



HERMITAGE PRIMARY PARENT COUNCIL

ANNUAL GENERAL MEETING
WED 29 AUGUST 2018 (7.15PM)
MUSIC & DRAMA ROOM, HERMITAGE PRIMARY SCHOOL

1. WELCOME/APOLOGIES

Meeting opened by Carl Dixon, Chair

Present: Parent of child in Year(s):

Donna Hicks	P1, P7
Claire Wright	P2, P3
Catriona McArthur	P4
Emma Wilson	P3, P5
Emma Henderson	P1, P3
Sarah Selman	P7
Claire Walker	P3, P4
Anne-Marie Graepel	P6
Mel Hanvey	P2, P4, P7
Angie Trail	P7
Paula McIntosh	P3
Jillian Clapham	P1
Gillian Syme	P6
Sharon Sharp	P1
Deborah Dennett	P4, P7
Neil Black	P1
Aiste Gvildyte	P1
Angela Fleming	P4
Lara McVeigh	P5
Rhona Black	P5
Tamara Brown-Milberg	P4, P5
Liz Grant	P2, P6
Karen Fraser	P2
Helen Taylor	P2, P5
May Hadi	P3, P5
Carl Dixon	P2

Mrs Elspeth Davis	Head Teacher
Mrs McMurdo	Deputy Head Teacher
Mr Mulvenna	Deputy Head Teacher
Mrs Miller	P1 Teacher

Apologies: Ross McArthur (Catriona present on his behalf)

2. JUNE PC MEETING MINUTES AGREED



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3. CHAIR'S ANNUAL REPORT by Carl Dixon

- Thank you all for all your effort over this past year.
- This year the cake sales have done very well.
- We held 2 successful Grounds Days and a snow day which attracted the interest of the Helensburgh Advertiser.
- We held the first successful Bag Pack in Co-op.
- Welcome to Mrs Davis, our new head teacher.
- I was actively engaged with A&B Council to do with new parental involvement strategy, which promises to ensure the involvement of the parents in the children's school life.
- We held our first meeting with the Pupil Council and got some great feedback from the children themselves something I hope continues.
- As I mentioned last year I shall not be standing again this year due to a change in work circumstances sadly, but if I'm still around here then I will be available for any help needed.
- Once again thank you to everyone for all your hard work, and good luck to all those standing for an officer bearer role.

4. TREASURER'S ANNUAL REPORT by Lara McVeigh

- Accounts have been checked and verified by another accountant.
- Last year HPPC raised £11,000 before expenses. The Spring Fair was the most successful event.
- A cheque for £7000 was given to the school in Feb 2018.
- It was a very successful year for HPPC
- Copy of the accounts handed out.

5. HEAD TEACHER'S REPORT by Elspeth Davis

- Mrs Elspeth Davis introduced herself and although she was not here last year, will do her best to summarise the main points of progress in the school last year.
- Delighted to be head of this school.
- Outlined the approaches taken for teaching of numeracy and literacy over the last year which were PEF (pupil equity funding) funded, namely accelerated reading and mathematics.
- Over the course of this year assessments will be carried out to assess the impact of using these resources.
- P1 underwent a literacy pilot looking at different approaches to teaching eg. Play based. This year Mrs McMurdo and the team will embed that further and possibly seek further resources.
- Rights Respecting Schools Silver Award was headed by Mrs Grafton and the school was not far off Gold Award according to the assessor.



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- Better Movers Better Thinkers staff training alongside Philosophy.
- Restorative Practice initiative – staff have been trained. The next step is for some P7 children to be trained in that as well as parents.
- School will use restorative practice to move their behaviour policy forward and look at the current policy together.
- The school set out it's shared values last year.
- Play therapy – 2 members of staff have been trained in this and school will use this further.
- Heartened by the children – not surprised by the excellent education and results that the school has achieved. Hermitage Primary has great staff and excited by the fabulous children, staff and parents.
- Firmly believe in creativity in learning.
- Measuring the process is very important.
- The school improvement plan will be tweaked and then go on to the school's website.
- Looking forward to this coming year.
- It's a fabulous school, let's work together.

6. CHANGES TO THE CONSTITUTION by Tamara Brown-Milberg (TBM)

- TBM handed out copies of the current constitution and copies of the suggested changes to the constitution. (Please see Appendices.)
- TBM explained each of the 5 changes which were approved by all present.
- **TBM to update the constitution accordingly and put the new document on the website.**
- TBM explained that all HPPC official documents are available on the HPPC website including previous minutes and constitution etc.

7. GDPR by Tamara Brown-Milberg

- TBM handed out HPPC's new General Data Protection Regulation (GDPR) Policy
- TBM explained the GDPR Policy and why it was necessary. The Parent Council does not receive any personal information (like email addresses) from the school, therefore, any parent who wishes to receive information directly from the Parent Council needs to sign up to the Parent Council Mailing List. This information is collected at the beginning of each year and kept for one year only.
- The new GDPR Policy was approved.

8. RESIGNATION OF CURRENT PARENT COUNCIL



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9. APPOINTMENT OR ELECTION OF NEW PARENT COUNCIL

- Nomination forms collated and sorted by Carl Dixon & May Hadi who announced the office bearer positions. Other than the fundraising co-ordinator position only one nomination form was received for each office bearer role.
- CHAIR: Rhona Black
- VICE CHAIR: Tamara Brown-Milberg
- TREASURER: Lara McVeigh
- SECRETARY: May Hadi
- FUNDRAISING CO-ORDINATOR: Angela Fleming

Two nominations received: Angela Fleming & Jillian Clapham. TBM mentioned that we have a new Vice Fundraising Co-ordinator role available. Jillian opted to nominate herself for the Vice Fundraising Co-ordinator role and Angela Fleming was appointed as the Fundraising Co-ordinator.

- PARENT REP CO-ORDINATOR: Claire Walker
- NON OFFICE BEARER PC VOTING MEMBERS: A further 11 parents had been nominated for this role (in alphabetical order):
 - Jillian Clapham
 - Debbie Dennett
 - Liz Grant
 - Aiste Gvildyte
 - Mel Hanvey
 - Emma Henderson
 - Donna Hicks
 - Ross McArthur
 - Angie Trail
 - Emma Wilson
 - Claire Wright

10. END OF AGM. GENERAL PC MEETING TO COMMENCE FOLLOWING SHORT BREAK.

CLOSE OF MEETING



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GENERAL PC MEETING, 29 AUG 2018 MUSIC & DRAMA ROOM, HERMITAGE PRIMARY SCHOOL MINUTES

1. MEETING OPENED BY CHAIR, RHONA BLACK

Present:

Rhona Black
Tamara Brown-Milberg
Lara McVeigh
Angela Fleming
May Hadi
Claire Walker
Donna Hicks
Claire Wright
Catriona McArthur
Emma Wilson
Emma Henderson
Sarah Selman
Mel Hanvey
Angie Trail
Neil Black
Aiste Gvildyte
Karen Fraser
Helen Taylor
Mrs Davis
Mrs McMurdo
Mr Mulvenna

Apologies: Ross McArthur

- Welcome everybody and thank you for attending.
- Thank you to the previous Chair, Carl Dixon for his work with the PC last year.
- Thank you to Mrs Davis. We are pleased to be working in partnership with the school for the benefit of the children.
- The 6 office bearers introduced themselves.

2. APPOINTMENT OR ELECTION OF FURTHER POSITIONS:

- VICE FUNDRAISING CO-ORDINATOR – JILLIAN CLAPHAM (appointed at the AGM)
- LOTTERY ADMINISTRATOR – TBM explained the prior issues (documented at previous meetings) and ongoing requirements of the role, and asked if anyone would like to take on the role. No volunteers.



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- PARENT YEAR REPS – Parent Rep Co-ordinator Claire Walker (CW) has a list of the class reps who have volunteered and at the time of meeting there are 2 vacancies for P1 reps.

3. MATTERS ARISING FROM LAST MEETING

- There were only 2 items; namely changes to the constitution and running of the AGM and these have been addressed already at the AGM.

4. FUNDRAISING REPORT by Angela Fleming

- We raised over £8000 after expenses last year and it was a successful year.
- Thank you to Jillian Clapham for offering to be Vice Fundraising Co-ordinator.
- We look forward to another successful year.

5. ANY OTHER BUSINESS

- Rhona Black (RB) went to the council run day for Parent Councils where the revised 2018 Argyll & Bute Parental Engagement Strategy was presented. RB outlined the 6 key objectives and a copy of the strategy should be available to all parents on Argyll & Bute council's website by September 2018.

HPPC is looking forward to working with Mrs Davis and the rest of her team to implement the guidance. Head teachers and Chairs of all parent councils will be required to discuss it by the end of December 2018 and therefore this will need to be discussed at the next PC meeting in October.

Parents are urged to read the information prior to that meeting.

The system of traffic lights Health Check was outlined and RB is hoping to meet with Mrs Davis to talk about this in due course.

- Angela Fleming (AF) explained that the PC is looking to move fundraising forward with the creation of a new fundraising group of parents who do not need to be PC voting members. Feedback from parents has been supportive of this idea.

AF to advertise.

6. DATE OF NEXT MEETING

Wed 3rd October, 7.15pm Staff Room, Hermitage Primary School

CLOSE OF MEETING