

# Minutes of Wallace Hall 2-18 Parent Council AGM



**Monday 9<sup>th</sup> October 2023**

**Present: Emily McClennan (Chair), Jane Valentine (Treasurer), Jillian Maxwell, Sharon Young, Caroline O'Hara, Maria Navarro de Sepulveda, Mark Ingram, Calvin Ruysen, Barry Graham, Janis Gray**

Item		Action/ Agree
1	Apologies: Claire Ingram, Leah Belford, Lynn Smith and Alice Stilgoe	
2	Approval of the Minutes from last meeting October 2022 – Minutes approved and agreed as correct. Approved by JM & Seconded by JV  A copy of the approved minutes of last meeting to be forwarded to Education & Learning.	JV
3	Chairperson's report by Emily McClennan see Appendix 1	
4	Treasurer's report for Financial Year 1st April 22 to 31st March 23  The Year End Accounts were distributed prior to the meeting for review. Accounts have been audited and approved by Dawn Stirk. Accounts were agreed and final sign off by the Chair at the meeting.  Full Treasurer's report detailed in appendix 2, main points as follows: <ul style="list-style-type: none"> <li>● Opening balance for 22/23 was £2932.66 and a closing balance of £1602.13</li> <li>● Total Income for the Year was £732.25</li> <li>● Total Expenditure for the Year was £2062.78</li> <li>● Our Local authority Finance Allowance will be in the region of £200 this year which we should receive by end of January 24.</li> <li>● End of Year Financial Statement and annual return have been completed and submitted to Education &amp; Learning.</li> <li>● Bank Mandate was completed to remove old signatures.</li> </ul>	All agreed
5	Dawn Stirk to Approve & Audit next year's accounts.	All agreed
6	Election of Office Bearers: <ul style="list-style-type: none"> <li>● Chair - Emily McClennan</li> <li>● Vice Chair - Calvin Ruysen</li> <li>● Treasurer - Jane Valentine</li> </ul>	

	<p>Emily McClennan agreed to continue as Chair as no other volunteers for the position. However, it was agreed by all members that actions may be delegated from time to time to help with workload if required.</p> <p>Secretary position is still vacant, Jane / Emily will continue to cover the admin aspects of this role.</p> <p>The Minutes will continue to be taken on a rotating basis of current members. If struggling at any point, Barry has said contact him as a back up and he will try to provide an individual to cover the meeting.</p>	All agreed
7	<p>Election of PC members and Teacher representatives:</p> <p>Parent Members:</p> <ul style="list-style-type: none"> <li>- Jillian Maxwell</li> <li>- Laura Keenan</li> <li>- Sharon Young</li> <li>- Mark Ingram</li> <li>- Leah Belford</li> <li>- Laura Keenan</li> <li>- Maria Navarro de Sepúlveda</li> <li>- Claire Ingram</li> <li>- Alice Stilgoe</li> <li>- Kerry Fry (will attend when able)</li> </ul> <p>Melanie Halliday has asked to be removed Louise Cochrane removed as co-opted member as no longer required.</p> <p>Teacher representatives:</p> <ul style="list-style-type: none"> <li>- Barry Graham (Head Teacher)</li> <li>- Euan Mack / John Blair (DHT Academy)</li> <li>- Janis Gray / Sarah McDiarmid (DHT Primary)</li> <li>- Judi Park (ELC)</li> <li>- Lynn Smith (Learning &amp; Teaching sub committee Lead)</li> </ul> <p>New members list to be sent to the school for website / PC board and PC information booklet to be updated. Updated Members list to be forwarded to Education and learning.</p>	JV
8	<p><b>Sub Committees:</b></p> <p><b>Primary Fundraising</b> - Jillian Maxwell will continue to lead the fundraising group with assistance from Emily McClennan and Claire Ingram.</p> <p><b>Learning and Teaching</b> - Lynn Smith will continue to lead the group with assistance from Alice Stilgoe and Caroline O'Hara. It was discussed that it had been some time since a meeting had been held, which was probably due to Lynn being unaware that parent members wished to be part of the subcommittee. Emily agreed to update Lynn and a meeting should be scheduled to bring Alice and Caroline up to speed with any ongoing projects that they may be able to help with.</p> <p><b>Travel Plan / Road Safety</b> - Jane Valentine is currently updating the revised version of the Travel Plan which will be forwarded to the school in due course. Jane will continue to liaise with the local council on the outstanding maintenance work on East Morton Street and update at the next meeting.</p>	EMcC/ LS  JV

	<p><b>Secondary Fundraising</b> was discussed and agreed that a different approach from the primary was needed. It was agreed a sub-group would be set up to look at fundraising in a more strategic way. This would include looking at being: more focused on needs of the school, fundraising for specific items, and looking at what other schools currently do. Also to consider student representation and engage with the S6 Charity Committee. Meeting to be set up to include Barry, Mark, Calvin and Maria.</p>	BG
9	<p><b>AOCB:</b></p> <p>Easy Fundraising was discussed, and how we can get this out to a wider audience. Also discussed was a smaller scale Christmas event. Jillian is happy to look at this if other members were happy to get involved. Above items to be brought forward to the next agenda.</p> <p><b>School Crossing:</b></p> <p>We have recently had a change in the way our school crossing is being patrolled. This has not been well received by some parents or the school and has raised concerns. It was also noted that there has been an increase in the number of children not using the new "safe route". Emily has contacted Mark Adams and invited him to discuss our issues and to work on a potentially better solution. Emily shared the response from Mark with other members and it was generally felt that our concerns were not being acknowledged.</p> <p>It was agreed that Emily would contact Mark Adams and ask him to suggest some dates for a meeting to discuss further solutions and to walk the route. It was also suggested that it may be worth engaging with a Road Safety Charity to gain their opinion on our new Safe Route.</p> <p><b>Next meeting:</b></p> <p>Next meeting is scheduled for 27th November. It was agreed that as we are approaching winter, we would move to online meetings. Barry will organise with Caroline Menzies and Eric Dumbar to set up a Google Meet system and will provide details / user guide in preparation for the next meeting.</p> <p><b>Sixth Year Common Room / Hub:</b></p> <p>The issue of a lack of a 6th Year Common room was raised again and various members of the committee felt that it was something to be b/f for discussion at a future meeting. The Library is currently used by 6th Years and other pupils who wish quiet time for various reasons but it was felt that the 6th years should have a space of their own. Barry agreed that this would be great to have, however the school currently has no space that it can utilise for the 6th years alone. "The Hub" was also discussed as being a great space for pupils to congregate, however it seems to have a stigma attached due to being previously used for pupils with additional needs. It was felt that it may need a rebrand to become more inclusive. Caroline O'Hara mentioned that the "Old School" which is currently being refurbished may be an option to look at.</p>	<p>EMcC</p> <p>EMcC</p> <p>BG</p> <p>To be b/f at future mtg for discussion</p>

**Date of Next Meeting to be Confirmed**

**Appendix 1**  
**Wallace Hall 2-18 Parent Council**  
**Chairperson's Report**  
**AGM - Monday 9th October 2023**

Setting out to attend my first parent council AGM in October last year my intention was to lend a hand with fundraising for the primary. By the end of the meeting I had somehow agreed to chair the next one so that the parent council could continue to function. Six meetings later, through a combination of in person and online through the winter months, here we are a year on and still with an active and productive parent council. Over the last year we have welcomed a few new faces to the meetings, hopefully some of whom will remain council members. In June we said farewell to Katrina Galligan who worked for us as secretary.

Best wishes to Katrina and thanks for her assistance on our parent council.

Thankyou to all who have continued to volunteer their time, skills and knowledge to the parent council. I have found it a welcoming and interesting group to be involved with so far. In particular thanks go to Jane Valentine who has helped me month by month with what needs done as chair and who herself has shouldered much more of a workload than her title of treasurer involves!

Also to Barry Graham for advice and encouragement going forward.

**Presentations:**

We have had a wide variety of presentations from staff and parents over the last year which include a presentation from Katharine Wheeler and Barry Graham following a survey held on school trips, Judi Park informed us about the move to using Electronic Journals in the ELC, Leah Belford presented feedback on a survey looking at the lack of childcare provision before and after school in the local area. In June Euan Mac and Sarah McDiarmid shared a presentation on the school improvement plan and most recently Barry Graham shared information on the school examresults.

**Fundraising:**

We currently have no fundraising sub-committee for the secondary but the primary remains active led by Jillian Maxwell. Fundraising efforts were very much scaled back over the last year with only the Christmas card design activity given to primary and ELC pupils. This has proved to be a popular activity over the last few years and in 2022 raised £180. All other fundraising was focused on activities for the Wallace Hall 300 event in May. Thanks to all who helped with the preparations and donated prizes towards raffles and hampers at this event and thank you to Jillian for her hard work and enthusiasm leading the sub committee.

Even though fundraising has been limited, we have still been able to contribute the following to the school this financial year:

- Donation of £150 for playground equipment in the Primary
- Provided £420 to purchase curriculum reading books for the Primary
- Refreshments for year end activities and sports day
- Button Badges for Jubilee Celebrations
- Book Bags for new P1's
- Purchase of Academy ties for P7's heading into S1
- Funded the Dux Medal and the £50 cash prize
- Funded the P1- P3 Celebration and the Primary Christmas Parties

**Road Safety:**

- From discussions with the Local Authority last year the following action was agreed with regards to East Morton Street.
- Speed Bumps to be replaced
- 20mph roundel and red strips to be installed
- Double / Single yellow lines to be repainted
- Replace "No waiting sign" opposite the bowling club (which would allow police to address current/ ongoing traffic and parking issues).
- Trees to be cut back coming into East Morton Street from the A76 roundabout as they are obscuring the 20mph signs

We are pleased to report our Speed Bumps have now been replaced and are working well. And the trees were cut back making the 20mph signs more visible.

Unfortunately, the other items are still outstanding and are still causing significant issues. We were promised these would be completed over the summer holidays but this has not happened. Jane Valentine has been pursuing the local authority to get an update and will continue to chase this work until it is completed.

**Travel Plan:**

The School Travel plan is being revised to include work carried out to date and updated with any new relevant information. Jane has also been liaising with the Thornhill Active Travel Group. This group is looking at Thornhill as a whole with a view to addressing barriers to walking, wheeling and cycling in our village and making it safer for our community. A lot of the issues they are looking at tie in directly with our School Travel plan and supports what we are trying to achieve on East Morton Street. Jane will continue to communicate with the group on our ongoing issues. Leah Belford has also been involved and is the school liaison for this group.

**School Crossing:**

We have recently had a change in the way our school crossing is being patrolled. This has not been well received by some parents or the school and has raised concerns. Emily has contacted Mark Adams at the council (as a parent and Chair of the Parent Council) and invited him to discuss our issues and hopefully work on a potentially better solution. He has agreed to come and walk the route with Emily, school staff and fellow parent council members. Date tbc.

Huge thanks to Jane for leading the School Travel Plan/Road Safety sub-committee and especially for her persistence with chasing up correspondence with the council!

**Teaching & Learning:**

Led by Mrs Lynn Smith the teaching and learning sub-committee have developed policies for both the primary and secondary school over the last year. They are now working on a policy for the ELC.

Thank you to all involved in our sub-committees and the work they carry out throughout the year.

At our meetings we have monthly presentations, reports from the sub-committees and a head teacher's report from Barry Graham, all providing an insight to school life here at Wallace Hall. The parent council provides a valuable platform for school issues to be discussed as a group, often with many different viewpoints hopefully considered in an open minded environment. For me personally I have learnt a lot about our school, the variety of activities that happen and just how much work is going on 'behind the scenes' to keep both the primary and secondary functioning. It is a very busy place! Parent council members are often offered training activities and workshops through correspondence received. One recent example is the possibility of free first aid training provided to adults and pupils by the British Red Cross. A parent council presence at last year's learning conversations helped to engage with parents, hopefully give a face to the group and act as a reminder to parents that all are welcome to get involved.

Even though we have vacancies for several roles on our parent council, perhaps most noticeably the lack of a secretary, it is encouraging to see a will to move forward and share the load. I have had lots of offers of help over the last year which, in a society where many people are currently stretched for time and energy, I wholeheartedly appreciate that willingness to work together for the benefit of our school community.

## Appendix 2

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

Financial Year 1st April 22 - 31st March 23

9th October 2023

You should all have received a copy of the accounts, they have been audited and signed off by Dawn Stirk, our previous Treasurer and will be signed off by our Chair following this meeting. I will now go through the main points:

For the year 22/23 we opened with a balance of £2932.66 and closed the year with a balance of £1602.13. With a closing balance of £381.33 for Primary and £1220.80 for Secondary. There were no outstanding commitments or pledges.

Although we finished the year with funds in the bank, you will see from the year end accounts that we have made a loss of £1330.53. (£1251.55 of this was attributed to Primary and £78.98 to Secondary)

Unfortunately covid restrictions and the cost of living crisis has continued to have had a knock-on effect on what fundraising activities we could do this year but also the lack of a secondary fundraising group.

However, due to balances carried over from the previous year and the hard work of our primary fundraising group we still managed to provide good financial support to the school.

Income for the year was a total of £732.25. Of which £302 was from Primary fundraising and £430 in finance allowances from the education authority, of the £430 £234 was backdated from the previous financial year. We have now received all backdated outstanding balances from the local authority.

Total expenditure for the year was £2062.78.

- £1768.70 of this was attributed to the Primary, the main costs being for donations, pledges and primary events. A breakdown of specific items are listed clearly in the accounts.
- £294.08 was attributed to the Academy which consisted of £66.58 for the Dux Medal and £50 cash prize and £217.50 for Secretarial Services.
- The total yearly cost for secretarial services was £435 which was split equally between the academy and primary.

#### **Going forward into this year:**

- The Primary balance is now quite depleted. Without fundraising we will not be able to cover some of the events and pledges that we normally contribute to on a yearly basis.
- The Academy balance is still reasonably healthy and will be able to cover its current commitments.
- As at the end of June our Secretary resigned and all outstanding invoices have been paid. On the upside, this is a substantial cost we will no longer have to meet.
- The finance allowance this year will be in the region of about £200 which we should hopefully receive in December/January. This can be paid directly into PC funds due to the high secretarial costs we have had over the last 2 years which in part had to be paid by fundraising monies.

Couple of General Housekeeping items:

- The End of year financial statement and the annual return have been completed, signed off and submitted to the education authority.
- Bank mandate has been completed to remove all old signatures - Treasurer, Jillian Maxwell and Barry Graham are the only remaining signatures.