

Minute of Parent Council Emergency General Meeting 13th June 2023

Present – Gillian Ritch, Sally McNeish, Caz Lourie, Kate Shiner, Mark Summers, Paul Barber

Apologies – Cathy Smith, Kerry Spence, Thorfinn Johnston, Lian Brown, Olivia MacPherson, Mary Dunn

	Discussion	Action
	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Discussion of outstanding business before Chair steps down 2. End of Year/Treasurer's Reports 3. EGM 	
1.	<p>Outstanding Business (a): Secretary Can we find a paid clerk to take on minuting next year? KS contact with Orkney College not successful this year.</p> <p>Could secretary and fundraising roles be divided up so that parents are signing up for smaller commitments?</p>	<p>SM to contact Susan Mackay at Orkney College again. Student? Where does funding come from?</p>
	<p>Outstanding Business (b): Head Teacher input: Attendance discussed – is under scrutiny at the moment. School is careful to establish individual circumstances before imposing blanket letters/consequences.</p> <p>Committee requested HT report at meetings for next year – policy updates, school life, staffing, exam results etc.</p>	<p>PB to report at our meetings next year.</p>
	<p>Outstanding Business (c): Fundraising/awareness raising plans going forward:</p> <p>Can we have a presence at P7 transition events for new S1 intake?</p> <p>Next Year's Activities: Mid September: S1 Settling in Parents Evening WB 30th October: Senior Phase Parents Evening Wb 4th December: S1 Parents Evening 11th January: Senior Phase Course Choice Evening Wb 5th Feb: S3 Parents Evening Wb 12th Feb: Senior Phase Course Choice Evening Wb 29th April: S2 Parents Evening Prizegiving: 31st May This is Their Moment Table at Primary Winter Fair (November) Burns Night Curry and Quiz?</p>	<p>SM to find out date</p>

		Date from Russell B?
	<p>Outstanding Business (d): Funding requests from staff</p> <p>We urgently need receipts from the school in order to pay out for grants already awarded. A number of requests now withdrawn: Language trip, technical requests. Next year, can requests be submitted at the start of each term?</p>	PB to pass on.
	<p>Outstanding Business (e): Advance funding decisions:</p> <ol style="list-style-type: none"> 1. Frances Sinclair to be awarded £150 again next year. 2. PC would like to make contribution to Leavers Hoodies next year. Amount tbc 	SM to put this on agenda of first meeting after holidays.
	<p>Outstanding Business (f): Communication with school</p> <p>Please can school calendar be shared with Parent Council for next year?</p>	PB to pass on
2.	<p>Treasurers update – Caz Lourie</p> <p>Separate document to follow With thanks to Caz!</p>	CL to submit final accounts to Karen Ritch for auditing
	<p>End of Year Report</p> <p>This was briefly fact checked as a group but agreed to share formally at first AGM after the summer. Date tbc</p>	
3.	<p>EGM</p> <p>Gillian Ritch is stepping down as Chair with immediate effect, with thanks from the committee for her hard work this year. Sally McNeish elected as Chair, proposed by Caz Lourie, seconded by Kate Shiner. Thorfinn Johnston has agreed by Whatsapp message to remain as Vice Chair. Caz Lourie remaining as Treasurer but would prefer to appoint a separate fundraising coordinator. We are currently without a Secretary, and so an AGM after the summer is a matter of priority.</p>	SM to notify the Education Department of her appointment as Chair.