

St John Baptist Primary School

Parent Council AGM

Monday 28th August 2023

Minute of Meeting

Attendance: Marie Beacom (HT), Carol Anne McNulty (DHT), Margaret Clarke (DHT), Ros Horne (Principal Teacher), Kirsteen White (DHT), Kevin Smith, Kelly Weir, Caroline Kane, Craig Wilson, Ruth Mellor, James Quinn, Stephanie Scarafile, Fiona Vornic, Jennifer McKerrall, Jane Hasson, Helen Darroch, Angela Hoey, Fr Ivan.

Apologies: John & Mhairi Devitt, Deborah Quinn, Councillor Devlin, Councillor McCreary & Councillor Dempsey

- **Election of Office**

Office bearers nominated, voted by all & agreed, no dissent noted.

Chair – Kevin Smith

Vice Chair – John Devitt

Secretary – Mhairi Devitt

Church Representative – Fr Ivan Boyle

Treasurer – Kelly Weir

Membership of parent council agreed as per those parent's / carers in attendance & noted apologies at this meeting for session 2023 / 2024. Contact list circulated to provide updated contact details. Constitution of Parent Council reviewed and Marie noted that it has been updated to include Covid procedures.

- **Head teachers Report**

Marie Beacom provided a verbal report to meeting, detailing the following areas; P1 transition – positive, impact of 1140 hours and enhanced nursery experience seen to influence this.

S1 at Holy Cross from SJB settled well overall, transitioning from P7, Margaret Clarke maintains contact with year head.

Marie Noted that Laura Layden had moved to an Acting DHT post on a temp basis at another School in SLC – All wished Laura well in her new post.

Marie gave Thanks & acknowledgement of the huge success of the joint School Summer fete 2023 lead by our School parent council in partnership with Muiredge Primary. Noted impact on both School and wider local community involvement.

Marie circulated The School improvement plan for discussion and ratification, general discussion & all present happy to ratify. This will now be published on School website & issued to wider School community. Increased outdoor learning and equity provision noted as strengths. Standards and Quality report circulated and discussed.

QIO for session 2023 / 2024 is Leigh Miller, Head teacher from Muiredge PS on secondment.

Marie advised of the interim management arrangements following her retirement on Friday 1st September 2023-

Carol Anne McNulty – Acting Head Teacher

Margaret Clarke - DHT

Kirsteen White – DHT (Temp cover for Carol Anne)

Ros Horne – Principal teacher (Temp cover for Laura Layden)

Marie welcomed the new staff to the management team at SJB & gave vote of confidence to Carol Anne and management team as she prepared to retire at end of the week.

- **Finance Report** Kelly provided details of account balance of £10,115.13 and amount given to SJB & MPS from School fete profits for School funds as £4455.46
Kelly did note that the current balance includes moneys due to both schools as cheques not yet cashed and so this is not a true reflection of the current PC funds. Also noted that we are still awaiting an outstanding donation. This will be reviewed prior to next meeting.
- **Spring / Summer Fete 2023** – Kevin provide summary of approach, highlighting successes and positive feedback. All recognised scale of event and efforts of all involved. Kevin highlighted the strength of partnership between both Schools and all parents, care and staff volunteers in preparation of event and on the day & gave Thanks to all involved. Marie advised that it would be her intention to hold the donation to School funds until the new head teacher is appointed with a view further discussion with parent council re spend throughout session 2023 / 2024.
- **Appointment of new head teacher Process.** Marie outlined process and involvement of parent council, Kevin will link further with Leigh Miller re this & will be invited to be on interview panel with SLC Education managers as will another PC member, likely to be vice chair and Church Rep, Fr Ivan. Kevin advised of welcoming parental involvement from parent council to develop a collective representative view re candidate qualities and fit and invited parent council parent members to an extra ordinary meeting for this purpose on 2/10/23, Fr Ivan offered use of Chapel Hall to meet. Kevin will send further email to parent members. Marie expressed her confidence in the parent council representation being part of this process.
- Kevin led with a vote of Thanks & Farewell to Marie, highlighting her service to SJB approaching 12 years, her strength of character, approachable manner, care and compassion and expressed on behalf of the Parent Council & wider parent community

good wishes for a long and happy retirement. The parent Council presents Marie with a card, voucher, flowers, cake, bracelet, and mementos to mark her retirement. Marie responded and Thanking everyone for the gifts and support over the years as head teacher.

- **Next meetings:**

2/10/23 – Extra Ordinary meeting, Parents only. SJB Chapel Hall.- 7pm

6/11/23 – Full Parent Council meeting. School Staff Room. 7pm

Future dates to be confirmed in consultation with new head teacher if in post at date of next meeting.