

**MINUTES OF ANNUAL GENERAL MEETING  
OF MATTOCKS PARENT COUNCIL  
ON 6 SEPTEMBER 2012 AT 7.00 PM**

**WELCOME**

Gill Brady opened the meeting and welcomed everyone to the fifth Annual General Meeting of the Mattocks Parent Council. It was nice to see everyone at the meeting.

**PRESENT**

There were 8 parents and 4 members of staff.

**APOLOGIES**

Apologies were received from Vikki Nicoll, Ruth Dunbar, Karen Gerrard and Claire Bee.

**MINUTES**

The minutes of the last meeting were proposed by Gill Brady and seconded by Gillian Kettles.

**MATTERS ARISING**

There were no matters arising from the previous minutes.

**REPORTS**

**CHAIR**

**Gill Brady gave the following report:**

Welcome to the fifth Annual General Meeting of Mattocks Parent Council. A big thank you to everyone on the committee who have returned for another year and a warm welcome to the new parents who have joined us tonight.

Once again it's been another successful year of events, either organised by the Parent Council or by the school, which we have been asked to assist at, organised Christmas cards designed by the children was more successful than we anticipated but we did agree to commence this earlier if we were to repeat it this year. We organised the Christmas Disco which the children seemed to enjoy and assisted with refreshments at the Festive Evening, where the children and staff showcased their talents and persuasive skills to encourage parents and family members to join in with the singing!

We had decided not to hold a Valentine Disco as the school had organised the Scottish Night. This was a hugely successful evening, well attended and supported by parents and extended family members. Parents contributed with cooking, serving food and refreshments and organising the raffle. Great fun was had by all.

We knew early on this year the Mrs Brownlee intended to retire and we found ourselves being involved with advertising, short listing panel process then interviewing to appoint a successor to the Head Teacher role. Mrs Mallie has been welcomed into the role and I am sure has spent last term meeting parents, getting to know pupils and staff and getting a "feel" for our school.

Parent Council were asked to assist at Sports Day and providing refreshments. Again, another fantastic afternoon with the Olympic theme and who could forget the Olympic dance. Then, of course, the Summer Disco which was beach/summer themed. Lots of creative decorations produced by committee members to allow a fabulous theme to the event, the usual pre party organisation as well as parental support on the night.

Also, we have had parents supporting the school and children by attending the Sport Relief Mile. Parents assisting with transport for school and nursery trips, invited to school to give an insight into our various occupations relating to the topics on the curriculum at that time. Transporting children to football tournaments and coaching them and coaching children within the Netball team. Walkwise parents and cycling proficiency. I am sure there are many more than I have highlighted here.

We have bid farewell to Anita Hutcheon who was Vice Chair. I would like to thank her for her support and contributions to the Parent Council. The position of Vice Chair will be voted on later.

There have been no cluster events for us to attend so far but this may change. We get regular emails reminding us about the information available on the Parent Council Blog.

Finally - we look forward the year ahead with our new Head Teacher. We are sure there will be new and innovative ideas from pupils, teachers and Mrs Mallie throughout this school year and we - the Parent Council look forward to hearing how we can contribute, support and most importantly have fun with our children.

Once again thanks again to everyone.

### **TREASURERS REPORT**

**Sandra Donnachie gave the following report:**

The balance in July 2011 was £415.47. The quiz sheet in March raised £15.00. A total of £49.62 was spent on food and juice for the Christmas Disco. A total of £48.98 was spent on flowers and cards for Mrs Brownlee's retirement and to welcome Mrs Mallie. The Parent Council provided water and fruit for the children on Sports Day which cost £25.38. Interest accrued from the bank was 16p. The balance in July 2012 was £306.65, a very healthy bank balance.

The accounts are being audited and will be available on the school noticeboard shortly.

### **HEAD TEACHERS REPORT**

**Georgina Mallie gave the following report:**

Taking up the Head Teacher post in April - so late in the school session seemed initially quite challenging, however now - with the benefit of hindsight I am very pleased to have had those few weeks to get to know everyone and get a handle on what should be the priorities for this session.

At that time I set about asking staff, pupils and parents how they felt about Mattocks, what were its strengths and where was the potential for change and improvement. It was very reassuring when it was revealed that all three groups held similar views. They were all very positive about the friendliness and happy atmosphere in the school, which was something that I had felt immediately. The area for change were similar too with points around behaviour, communication, school trips and the capacity to develop the outdoor space being mentioned by several people. This was a very useful exercise as it has shaped this year's School Improvement Plan - copies of which were issued to all last week.

With our priorities focused around pupil involvement, positive behaviour and improved communication (amongst other things) we were able to hit the ground running when we returned in August. We (staff and pupils) have established a policy of behaviour based on our 4 basic rules upon which we all agreed and this has been working well. Parents who have responded to the draft which was issued have all been very positive and supportive. With the focus on the positive, we are aiming to make the rewards for pupils more appealing and have requested support from parents to help during Golden Time to allow us to offer more variety of activities on a Friday afternoon as well as other activities throughout the year. I am hoping for a good response. We have elected a pupil council and an eco council with representatives from every stage - including the nursery - who have already begun to take an active role in planning and decision making. Six prefects were selected through an interview process and they will serve the school over this session.

In a bid to improve communication channels between home and school we are working on several fronts. By holding an open evening before the end of term we hope parents will come along with their children, have a look around, see the resources and even try some activities. There will be refreshments and a book fair on offer also. It will be more informal than the parent/teacher interviews which take place in November.

We are getting very excited about our school website which is nearly ready to be launched. Mrs Johnston and her web-team have been working very hard to plan, gather the information and put it all together. We are hoping to "go live" before the end of term and the team are busy planning how we can best celebrate this. Once it is operational, it will provide current and historic school information, photos and information about class activities, newsletters, Parent Council information, links to relevant websites etc and should make accessing relevant information much simpler.

We are also planning improvements to our home/school link books or Learning Journals by adding more pertinent information, feedback and next steps. These will be coming home termly throughout the year.

As was mentioned in the last newsletter, I hope to encourage parents to receive information from the school by email and the forms for this will be winging their way home next week. If we can set up a mailing list, not only will it ensure the information reaches home but will save paper and printing costs for the school.

As for improvements to the school building - starting with this hall, a rolling programme of painting and decorating has been initiated. Last night I met with one of the council's Landscape Architects to discuss the potential addition of play equipment. This was very promising and my hope is now to work closely with my Eco Council and the Parent Council to plan for this development.

I must just add how grateful I am to the parents, pupils and staff of Mattocks who have made my first few months at the school so positive. I hope we will continue to work together for the continued improvement of the school and the benefit of all our pupils.

### **ELECTION OF OFFICE BEARERS**

**The following were duly elected to the Parent Council:**

Chair	Gill Brady
Proposed by Gillian Kettles - seconded by Simone Webster	
Vice Chair	Tracey Nicol
Proposed by Gill Brady - seconded by Michelle Pirie	
Treasurer	Sandra Donnachie
Proposed by Gill Brady - seconded by Michelle Pirie	
Committee Members	
Vikki Nicoll	Proposed by Tracey Nicol - seconded by Amy Rogers
Karen Gerrard	Proposed by Michelle Pirie - seconded by Sarah-Jane Baldwin
Ruth Dunbar	Proposed by Sandra Chadwick - seconded by Simone Webster
Amy Rogers	Proposed by Gill Brady - seconded by Simone Webster
Simone Webster	Proposed by Gillian Kettles- seconded by Tracey Nicoll
Gillian Kettles	Proposed by Tracey Nicoll - seconded by Gill Brady
Claire Bee	Proposed by Gillian Kettles - seconded by Michelle Pirie
Lisa Ramsay	Proposed by Gillian Kettles - seconded by Gill Brady
Michelle Pirie	Proposed by Gill Brady - seconded by Anita Hutcheon
Sara Willison	Proposed by Tracey Nicoll - seconded by Gillian Kettles
Sandra Chadwick	Proposed by Gill Brady - seconded by Gillian Kettles
Sarah-Jane Baldwin	Proposed by Simone Webster - seconded by Michelle Pirie

It was agreed that any parent not at the meeting but who wished to be part of the committee would contact Sandra Donnachie with their details.

Gill Brady extended a big thank you to Anita Hutcheon for her hard work as vice chair of the Parent Council.

The next meeting to be held on Thursday 18 October 2012 at 7.30 pm in Cath Rennie's.