendance has been very good with an average of 12 in attendance at meetings plus the Secretary.

We started the year with 10 members, and 2 non-members on our mailing list. Mrs Carol Hamilton stood down at last year's AGM, and Mr Darren Burns stood down in November. Thanks to both for all their work, time and support they gave to the PC during their time on it. Mrs Jane Valentine became a Member in March 2020. We finish the year with 11 members, and 4 non-members on our mailing list.

The Parent Council has had five Teacher representatives throughout the year: Mr Barry Graham (HT); Mr Euan Mack (DHT Academy); Mrs Anna Meredith (DHT Primary) and Mrs Cathy Mackenzie (Acting DHT Primary). Miss Laura Weir (ELC Manager) joined the Parent Council in January as a Teacher Representative. We also had Teacher Representatives on our three Sub-Committees: Mrs Anna Meredith, Mrs Cathy Mackenzie and Mr Martin McKenna (Learning and Teaching Sub-Committee);

Mrs Lynn Smith (Primary Fundraising and Events), and Miss Kym McVeigh (Secondary Fundraising and Events).

At our meetings, Mr Barry Graham provided us with his Headteacher's Reports, keeping us informed and up to date on what was happening within the school.

Thanks, must go to them all for their continued support, help, time, advice, and teacher input they give to the PC throughout the year.

### Presentations

We have also had seven presentations from the School Staff this year:

In Oct and January, Mr Grahame Arrowsmith, Business and ICT Teacher, came to talk to us about 'Bring Your Own Device to School/ ICT Policy'.

In December, Mrs Diane Jarvie, School Support Manager, gave us a 'Covid-19-Update'.

In January, Mr John Blair, DHT Academy, updated us on the 'New Senior Phase Curriculum'.

In March, Miss Finlay Park, Website Committee, spoke to us about 'School Social Media Platforms/Website and PC Section'.

In April, Miss Laura Weir, ELC Manager, gave us a presentation on the 'ELC'.

And finally, in June, Mr Barry Graham, Head Teacher, gave us a presentation on the 'School Improvement Plan'.

Thanks to all staff who gave up their time to come along to our meetings to give us presentations throughout the year. They were all very informative and beneficial to us and were much appreciated.

In April, Mr Larann Foss, Education Officer, came along to our meeting to discuss with us the on-going issue with the water-logged school pitches.

## **Sub-Committees**

### Primary Fundraising & Events

The Primary Fundraising team have had another productive year. Fundraising at Halloween through the sale of 'Halloween Sweetie Cones', and at Christmas they made 'Class Crafts' and sold them to Parents/Carers, aswell as coming up with a new idea to raise funds, through the very successful '10p Trail/Challenge' they held during the summer term. This year the funds raised have gone towards: Sweets for Halloween; Christmas Party and Presents for the Primary pupils; Christmas Craft Materials; 'Out of the Ark' musical and singing resource; two-year funding for 'Purple Mash' – ICT resource for ELC and Primary pupils; End of year Treats of Wooden Stars and Ice-Cream, P7 Ties, and a Pizza and Chips Party for the P7 Leavers.

A huge thankyou to Jillian Maxwell (Leader) and her team for all the hard work and time they put into raising funds for the Primary, especially during what has been another challenging year to fundraise in – Well done to you all!

### Secondary Fundraising & Events

The Secondary Fundraising team have been busy this year coming up with ideas for fundraising, before the second lockdown they had planned to hold two events: a Gin/Wine Tasting in the Spring and a Bingo/Quiz Night in the Autumn, but unfortunately due to Covid-19 restrictions and another lockdown they were unable to hold these events. They now have a Gambling licence and are planning to hold a Raffle, hopefully in the upcoming months when restrictions have eased more. Thanks

to this group for giving up their time to meet and come up with ideas to raise funds for the Secondary school.

### Learning and Teaching

The Learning and Teaching Sub-Committee has had a rather busy and productive year.

In October 2020 the Parent Council were approached by Mrs Catherine McKenzie to look over and provide feedback on the Positive Behaviour/Relationship approach being trialled in the P6 classroom.

Feedback was given and enquiries made as to whether a child friendly version would be created. Cathy confirmed that it would be alongside the creation of the policies.

In November Mrs McKenzie and Lynne Maxwell met to discuss ways to engage parents in becoming involved in the updating of the anti-bullying policy which would go hand in hand with the updated positive behaviour and relationships policy.

Wee Blethers were planned for and communicated to the whole school community. These were to take place monthly, over 5 sessions. A teams form was distributed to gather most suitable time, day etc.

Fifteen parents signed up and each session had between 4-7 parents/carers attending and 2 members of SMT. Each wee blether was jointly planned and led by Cathy McKenzie, DHT and Lynne Maxwell, L&T Parent Council. Feedback from parents/carers attending the wee blethers was very positive and they appreciated the opportunities to talk about the issues/key features and enjoyed being involved.

Draft anti-bullying policy has been created and children are going to be involved in the launch of the new policy and sharing the key messages from it. The new policies will also feature on the school website for ease of access by parents/carers.

Thanks to Lynne Maxwell (Leader) and her team for all the hard work and time they have given up throughout the year for the benefit of the Pupils in the school, and for the valuable work you have done in increasing parental involvement within the school and in reviewing/drawing up of various school policies.

### Christmas Market

Unfortunately, due to Covid-19 restrictions the Christmas Market did not take place this year.

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

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

1. In October, we introduced Funding Request Forms for Staff to request additional funding from us.
2. Discussed Frequency of Meetings.
3. Also in October, we discussed and advertised for a Secretary as a Paid Post.
4. Vice-Chair, Caroline O'Hara, and Chair conducted interview for Secretary.
5. In December, Katrina Galligan was appointed to the paid post of Secretary to Parent Council.
6. Discussed and updated Bank Signatories.
7. In January, looked into updating our Constitution.
8. Discussed holding a Virtual Coffee Morning.
9. In February, Chair had meeting with Head of Education, Mr John Thin and Mr Larann Foss, Education Officer to discuss ongoing problem with water-logged school pitches.



10. Chair had an on-site meeting at school pitches with Mr Larann Foss.
11. In March, Discussed Parent Council Section on School Website, and Chair and Vice-Chair, updated PC section.
12. Discussed school social media and website.
13. Discussed and wrote to Mrs Gillian Brydson, Director of Education, regarding proposed change in start of June Timetable.
14. In April, Chair attended online Information Session by Connect on AGM's and Constitutions and gave feedback to Parent Council.
15. Vice Chair and Chair worked on updating our constitution and produced a draft updated constitution.
16. Jane Valentine attended online information session by Connect on Communication and Social Media and gave feedback to Parent Council.
17. Discussed Road Safety Issues relating to school carpark, car parking, roads coming to school.
18. Discussed and raised concerns regarding Aggressive Behaviour in the Playground with Senior Management Team.
19. In June, we approved draft updated Constitution.
20. Chair took part in Head Boy/ Head Girl Interviews.
21. Purchased Wallace Hall Parent Council Prize for School Dux and Medal. Chair presented Medal and Prize.
22. Chair wrote P7'S leavers message to accompany School Ties.
23. Chair attended and chaired an on-site School Travel Plan/Road Safety Meeting on behalf of Diane Jarvie, School Support Manager.
24. In September, Chair attended a meeting with Diane Jarvie, to go through Road Safety Meeting Report.
25. Draft updated Constitution went out to Parent Forum for Feedback.

26. Discussed recording of virtual Parent Council meetings.
27. Discussed Online Banking/Cheque Book in School.
28. Chair updated Parent Council Section in School Handbook.
29. Jillian Maxwell read through power point/information pack from Connect Information Session on Social and Fundraising Events.
30. Members volunteered to be on Parent Council Focus Group – Communication Strategy.
31. Chair met with Roads Department and Community Council regarding Road Safety Issues on roads coming to school.
32. Throughout the year, Members have been involved in school focus groups and trials, covering a range of topics/policies.
33. At every meeting we have:
  - a) Listened to updates and discussed what the three Sub-committees have been doing.
  - b) Received updates and had discussions on School Pitches.
  - c) Listen to updates on Finances and Outstanding PC Allowance.
34. We approved Funding Applications for the following;
  - Modern Languages – Additional French Textbooks for Secondary S3 classes.
  - Art and Design- Fashion Textiles materials for N4/N5 and Higher Students to complete their creative and modelling task.
  - Covid Recovery/Nurture – Family Board Games for Secondary Pupils identified needing extra input to help build behavioural, emotional and social skills.

- Art and Design (Match Funded) – Art Materials to allow pupils to work on Expressive Folios at home during lockdown.
- Duke of Edinburgh (Part Funded) – New Tents.

And, I better not forget the numerous meetings/ telephones calls I have had with our Head Teacher, Mr Barry Graham, throughout the year. The number of meetings we have had has increased this year, averaging approximately two meetings between Parent Council meetings, sometimes more. We are also in regular/weekly contact with each other via email.

### **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. Without your dedication and teamwork, we would not have achieved all that we have this year.

To my fellow 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 over the last two years, it has been much appreciated. Thanks also to our Treasurer, Christine Carson for all the work she has done regarding our finances and our outstanding PC Allowances, during her time in this role.

To our new Secretary, Katrina Galligan, thank you for all your hard work and help in ensuring the Parent Council runs smoothly; for keeping us all organised, arranging and setting up our many meetings, and for putting up with our many ICT problems at meetings, aswell as all the other important secretarial duties you do for us. I am sure

you would all agree she has been a valuable addition to the Parent Council and is doing a fantastic job!

Thanks to the Local Councillors, Education Officers, Council Officers and MSP's for their advice and support they have given us on many issues throughout the year.

Thanks to Mrs Caroline Menzies, Head Teacher PA, for all her support and help she gives both the Parent Council and myself throughout the year – much appreciated as always!

A special thankyou to Mrs Cathy Mackenzie (Acting DHT Primary) for all her help, support, and time she has given to the Parent Council over her time at Wallace Hall, especially the Learning and Teaching Sub-Committee. We have enjoyed having her on the Parent Council and wish her all the very best in her new job and for the future.

To PE Department Staff, especially Mr Steven Rae and Mr Euan Mack, I thank you for your continued help and support with the School Pitches, for providing both historical and up-to-date information to both ourselves and Mr Larann Foss, Education Officer and for attending meetings with Larann Foss.

To Mr Barry Graham, I thank you for your continued support, help and advice you have given me throughout the year, as Chair, and for putting up with my many questions and opinions on matters. Our chats/discussions are always very open and honest, majority of matters we agree on, others we simply agree to disagree on, our meetings are certainly never boring.

And, to anyone else I may have failed to mention who has supported and helped us throughout the year, I say “Thank you”.

I'll close by simply saying, it has been a pleasure to work with you all again this year.

Well done everyone - Keep up the good work!!

## Appendix 2a

4<sup>th</sup> October 2021

### Wallace Hall 2-18 Parent Council Treasurer's Report

Financial Year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

We opened the year with a bank balance of £6524.60 (primary £4401.16, secondary £2123.44) and closed with a balance of £4212.83 (£2210.64 and £2002.19, primary and secondary respectively).

At 31<sup>st</sup> March 2021, we had committed to spending a further £480 on a second year's subscription to Purple Mash (primary) and £767.98 on French textbooks and art supplies for the academy.

Our available funds going into the year 2021-22 were therefore £1730.64 for the primary and £1234.21 for the secondary.

I would like to make 3 points.

1. It is good that we as a Parent Council are spending money to support the school and our children's education. The parent council has provided funding in the primary for the following:

*A subscription to Sing Up and Out of the Ark  
2 years of 'Purple Mash'*

*Ongoing funding of £60 pa per class, and funding for Christmas Craft supplies  
A drama workshop for P6 pupils*

*Phonic textbooks*

*£100 for reading books*

*Webcams & mics to facilitate interaction between classes and other activities during COVID  
(I'm sure they'll also be used after we return to 'normal'.)*

*A laminator, guillotine and a visualiser.*

In the Academy, the bid system for funding has been reinstated and we have received and approved requests for funding for French text books and art supplies. Funding requests received are discussed at each PC meeting.

2. I have submitted the End of Year Financial Statement for 2020-21 to the Education Authority and am continuing to press them to sort out our annual allowance which pays for secretarial and administrative expenses. Responsibility for this has been handed to a new team in the Authority: Heather Kerr and Vanessa Morris. I'm hoping that the funds we are due will be released shortly.
3. Fundraising. Fundraising activities have been constrained by COVID and by the rules relating to social gatherings, etc. The primary fundraising group is continually active, but there has been limited fundraising activity organized on behalf of the Academy for several years. There is now a small Academy fundraising group. We will be organizing a raffle when it is considered safe to do so. Your support for this and other future fundraising activities would be much appreciated. Christine Carson, Treasurer

## Appendix 2B

Date		CASH			BANK			Notes	Receipt/ref	Primary	Academy	
		£ in	£ out	Balance	Income	Expendit	Balance					
1st April 20					Opening balance		6524.6			4401.16	2123.44	
15th April 20	CH010670			0		74	6450.6	Makala Purves, reading café	Yes (19-20)	-74		
30th April 20		344		344			6450.6	First aid course, organized JM				
30th April 20	Cash		20	324			6450.6	Clerk's fees	See No. 6	-10	-10	
30th April 20	Cash		30	294			6450.6	Reimburse Louise Cochran, flowers	Yes. No. 7	-15	-15	
22nd May 20				0	294		6744.6	Cash banked	See No. 6	294		
6th Oct 20	CH10831					52.5	6692.1	Reimb. CMC dux cash & stationary	Yes. See No 10	-1.25	-51.25	
7th Oct 20	CH10830					980.42	5711.68	Subscription 'Sing Up'	EC ref 11	-225		
								Laminator & guillotine	Email confirm	-255.43		
								Visualiser	Email confirm	-99.99		
								Phonic textbooks	Email confirm	-200		
								P6 Drama Workshop	Email confirm	-200		
2nd Nov 20	CH10672					139.99	5571.69	JM-Hallowe'en sweets	Yes. See No 3	-139.99		
11th Nov 20	CH10674					160	5411.69	JM - 8x£20 Christmas Crafts: Cheque cashed	1 receipt for £18.98;	-160		
2nd Dec 20	CH10673					480	4931.69	Class allowance primary	Cheq stub only	-480		
2nd Dec 20	9000111				340.31		5272	Hallowe'en sweets fundraiser		340.31		
15th Dec 20	CH 10675					59.96	5212.04	JM- sweets	Yes No. 4	-59.96		
21st Dec 20	CH 10832					90	5122.04	Secretarial services Katrina Galligan	Yes-em No. 1	-45	-45	
18th March 20	CH 10676					909.21	4212.83	Webcams & mics £346.73	Yes No.8	-909.21		
								Reading books £100	None			
								Out of Ark subscription	None			
								Purple Mash 1st payment	None			
				50			4212.83			2160.64	2002.19	4162.83
6th April 20	CH 10833	Fees for Jan-March term 21				140	4072.83	Secretarial services Katrina Galligan	Email. No.2	70	70	
								Funds available 31st March 21		2090.64	1932.19	
								Pledges Primary	Purple Mash	480		
								Possibly £130 for head sets - tbc				

								Pledges Academy	French books		767.98	
									Art supplies			
<b>Spending since then:</b> £150 P7 ties; £208.29 for Trollins? & J Green order (?); £124.73 ice cream etc; £80 WHA stars; £120 pizza golf club; £65.92 dux medal and cash prize; £160 secretary, £40 gamb Of this, £474.73 is primary, and £474.21 is secondary, assuming the Trollins & J Green order is secondary, perhaps French books - tbc Fundraising since then: £295 10ps												