

Minutes of Wallace Hall 2-18 Parent Council Meeting
Tuesday 29 October 2024
Library, Wallace Hall Academy, Thornhill

Present: Jane Valentine (Treasurer), Emily McClennan (Chair), Barry Graham, Calvin Ruysen, Laura Keenan, Sammy Austen, Alicia Hood, Alice Stilgoe

Item	Details	Action
1.	Apologies: Sharon Young, Maria Navarro de Sepulveda, Mrs Gray, Leah Belford, Jillian Maxwell, Mark Ingram, Dr Ray Fulton,	
2.	Approval of previous minutes from last meeting October 2023. Minutes were approved by Emily and Alice	
3.	Chairperson's report by Emily McClennan. See appendix 1.	
4.	Treasurer's report for Financial Year 1 April 2023 - 31 March 2024. The Year End Accounts were distributed prior to meeting for review. Accounts have been audited and approved by Dawn Stirk. Accounts were agreed and ready for signoff by the chair. Full Treasurer's report detailed in Appendix 2. Main points as follows: • Opening balance for 23/24 and was £1,602.13 and a closing balance of £2,375.69 • Total income for the year was £2,070.36 • Total expenditure for the year was £1,296.80 Jane to seek clarification about changes to DGC PC finance allocation for 2024/25. Barry Graham observed that the sponsored read was the most successful initiative and we should remember that for next year.	All agreed Emily to sign accounts Jane to contact Vanessa Morris re DGC PC finance allocation 24/25
5.	Dawn Stirk to approve and audit next year's accounts.	All agreed
6.	Election of Office Bearers: Chair – Laura Keenan Vice Chair – Calvin Ruysen Treasurer – Jane Valentine Secretary – Alice Stilgoe	Send reminder email about future meetings the night before
7.	Election of PC members and teacher representatives: Parent Members: Jillian Maxwell Mark Ingram Claire Ingram Leah Belford	

	Maria Navarro de Sepulveda Sammy Austen Alicia Hood Emily McClennan Teacher Representatives: Barry Graham (Headteacher) Euan Mack / John Blair (DHT Academy) Janis Gray / Sarah McDiarmid (DHT Primary) Judi Park (ELC) Lynn Smith (Learning & Teaching sub committee Lead) New members list to be sent to the school for website / PC board and PC information booklet to be updated.	C/o Jane
8.	Subcommittees Projects Calvin Ruysen and Alicia Hood Primary Fundraising – Jillian Maxwell, Claire Ingram, Sammy Austin and Emily McClennan Road Safety and Travel – Jane Valentine Learning and Teaching – Lynn Smith – meeting on an ad hoc basis Calvin asked where is the definition of the various subcommittee, what are their aims, objectives and how we will measure attainment and success over the course of the year. Jane to update the Wallace Hall 2-18 Parent Council Information Booklet and circulate to others for input. Revised and updated version to be: - More concise and shorter - Make it look more inviting and encourage other parents to get involved This led onto to a wider discussion about improved communication about the work and role of the Parent Council and how others could get involved. Alicia explained that Penpont Primary School Parent Council provided clear communication about what their fundraising targets were (amount required and what it would be spent on) and follow up with what funds were actually raised and what the money was spent on. This is successful at Penpont in keeping the whole school community well informed about developments and motivated people to get involved and donate. Decision to use noticeboard outside school primary gates for parent council. Barry to investigate options for	Calvin to send short summary of Projects subcommittee to Jane Jane to edit booklet. All to engage and comment Barry to find key for notice board outside primary.

	secondary noticeboard, possibly asking DT to design and make poster notice board. Purpose of noticeboard: - Give a face to PC, make it look more inviting and encourage others to get involved - Notices of future meeting and agendas - Call for volunteers and opportunities to get involved - Document what PC has done and what has been achieved In addition, the notice board could advertise clubs and activities for children in Thornhill and surrounding areas., such as the Lego Club at OST, Brownies in the Community Centre, Wee Music Group in the Community Centre and sports groups.	
	DONM: 7pm Monday 25 November online	Barry to confirm Euan Mack able to host meeting