



## St Joseph's PSC – AGM Meeting notes

1<sup>st</sup> June 2023 - 1900

### Attendees

Ann Smith – Head Teacher (AS)

Cheralynne Lamb – PSC Chair (CJ)

Catherine Finnegan – PSC Treasurer (CF)

Sinead McFarland – PSC Treasurer of Trust (SM)

Eddie Love – PSC Parish Representative (EL)

Claire Sharples – PSC Fundraising Co-ordinator/Uniform Representative (CS)

Indra Wan – Parent/Nominee for Chair role (IW)

Jamie Scott – Parent (JS)

### Apologies

Susan McLean – Principal Teacher

Tina Jones – PSC Secretary

Julie Davidson - Parent

### Meeting Notes

Agenda point	Notes and actions
Welcome, opening prayer and apologies	CJ welcomed everyone and EL began with a prayer.
Chairperson report	Minutes passed from previous meeting. CJ read out chairperson report – included as Appendix 1.  AS thanked CJ on behalf of the PSC and her support in carrying the school forward in so many ways, noting how inspirational she is with enthusiasm and talents, and commitment to pupils.
Headteacher update	AS discussed the contents of the headteacher report, included as Appendix 2.  Class structure – AS delighted to report that we will have 6 classes for 23/24 session; P1 (13), P3/2 (21), P4, P5, P6, P7

	<p>Health week – struggled to get parents to support walking to Xcite and back. Appeal to ask for future support to allow these types of activities to take place.</p> <p>Anxiety management was well attended in September. Internet safety session was requested by 23 parents, but only 3 parents attended. Materials have been shared but unfortunate that more parents did not attend. Friday 9<sup>th</sup> June Community Officers coming in to chat about internet safety to P6/7.</p> <p>Discussion around ways to encourage more attendance from parents, such as making it an online meeting or having it at a different time of day.</p> <p>Over £1600 raised from Tough Mudder – will use some for health week activities and bus travel for sports festivals etc. IW asked if we were ok to use this title for the event, will consider changing it for next year if necessary.</p> <p>Crying of Marches – we have been asked to support this, P5s and maybe P4s will go down. CJ asked about parent helpers, but AS says there is enough staff to cover.</p> <p>CS commented that the amount of things happening in the school, and communication from the school is great and very much welcomed.</p>
Treasurer's report	<p>Treasurer report available as Appendix 3. CF highlighted some points from the report, including spend and income figures.</p> <p>PSC agreed on parent survey to get feedback on fundraising activities. CF will create this in Survey Monkey to distribute to parents.</p> <p>CS confirmed that one fundraising event per term was minimum, others would be considered if they came up, alongside school charity and fundraising events. It was agreed that we need to continue to consider cost of living and reducing cost of school day where possible.</p> <p>CJ suggested that power banks and USBs left over from previous P7 leaver gifts be given to staff. AS also suggested giving as prizes for St Joseph's Got Talent. IW asked if power banks were safety tested as they can be dangerous, CJ confirmed they were from a reputable supplier.</p> <p>CF noted that Jan Scott (Parent) carried out an independent review of the accounts as per the PSC constitution, and that she is happy to do so again. PSC agreed that Jan Scott can be independent examiner for 23/24 session.</p>

Trust fund update	<p>SM informed the PSC that the Charity Regulator has confirmed that the Trust can make a grant to PSC, they just need to make an application on this basis.</p> <p>Trustees (CF, CJ and SM) met together to agree this, and drafted a short proposal outlining reasons, namely PSC best people to spend it for educational benefit of the pupils. The proposal will not specify exactly what the funds will be spend on, just that it will be used as PSC and school see fit for long-term benefit of the pupils.</p> <p>SM has started the process and is hoping get everything wrapped up and transferred by the start of the new academic year.</p>
Fundraising update	<p>CS and CF will agree dates for each term fundraising events with AS before the end of June to allow the school calendar to be drafted.</p> <p>CS noted that in future we could host the Daffodil tea as a school fundraiser and have raffle for MacMillan, as the school is already involved in charity fundraisers throughout the year.</p> <p>JS asked if there was an opportunity for the school to do some fundraising on the back of already organised community events such as Linlithgow 10k race. CS agreed there could be opportunities to do this and will investigate.</p> <p>CS asked if the PSC is needed to support the Gala day. AS noted that 33 pupils have signed up to walk with the float, the theme is Joseph based on the school show, and costumes from it and the nativity will be used for those who need them. It was agreed that PSC could support the purchase of a banner for the school to carry, CS will source a quotation for this.</p> <p>CF asked if we want to be involved in LPS Spooky Lane fundraiser again, as we will need to provide more input and helpers if we do. It was agreed this is a good event to be involved in, so CF will chat with LPS organisers to determine what is needed from us.</p>
Uniform update	<p>CS is chasing for new uniform supplier to allow online ordering. CS confirmed that from the products she has purchased, she thinks the quality is good and washes well. AS asked if can we get some samples for school, CS will request this. CS will also put out some questions to parents to ask for feedback.</p> <p>M&amp;S not willing to extend their range, and stopping doing ties, new supplier has more options. Both are available to parents.</p> <p>PE days – AS noted that the school has tried to be clear last year about wearing school colours for PE days, AS will reinforce</p>

	<p>the message that there is still a 'uniform' for PE days. It was highlighted that this does not need to be branded items, simply school colours of black, white or red.</p> <p>20% discount promotion for M&amp;S – no confirmation of date, but roughly around end of June/start of July.</p> <p>CS confirmed she is still happy to keep the uniform rep. role alongside fundraising.</p>
Parish update	<p>ES – great to be at First Communion on Saturday and to have so many children taking part. Great to experience the day post-covid. Confirmation was very personal and a lovely event.</p> <p>Action from last meeting to speak to person in charge of Grow Boxes at the church. Jerry O'Dwyer is very keen to have these links between the parish and the school. CJ has Jerry's details and will follow this up.</p> <p>PSC are happy to fund a box (£150) and keen for pupils to be involved in maintenance.</p> <p>AS agreed with ES that sacramental programme was wonderful this year and the communion breakfast in the hall after the service last weekend was fantastic.</p> <p>AS would like to put a thank you in the parish newsletter, will send it to Douglas.</p> <p>ES – Children's Liturgy are keen for more helpers at Sunday masses. AS is putting a request into school newsletter and also for altar servers, who can be from P4 (after Holy Communion) and above.</p>
Appointment of Committee Members	<p>CJ asked attendees if anyone wants to take over secretary role, but noted that Tina Jones is still happy to do this.</p> <p>Everyone happy to stay in current positions, proposed by CJ, seconded by EL.</p> <p>Indra Wan put himself forward for Chair role, and was seconded by SM</p> <p>CJ put herself forward as vice chair, seconded by CF</p> <p>IW addressed the group – although never been involved in PSC before, has some experience in being on a committee.</p> <p>Appreciate CJ can be vice-chair to help support this role.</p> <p>Involved in IT, media, website marketing etc. Interested in analytics regarding mailshots, how many people read the comms, how we gather feedback etc. Look at how we engage with parents. Group agreed this would be useful input.</p> <p>AS suggested IW puts together a short bio to share with parents.</p> <p>AS will start ball rolling with disclosure form.</p> <p>WLC have training events that can be attended for PSC Chairs.</p>

	<p>CS talked about in future streamlining meetings e.g. separate fundraising chat and just an update at the PSC meeting, this was agreed as a good idea. Also that the scope of discussions in PSC could be widened to include curriculum for example.</p> <p>Next meeting proposed and agreed as Thursday 7<sup>th</sup> September 2023, 7pm.</p>
AOB	<p><b>None</b></p> <p>Meeting closed by IW.</p>

## Appendix 1 – Chairperson report

This time last year we were looking forward to our summer fun day. It was a chance for us to invite families in to have chance to socialise and get back inside the school. It wasn't planned as a fundraiser, but it still raised a fantastic amount of money and everyone had a ball.

We have had to be quite restrained as a PSC on the fundraising front, due to the cost of living increase and wanting to make everything more affordable for parents, but my goodness, we have pulled out all the stops when we have been able to gather together.

The Halloween party was a hit, lots of fun was had and it was very well attended.

The Christmas market was a great success and the Christmas ball was just fantastic.

The work on the School playground went down so well with the pupils, this is still very much a work in progress and more parental help days are needed.

We have had some amazing things donated over the last year, I wouldn't want to miss out anyone in a list of thanks, but the pupil council has written to them all and thanked them for their generosity.

The Macmillan morning was wonderful, and very aptly timed. Getting to see all the Easter Bonnets is also a highlight, with all their happy faces.

The school have put on many wonderful events over the last year to welcome families back into the building, it feels strange, looking back, at how long we had to go without coming in and feeling like a close School Family, but it is wonderful to be back to normal and leave those worries behind us.

I am not going to say anything about future plans, due to my stepping down in less than an hour, but what I am going to say is many thank yous.

Thank you to all the staff of St Joseph's, your dedication shines through and it really helps our children to thrive.

Thank you to Mrs Smith for your dogged determination to ensure that we are getting it right for every child, that we push forward with the current thinking surrounding education and wellbeing and you always have an open door, no matter how busy your week is.

Thank you to the pupils for getting on board with the crafts for the Christmas fayre, for joining in and coming to different fundraising events.

Mostly thank you to you, the Parent Council, for absolutely everything you do, from making the teas and coffees with a smile, to organising everything down to the finest detail so everything runs so smoothly, to asking for funding for all sorts of wonderful things, for doing daft amounts of paperwork to get hold of the trust fund, to making sure everyone is paid back so promptly with their receipts, to getting all of our minutes typed up and passed around, to be our connection with the wider Church community, to be willing to help out with all sorts of activities in the school when we need that extra pair of hands. It has been an honour to lead the parent council, but this feels like a good time to step back and let someone else steer it into the next year.

## Head-teacher's Report May 2023

Item	Subject	Points for Discussion	Action
1	Planned Class Structure for 2023/24	<p>Delighted that we have been able to retain all our year groups together and retain a 6 class structure. Our classes will be</p> <p>P1 P3/2 P4 P5 P6 P7</p> <p>Class teacher names will be confirmed on Monday 12<sup>th</sup> June when reports are shared</p>	
2	Health week	<p>Only 4 parents volunteered to walk with us on Monday of health week and only 1 parent on Tuesday making it very challenging for us to cover all the commuting to and from the Sports Centre during health week.</p> <p>A huge thank you to Mr Hay who gave up a day for us to lead Team Building activities with all our classes</p>	
3	Internet Safety Parental Session	<p>This session was not well attended with only 4 parents joining us on the evening. This was highlighted by parents at the start of the session that this was something they were very concerned about.</p> <p>Police coming in to speak with P6 and P7 on Friday 9<sup>th</sup> June</p>	
4	Fund-raising in T4	<p>Thank you to everyone who contributed sponsor money to our Tough Mudder event. We raised an astounding £1600. This money will be used to finance some of our health week activities and to provide buses to take our young people to sporting Festivals</p>	
5	Crying of the Marches	<p>Our P4 and P5 pupils will be supporting the Crying of the Marches next Friday 9<sup>th</sup> June as P6 who were invited will be having a session with the community officer</p>	

## Appendix 3 – Treasurer’s report



### St Joseph’s PSC – Treasurer’s Report

Reporting Period: 01 April 2022 – 31 March 2023

#### Summary

This year the PSC has been able to host a range of fundraising activities following the pandemic, with the continued focus on using the funds raised towards outdoor facilities and equipment. Plans for the refurbishment of the junior playground have needed to be revised due to the condition of the grounds but we are continuing to explore the feasibility of installing new playground markings as per our original plans.

PSC spend this year is in line with previous years in terms of end of term pupil treats, P7 leavers gifts and replenishment of play equipment. Income and spend is outlined in the report below, followed by a separate ‘fundraising’ section with plans for future events, funding applications, and spend projects.

All figures correct as of 23<sup>rd</sup> May 2023

PSC Account balance	£3606.93
Expenditure for 22/23	£914.12
Income for 22/23	£2985.28
Surplus in 2022/23	£2071.16

*The PSC bank account and treasurer spreadsheet has been reviewed by an independent person, Jan Scott, as per the constitutional requirements.*

#### 1. PSC expenditure

The PSC supports the school community in the following each year:

- P7 leavers gifts
- All school Halloween treats for end of term
- All school Easter egg for end of term
- Gambling licence to allow PSC to run raffle events
- Alcohol licence to allow PSC to run Christmas Party Night

The expenditure across these and other agreed spend is as follows:

Date	Item	Expenditure	Notes
May 22	P7 branded USBs and power banks	£168	Top up of units leftover from last year. Minimum order numbers 25.
June 22	Mrs Manson retirement gift and Mrs McMaster leaving gift	£58.95	£329 collected in donations from families, PSC top-up to allow



			purchase of gift cards, flowers and personal gifts
Sept 22	Junior playground and pirate ship tidy up	£202.78	Supported with £250 from Nicoll family (Zac in P7) for a new playhouse in the junior playground. (Total cost was £452.78)
Oct 22	Halloween sweets	£33.37	Halloween sweetie bags for each pupil at end of term
Oct 22	Picnic tables	£95	Supported by £200 from Howie family (Kyla P5) for picnic tables for pupils to use in the playgrounds. (Total cost was £295)
Oct 22	Wellbeing boxes for each class	£15.71	Supported by £250 prize winnings from Pacitti Jones, won by Lily Sharples when in P4 (Total cost was £265.71)
Oct 22	WLC Alcohol License	£10	For Christmas party night
Dec 22	WLC Gambling License	£20	To allow raffles etc
Feb 23	Chess club sets and board games	£79.50	Chess sets for new lunchtime chess club, and some board games to add to donated games for rainy days
March 23	Quiet room refurbishment	£153.41	Paint, furnishings etc for refurbishment of quiet room
March 23	Easter Eggs	£77.40	Easter egg for each pupil at end of term
<b>Total 22/23 spend</b>		<b>£914.12</b>	

## 2. Fundraising income

The PSC aims to hold one fundraising initiative per term, and is also engaged in fundraising through community funding applications, online 'Easy fundraising', and M&S uniform sales dividend. The PSC also supports the school in some of its charity fundraising activities. A summary of these and the income generated is presented below.

- Summer Fayre
- Spooky Lane in collaboration with LPS
- Halloween Disco
- Personalised Christmas cards/items
- Christmas Fayre
- Christmas Party Night
- School show tuckshop
- Daffodil Tea

The income from these activities is as follows:

Date	Item	Income	Notes
May 22	Linlithgow Roundtable funding award	£426	PSC applied for funding to support new playground markings in junior playground. Linlithgow Roundtable

			provided funding for one of the three images costed. NB Playground condition has postponed this spend.
June 22	Easy fundraising	£18.45	Raised through school community using easy fundraising site when purchasing online
June 22	Summer Fayre	£452.04	PSC covered cost of inflatable slide to ensure everyone could participate in fayre activities without needing money. Income is profit after paying for this.
July 22	Pacitti Jones eco-house design competition	£250	Prize winnings for Lily Sharples design. Lily requested the funds be used for wellbeing boxes for each class.
Sept 22	Family donation	£200	Howie family donation for picnic benches
Sept 22	Family donation	£250	Nicoll family donation for playhouse for junior playground
Oct 22	Spooky lane	£215	Collaboration event with Linlithgow PS, St. Joseph ticket sales were retained as fundraising income.
Oct 22	Halloween Disco	£183.62	Nominal £1 entry free and tuckshop for Halloween Disco social event at school
Nov 22	Personalised Christmas Cards etc	£257.15	Value of orders = £1412.10 Cost of orders = £1161.46 Profit for PSC = £257.15
Dec 22	Christmas Fayre	£545.89	Profits split with school (£1,091.77 in total)
Dec 22	Christmas Party Night	£452	Family party night held at Church Hall
March 23	M&S Uniform dividend	£132.24	Dividend based on sales of branded uniform purchased from M&S
March 23	School show tuckshop	£47.34	Tuck shop run during 2 performances of Joseph school show
March 23	Daffodil Tea	£0	Organised to raise funds for MacMillan - £356 raised and all donated to the charity
<b>Total 22/23 income</b>		<b>£2985.28</b>	

### 3. Fundraising

The PSC aims to hold one main fundraising event per term, suggested as follows:

Term 1: Halloween Disco

Term 2: Christmas party night (and support school in Christmas Fair)

Term 3: Daffodil Tea – for charity

Term 4: Summer Fair

The PSC will also support the school in its fundraising and social events, for example tea/coffee/bake sale, tombola etc at Christmas Fayre, tuckshop at school show, and so on.

Additional fundraising initiatives may also be suggested going forward, with consideration given to burden on parents/ school community for contribution/participation. A fundraising questionnaire has been devised for parents to gather feedback on frequency and volume of activities, as well as thoughts on how the funds raised are used. This was circulated at the AGM for discussion with the aim of sending to parents before the end of the summer term.

#### **4. Future Spend**

Each school year the PSC makes a donation to the school for resources, usually restocking of the school library. This year the school has requested that the PSC funds the replenishment of resources for class STEM boxes. Ms Redican has reviewed the contents and is ordering the required items which are estimated to total around £180.

As part of the questionnaire noted above, parents/carers will be asked what type of resources or activities they would like to see the PSC funds used towards. We have been working towards refurbishment of the junior playground, namely new markings on the surface which are estimated to cost in the region of £3500.

Other suggestions to date include:

- First aid and Healthy Minds training for all pupils through workshops provided by Mini First Aid – we are working on a Tesco Blue token application to fund up to £1500 of this, with PSC making up the shortfall of approx. £2100 (First Aid cost = £1350; Healthy minds cost = £2250)
- Sound and lighting system for hall – initial estimate is £5500
- Continual replenishment of outdoor play boxes and wellbeing boxes – estimated at approx. £300 per year

Catherine Finnegan

PSC Treasurer

30<sup>th</sup> May 2022

Appendix 1 – Parent/Carer Questionnaire

## Appendix 1 – Parent feedback questionnaire draft

Question	Response options	Notes
1. What class is your child/children in? (Select all that apply)	P2/1, P3, P4, P5, P6, P7	Can select more than one option, must select at least one
2. Have you attended any of the PSC fundraising activities in the last year? (Select all that apply)	Summer fair Halloween disco Spooky lane Christmas fair Christmas Family Party night Daffodil Tea Purchasing M&S branded clothing Purchasing your child's Christmas card design products Using Easy Fundraising for online purchases None	Can select more than one option, must select at least one
3. Of the events you attended, what did you like?	Free text box	No response required to move on
4. Of the events you attended, what did you not like?	Free text box	No response required to move on
5. If you did not attend any events, what stopped you?	Free text box	No response required to move on
6. The PSC runs fundraising events along side school fundraising for example Christmas hamper raffle, dress down days, Slippers for Shelter and Tough Mudder. Do you think the number of fundraising events is:	Too many About right Too few	Only one response allowed
7. Are there any times of the year when you think there are too many fundraising events taking place?	Term 1 – up to Halloween Term 2 – up to Christmas Term 3 – up to Easter Term 4 – up to Summer No, it's about right	Can select more than one option, must select at least one
8. Do you know how the funds raised by the PSC are spent?	Yes Some of them No	Only one response allowed
9. In terms of spending funds, would you prefer:	Fundraising towards a large target to purchase something substantial for the school (e.g. a new trim trail in the playground)  Using funds raised throughout the year for activities or resources for the pupils to use that same year	Only one response allowed

	A combination of the two – spend some, keep some towards a bigger target	
<p>10. Please select the activities/resources you would prefer the PSC to spend its funds on:</p> <p>*note these are suggestions rather than agreed plans for PSC spend</p>	<p>Outdoor play equipment e.g. balls, racquets, hula hoops etc.</p> <p>Outdoor learning equipment e.g. gardening supplies</p> <p>Technology for the classroom e.g. more ipads, smart boards etc.</p> <p>Workshops for life skills such as first aid</p> <p>Workshops in creative arts such as music or art</p> <p>Support towards school trips such as Panto and end of year outings</p> <p>Refurbishment of trim trail (wooden bridge etc)</p> <p>Refresh of markings in junior playground (hopscotch etc)</p> <p>Sound and lighting system in school hall for shows, nativity etc</p>	
11. Do you have any other suggestions for how PSC funds could be used?	Free text box	No response required to move on
<p>12. Do you have any other feedback for the PSC regarding fundraising or any other aspect?</p> <p>If you would like a direct response please include your name and contact details in the text box.</p>	Free text box	No response required to move on