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**ELRICK PRIMARY SCHOOL PARENT COUNCIL**

**EMERGENCY MEETING MINUTES**

**Monday 27th February, 7.00 pm**

Location: via Microsoft Teams

**Attendees**: Claire Watt (Treasurer), Stephanie Bain (Vice Secretary), Amy Simpson (Social Media Officer), Shyama Shiaham (Grants Coordinator), Kelly Anderson (Office Bearer), Nicola Johnston (Office Bearer), Fiona Thomson (Head Teacher), Jenny Anderson (Deputy Head), Jill Stockdale (Deputy Head), Angela Bowman (School Administrator), Mrs McIntosh, Christine McLennan (Education Support Officer), Monique Blair, Catriona Stevenson, Julie Farquhar, Sophie Johnston, Lesley Currier, Jennifer Leask, Lucy Yu, Lauren Wade, Jen Templeton, Florence Torrie, Shalaka Bhaduaria, Claire Taylor, Toria Smith, Cllr Iris Walker (Local Councillor),

**Apologies:** Fiona Fitzgerald

**Welcome – Fiona Thomson**

Fiona Thomson thanked everyone for attending the meeting and explained that due to pupils moving schools there has been a need to hold an Emergency Meeting to fill the key posts within the Parent Council to ensure the constitution is upheld and can continue to run. Mrs. Thomson thanked the departing Office Bearers for their hard work over the past few years and was keen to stress the importance of the Parent Council and school working together to make the role manageable for the new team.

**Outline of the key roles within the Parent Council – Christine McLennan**

Christine explained that it was not unusual for an Emergency Meeting to be held for Parent Council roles and she was here to support new and current members of the team, as a group or 1:1. Christine explained that there are courses ran by the Council frequently to support the Parent Council complies with Legislation and Aberdeenshire Council pay for insurance for any events held. She did stress that fundraising is part of the role of the Parent Council but its main aim is to be a voice for the parents, ensuring information from the school is ‘parent friendly’ and not confusing with educational jargon and their opinions are being shared with the school.

Christine outlined the key roles of the key members as follows:

**Chairperson**

* Meet with the HT
* Agree an agenda for meetings
* Agree the frequency of meetings (usual one a term)
* Ensure everyone who wishes to have a chance to speak at the meetings
* Liaise with the Secretary to ensure that meeting minutes are accurate and agreed by the Chair before being issued.

*\*It is possible to have a joint chair or rolling chair but most effective model is a joint chairperson so the workload can be shared.*

**Secretary**

* Record accurate minutes of the meeting
* Ensure the Chair has approved the minutes
* Issue the minutes prior to the next meeting and record when they are formally agreed at each meeting.

**Treasurer**

* Report current financial records at every Parent Council meeting to ensure tracking of funds is recorded.
* Ensure 2 signatures for any cheques, funding issued for transparency of funds.
* Slightly more detailed financial records as the Parent Council is a registered charity. This is beneficial when applying for grants.

Suggested next steps if new Office Bearers appointed:

* Have a look at the current constitution? Is everyone in agreement with it? Does anything need to be altered?
* Have a read of leaflets about the role, attached to these minutes
* Attend Connect Training courses – for further ideas/information related to running a successful Parent Council
* Be mindful of fundraising in the current climate – consider Jumper Swaps, Food Donations
* Meet with Christine for a group discussion or 1:1 about the role.

**Election of Office Bearers – Claire Watt**

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| **Position** | **Nominee** | **Nominated by** | **Seconded by** |
| Chair Person | Jen Templeton | Claire Watt | Kelly Anderson |
| Vice Chair | Tori Smith | Kelly Anderson | Claire Watt |
| Secretary | Lauren Wade | Claire Watt | Kelly Anderson |
| Vice Treasurer | Jenni Leask | Claire Watt | Kelly Anderson |

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| Ordinary Members continuing in their role this session |
| Nicola Johnston, Kelly Anderson, Lucy Yu, Shalaka Samant, Amy Simpson, Shayma Shiham & Lana van Der Toorren |

Claire thanked the new members for coming forward on behalf of the current members of the Parent Council. As did Fiona Thomson, she also thanked Claire for organizing the meeting held tonight.

**Dates of Next Meetings**

TBC