Inchture Parent Council AGM – Minutes
17 September 2025
6:30pm

Attendees:
Lindsay Andrews
Jo Bell (Headteacher)
Fiona Bienkowski
Claire Brough
Fiona Callaghan
Sara Cassidy
Louise Chalmers (Deputy Headteacher)
Jenna Gallazi
Scott Headley (Treasurer)
Cat Lamont
Ewan Lamont
Laura Malloch
Adrienne McLaughlin (Acting Minutes; Social Media)
Dawn North (Chair)
Tasha O'Hare
Jordan Russell

Apologies:
Emma Mathieson (Secretary)

1. **Welcome from Chair Dawn North, attendance, apologies**

2. **Approval of minutes from May 2025** - circulated to Parent Council in May and added to website, approved by quorum.

3. **Chair Report**

Dawn confirmed the Inchture Parent Council Mission Statement and Objectives:

a) Promoting close co-operation and communication between parents/carers, pupils, school staff and the wider community.
b) The identification, study and discussion of matters of mutual interest relating to the education and welfare of pupils representing the views of the parents/carers.
c) Engaging in activities which support and advance the education of pupils attending the school.
d) To create a supportive environment in which the parents/carers and the wider community can take an active role in children's development promoting equality and fairness.
e) Report to the Parent Forum of which EVERY parent is a member.

To this end, the Parent Council engages in numerous fundraising activities throughout the year to support School/Nursery-Parent partnership (activities, professional development and learning opportunities, equipment, etc.).
To raise funds the Parent Council organised the following activities for school year 2024/25:

- Halloween Disco
- Christmas Movie Night
- Christmas Jumper Sales and Stall at the Christmas Light Switch On
- Quiz Night (in collaboration with the Inchture Hotel)

- Sports Day Raffle
- Asda Rewards
- Easyfundraising
- MyNameTags
- Cash4School Competition

Equipment, tools, gifts, etc., were funded out of the above activities and organised by the Parent Council for the School/Nursery, including not limited to:

- Christmas gifts for nursery, P1 and P2
- Hut from IPL logistics
- New playground equipment
- P7 leavers meal
- iPads (new and repairs)
- Financial Support of the School Tuck Shop
- Financial Support for the Nursery (loose parts, replacement equipment, etc.)
- Funding training/professional development opportunities for staff

The aim for the year ahead (2025/26): more of the same but with a few changes. Dawn highlights that we need to work for the children, staff, and teachers of Inchture Primary and Nursery to support and aid where we can. The Parent Council is the voice of the Parent Forum, which puts us in a position of responsibility to all parents and carers. It is important that all of us recognise that, especially with the new Protecting Vulnerable Groups laws in effect in Scotland.

4. Treasurer Report

Scott prepared and circulated a written report:

- Balance at end of last update (14th May) = £5,651.95
- Funds on hand 17th September 2025 = £4,325.31 (£2,625.31 in available funds due to below):
    - Still to pay for training courses - £1,200.00
    - Still to pay Scrapantics - £500.00 (50% of cost)

- Events/Miscellaneous Income:
    - Sports Day Raffle = £1085.00
    - Paper Vouchers - £100.00
    - Possible Estates (£25 donation for every house sold in the village) = £100.00
    - Easy Fundraising = £22.88

Total Income = £1,307.88

- Expenditure
    - DJ deposit for 2025 Halloween disco = £50.00
    - Leavers Party snacks = £78.40
    - iPad repairs = £216.00
    - new iPads for school = £1,478.84
    - Playground equipment = £960.66 (from Sports Day raffle money)
    - Bonus Ball = £200.00
    - 45 Christmas books for 2025 = £15.00

Total Expenditure = £2,998.90

- Bonus Ball: Two balls now available (potentially being taken by Alfie's mum, tbc)
    - May – £147.00

- June – £137.00
- July – £137.00
- August – £137.00
- September - £107.50 (to date)

Scott discovered that two people had stopped paying for their balls as of June 2025, making four available in September. Two balls have since been taken and paid for, and the remaining two have been requested by Kerry but not paid for yet.

- Actions/Notes
  - Scott has started the process of adding Emma on as a signatory for the account and removed Tricia! Online form has been filled out and signed by him and Dawn. It should be sent to Emma for her signature and then it will hopefully be processed shortly.
  - Fiona C will check for the login details for MyNameTags to confirm when payment(s) should be coming through.

5. Head Teacher Report

Mrs Bell gave an update on the School Improvement Plan. With learning and teaching, the focus has been on pace and challenge. Within the curriculum the focus is on creativity and outdoor learning; support from the Parent Council has allowed for training courses for November in service day (see below). For values and ethos, the focus is on inclusion and a refreshed vision of values and aims. This information has been shared on the website and via Newsletter 1.

The next point was the People Equity Fund (PEF). With the extra funding the school had engaged one teacher for one extra hour with literary focus. The PSA additional hours have an emotional wellbeing focus. PEF also pays for the Learning Journals platform and the expectations for teachers using the platform have been set by the school as one general post per week, plus one literary, one numeracy, and one learning across the curriculum post each term. Tasha O'Hare asked about Learning Journal posts for the P3/4 class as she has not been receiving any email notifications, Fiona Bienkowski confirmed she had not received any either for her P3/4 child. Adrienne McLaughlin confirmed there had been two posts for P3/4 so far, so Scott Headley was going to check whether parents of P3 children in the P3/4 composite have the correct settings for notifications.

Mrs Bell then discussed the purchased resources for the school from Parent Council funds. Outdoor learning has been booked for all staff INSET Day in November with the focus on 'learning through landscapes', plus an additional numeracy focus for Nursery staff. The first of four Scrapantics deliveries will take place w/c 29 September (the other three take place throughout the year). The week following the delivery there will be a collegiate session for staff to familiarise themselves with the 'big parts' play items in the delivery. The children participated in the selection of additional playground resources, funded by the Sports Day raffle money. During assembly at the end of last academic year children made suggestions for new resources, and from these suggestions the Rights Knights leadership group made the final decision on which resources would be purchased, and they group also prepared an inventory to keep track of items. The new items were presented to the whole school at an assembly in term 1.

School photographs will take place on 1 October, once again taken by Fizz Photographs. There will be individual and family photos taken but no class photos. More parent helpers are needed for the day to get students from their classroom to the photographer- Laura Malloch volunteered to help, and Dave North was volunteered in absentia. A Facebook prompt will be posted this week asking for more volunteers.

The Christmas theatre trip to the Dundee Rep will take place on 17 December. The cost of the trip has increased this year due to the bankruptcy of Fisher's Tour Buses- the other bus companies that have had to be engaged have significantly smaller buses, so more buses need to be hired. Fisher's closed very close to the Nursery trip last year so the school chose to subsidise the extra cost of additional buses so the trip could go ahead, but because of this expenditure they are unable to subsidise the buses for the Christmas trip. The school gave parents the trip details in September so they could be aware early of the increased price and plan accordingly, but they are also keen for parents to contact the school if they are having trouble paying for the trip. Mrs Bell wondered whether parents should have been given even more notice next year, e.g. tell parents in January about the trip cost for December, but it was agreed that September was plenty of notice for parents. Too early would lead to people forgetting.

6. Protecting Vulnerable Groups (PVG) Legislation update

Due to the new laws that came into effect on 1 April 2025 it is required that all persons in a regulated role require to have a PVG check with Disclosure Scotland. It was proposed and agreed that in order to be a member of the Parent Council ongoing you are required to hold a PVG. This is due to the fact that voting members of the Parent Council are in a position of power and influence of children (i.e., attending events in a supervisory role, etc.).

Dawn put forward that PVG applications for all new and existing members must be started by 30 September, otherwise it would be assumed that you no longer wish to be a voting member of the Parent Council or attend events in the role. Existing Parent Council members were asked back in April/May to submit these applications, so Dawn will not continue to issue reminders as it is up to individuals to complete this process if they wish to continue on the Parent Council. As always Parents/Carers are all welcome to attend meetings, but without a PVG they would not have a vote. This was agreed by all members of the Parent Council.

It was also agreed that volunteers who help at events would require a PVG and that we would organise a 'volunteer bank' of regular helpers who are PVG'd and can be contacted for future events. As of the meeting four regular volunteers have begun the PVG application process, with a fifth volunteer coming forward at the meeting.

The new members of the Parent Council (see 8 below) were invited to complete the PVG process too. Cat Lamont and Lindsay Andrews agreed and will submit the documents to Dawn asap. Ewan Lamont decided not to become a regular member of the Parent Council but agreed to be PVG'd to join the 'volunteer bank'.

7. Constitution Update

A new draft of the Constitution was prepared by the Chair in accordance with the new PVG laws. This was sent to Parent Council members in August 2025 before being circulated to the general Parent Forum one week later in order to gather views. No feedback was provided. Dawn moved for the new Constitution to be voted on, unanimously passed.

8. Formation of New Council

The following Parent Council members are continuing on for their second year and did not require nomination:
Claire Brough
Sara Cassidy

Jenna Gallazi
Scott Headley
Laura Malloch
Emma Matheison
Adrienne McLaughlin
Dawn North

The following Parent Council members have been elected to begin new two-year terms:

Elected	Nominated By	Seconded
Fiona Bienkowski	Claire Brough	Adrienne McLaughlin
Fiona Callaghan	Adrienne McLaughlin	Sara Cassidy
Tasha O'Hare	Claire Brough	Adrienne McLaughlin
Jordan Russell	Laura Malloch	Dawn North

The following are new Parent Council members:

Elected	Nominated By	Seconded
Lindsay Andrews	Laura Malloch	Sara Cassidy
Cat Lamont	Fiona Callaghan	Tasha O'Hare

9. Election of Officers

Office	Elected	Nominated By	Seconded
Chair	Dawn North	Tasha O'Hare	Sara Cassidy
Treasurer	Scott Headley	Fiona Callaghan	Sara Cassidy
Secretary	Emma Mathieson	Adrienne McLaughlin	Fiona Bienkowski
Social Media	Adrienne McLaughlin	Fiona Bienkowski	Laura Malloch

10. Fundraising

Monthly fundraisers (Bonus Ball, easyfundraising, MyNameTags) will continue to raise funds. There will be four main fundraising events over the academic year:

- Halloween Discos (30 October)
    - The organisational committee met a few weeks ago and plans are well underway. Fiona B gave an overview of planning to date and outlined disco format for the new members' benefit, highlighting that £100 still needed to be paid to the DJ (with a £50 deposit already paid).
    - Volunteer form has already been shared with Parent Council and with the wider community via Facebook and class groups. Anyone who signs up on the form will be asked to complete a PVG and join the 'volunteer bank'.
    - A request was made for more Parent Council members to help with the set up before the disco, Tasha and Fiona C agreed and Dawn tentatively agreed also.
    - Fiona B asked whether she could be let into the storage unit to assess/organise Halloween decorations, Mrs Bell and Mrs Chalmers agreed to arrange that in the week before October break.
    - Adrienne asked for help in contacting local shops/organisations for donations - better the requests come from the official Parent Council email address to be taken seriously. Dawn agreed to help with that.
    - A discussion was had about collecting the disco money from the school before the event. Fiona B has prepared a rota with committee members Sara and

Adrienne but needed one more person to help collect, Dawn volunteered to collect on Thursday the 9th. It was queried whether collecting the money the second week of October was too early, but it was pointed out that October break is late this year so must be done. Scott was volunteered to collect money from stragglers.

- The question was asked whether the kids could dress up in Halloween costumes for school or Nursery, but it was pointed out that the school has not done that for years since kids could be scared by some of the costumes and some kids just don't celebrate Halloween. There is a possibility that Nursery kids might be allowed to dress up but Mrs Bell and Mrs Chalmers will go discuss it and let us know in due course.

- Christmas
  - Dawn asked whether the school wanted financial help with gifts this year for nursery and the junior school (would need about 100 plus wrapping paper), answer was yes please.
  - 45 books have already been purchased by Dawn for Nursery and P1-2 as they were cheap in Home Bargains, more will need to be acquired plus 56 selection boxes.
  - Christmas Light Switch On (27 November)
    - Not technically a Parent Council event but members will be helping (Claire will be lead planner with her mother, plus Fiona C, Dawn, and Adrienne volunteered).
    - First working party meeting will be 3 October at 2pm, to be advertised on Facebook.
    - Parent Council will have a stall selling Christmas jumpers and paraphernalia.
  - Christmas Move Night (Thursday 11 December, after school)
    - Jordan volunteered to organise this again, and Cat tentatively agreed to co-organise.
    - Full details will be pinned down at the next Parent Council meeting, in particular a discussion will be had about setting the post-film pick up time.

- Pub Quiz (March date TBC)
  - Jordan and Adrienne agreed to organise again. To be discussed at November Parent Council meeting.

- Sports Day (school Friday 29 May, Nursery Friday 5 June)
  - To be discussed at January Parent Council meeting

11. Funding requests

- Numeracy bags for Nursery = £50 (approved by quorum)
- Replacement loose parts for Nursery = £100 (approved by quorum)
- Outdoor learning materials = £250 (approved by quorum, but the suggestion was made to reach out to the community [Facebook and by letter] with a list of desired items and see what donations are made. Parent Council members will also monitor local social media groups for donations or free offers and will claim them for the school)

12. AOB

- Fiona C asked whether someone could take over updating the Parent Council Sway as she had undertaken the task for four years. Adrienne volunteered to take it over and suggested it be incorporated into the role of Social Media Officer ongoing.

- Adrienne proposed organising a community donation event for the excessive amount of lost property with the school logo on it. Claire suggested cutting the logos off and taking the clothes to some kind of textile recycling organisation (Cash for Clothes or similar), who pay by weight. It was agreed that an attempt would be made to give the clothes away in the community first. Mrs Bell suggested setting up a table at the Parent Contact evenings in November with bundles by size. Sara, Dawn, Fiona B, Claire, Adrienne, and Laura all volunteered to come into school the week after October break to help sort the clothes and take bundles away to wash. Adrienne will then store them until Parent Contact evenings.

13. Dates of Future Meetings

- Wednesday 12 November 2025 (6:30pm)
- Wednesday 21 January 2026 (6:30pm)
- Wednesday 13 May 2026 (6:30pm)