

PSC AGM 3.6.24



Meeting started 7.05pm. Indra welcomed allcomers.

Present: Mrs Smith, Indra Wan, CJ Lambe, Cat Finnegan, Clare Kilkerr, Sinead McFarland

Apologies: Eddie Love, Claire Sharples

From previous meeting: all actions are agreed as being completed.

Chairpersons update: Indra thanked everyone for their support during his first year as PSC chair. In particular, thanks to CJ Lambe for her support. Tina Jones has expressed her desire to step down as secretary; we wish her well and thank her for all her hard work. The PSC has worked with school staff throughout the year and Indra thanked them and the school community with their support. Special thanks also to Sinead, Cat and CJ for their hard work trying to close the trust fund account. Thanks to Cat for all her bookkeeping and fundraising efforts. Thanks to Jan Scott for doing our yearly accounts check. Thanks to Claire Sharples for her hard work fundraising and for her links with uniform providers amongst many other contributions.

Treasurer update: Cat has a financial report to circulate. This year we were delighted to meet our target and go ahead with upgrading the p1-p3 playground. We also obtained the £500 Tesco grant, and this is to be spent on a health and wellbeing target – ACTION: secretary - this item to be added to the next PSC meeting agenda. CJ asked whether buying new first aid kits would be a good use of this money; Cat said we would need to check with Tesco, as we

had specifically requested money to give training to pupils to do with first aid or mental health promotion. Halloween treats, Easter treats and leaving gifts for p7s were also covered this year.

There was a discussion on whether Jan Scott should be checking receipts when she audits our accounts. ACTION: Cat is going to find out whether this is standard practice in other school councils, and she is also going to remove old PSC members from the account.

Cat mentioned it would be much easier if the accounts could be reported in line with the end of the academic year instead of the financial year. This will be discussed in AOB below.

Fundraising update; we endeavour to make our fundraising events more social than money-making. We are looking to put on the same fundraising events next year: Summer Fayre, Halloween party, Christmas Family night, Christmas cards, Tesco blue token event.

A survey is being put out to families about how we fundraise, and the results of this will feed into any future decisions. The trim trail needing upgraded, and that continues to feature on the list of future projects.

Fundraising: Claire had asked for feedback about whether there were the right number of fundraising events in the year. All present agreed they were happy with the way things are, and we await results from the survey to see if the same is true for the wider school community.

Trust fund: the charity commission said we couldn't transfer the contents to SVP because their aims were too different to ours. So we have two options: change the constitution so that our aims align with SVP, or withdraw the money and give it to the school or the SVP. We can't close the account until we've closed the charity.

Sinead has written a new draft of the constitution, and hopefully they will agree that this would be acceptable, in which case we can empty the account and close it. £20 per month is still being deposited and the bank can't tell us where it comes from. Ideas from the school pupil council on how to use the money have included replacing the trim trail, upgrading sound equipment for the hall, IT equipment, providing more fiction books in the school library. Mrs Smith will go back to the children in the new school session and will let us know how they vote.

Uniform update: Claire has circulated a QR code and links to do with Earth Uniform who will be our only source of embroidered uniforms. Embroidered uniform will not be available from M&S after Sep 2024, and it is not a requirement for children to have embroidered uniforms.

Parish update: Mrs Smith shared that First Holy Communion last weekend was really beautiful. Confirmation is this Friday and all are welcome to attend.

Headteacher update: School roll; 20 pupils are going out from p7 and 8 are coming in for p1. Also 4 children from other classes are relocating and leaving the school. Mrs Smith has applied for a free probationer but it was not deemed that we were eligible for this. West Lothian's suggestion was unappealing but a second plan is possible. This plan will entail all class groups staying together. This will be announced at the staff meeting later this week and sent out during School Report on Mon 17 June. Two sessions ago, Mrs Smith was promised new toilets, but these have not yet been provided. Mrs Smith has enquired about this and been told this was not high priority at the moment but had been noted. Mrs Grieve

wanted to thank the pupils and families for the generous gifts and warm send off, she was genuinely very touched. At the moment we are not recruiting for her replacement because we need assurance the funding stream for that post is going to be offered. Some positive news: Mrs McGuigan will be Principal Teacher from August 2024. She will remain in charge of school committees.

Parent Forum: No actions have emerged

Constitution Review: Office Bearers: Indra proposes the roles be held for three years. Cat has held her position for two years, and to finish it now would be a shame when she is willing to continue the work. The constitution states that office bearers hold the post for two years. Indra understood this to mean it was a maximum of two years. Sinead and CJ suggested that if all the PSC is in agreement, we could amend the constitution to say you can be voted back into the same position after two years. CJ suggested the following change to the constitution: 'once a committee member has reached their two year term, the parent council may decide to reaffirm the person for a further two years if the person is willing, and no other candidate comes forward. Office bearers may only serve a maximum of four years in their role but may be appointed to a different role if they wish to continue to hold a position in the parent council'. All present voted to agree this change.

Item 22 in the constitution: changing the month of the AGM to a more suitable one such as September. This will have the advantage of including new P1 families, and simplifies accounts reporting. All present voted to agree this change. Therefore our next AGM will be Sep 2025

ACTION: Indra to update the constitution to reflect these decisions

Selection of a new PSC or Reaffirmation of Office Bearers:

Indra requested reaffirmation as Chair; nobody stood against him. CJ proposed him and Sinead seconded this.

CJ requested reaffirmation as Vice Chair; nobody stood against her. Clare proposed her and Indra seconded this.

Cat requested reaffirmation as Treasurer. Nobody stood against. Indra proposed her and CJ seconded this.

Tina (in absentia) has relinquished her role as secretary. Indra proposed Sinead and Cat seconded this. Sinead agreed to this.

Indra proposed that Claire continue as Fundraiser, and CJ seconded this.

Sinead proposed Clare continue as Health and Wellbeing family champ, and CJ seconded this.

AOB

There was a family query about whether attendance at St Josephs, if you don't live in West Lothian, guarantees you a place at Sinclair. Mrs Smith said there is no guarantee if you come from a feeder school but live outwith the catchment, that you will get a place there; but there have been some successful cases where St Josephs pupils who live outwith the catchment have been given a place.

There is an Airport Grant available at the moment, and CJ wondered if we wanted to put in an application with them to do with the trim trail. All agreed this is a good idea. ACTION: CJ to make this application (having checked with Claire whether she also made enquiries about this option).

Cat will send out a message to families that optional donations for Mrs McLean can be sent in for a retirement gift.

Next PSC meeting: Mon 9 Sep 7pm



St Joseph's PSC – Treasurer's Report

Reporting Period: 01 April 2023 – 31 March 2024

Summary

The PSC fundraising and spend plans during the 23/24 financial year have been in line with the overall school focus on reducing the cost of the school day. As such, the fundraising activities have been concentrated on one key event per term, as well as ensuring access for all pupils and families by providing free participation and a pay-by-donation approach. We have also supported initiatives such as free after-school clubs by purchasing ovens for use at Cookery Club and funding the ingredients for the first block of lessons.

We were delighted to have been able to deliver on the planned junior playground markings, as well as additional markings for the senior playground at a cost of £3526.90. These have been thoroughly enjoyed by our pupils and their younger siblings. Mrs Smith and members of the school staff have been a great support to the PSC fundraising activities, as well as working behind the scenes to ensure the planned spend on the junior playground markings could go ahead. This was also made possible by volunteers from the school community who helped Mrs Lambe to get the surfaces prepared.

Our funds have been greatly boosted by the transfer of monies from the school Trust Fund, which had been generously gifted over a number of years by alumni of the St Joseph's family. We have a remit to ensure this fund is spent specifically to "further the educational advancement of students at St Joseph's", and this will be discussed in subsequent PSC meetings in terms of how to allocate this fund.

We were also successful in securing £500 from the Tesco Blue Token Community Grants scheme; the proposal was written to enable First Aid and Healthy Minds training for our pupils, both of which have been delivered.

In addition to the large spend on playground refurbishment, this year we have continued to provide seasonal treats for all pupils at Halloween, Christmas, and Easter, as well as fund treats for P7 leavers at their social event.

Income and spend is outlined in the report below, followed by a separate 'Fundraising' section with plans for future events, funding applications, and potential spend projects.

All figures correct as of 31st May 2024 (and include Trust Fund and School float monies which are both ringfenced)

PSC Account balance	£9439.56
PSC Expenditure for 22/23	£2003.32
PSC Fundraising Income for 22/23	£2696.05
PSC Surplus in 2022/23	£692.73*

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

**This and some of 21/22 income is committed to the remaining playground markings balance, paid April 2024 - £2645.18.*

1. PSC expenditure

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

- P7 leavers treat
- All school Halloween treats for end of term
- All school Christmas 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
April 23	School show treats	£25.39	Treat for all pupils involved in school show - Joseph
June 23	Banner for Gala Day	£58.01	Plastic banner to be used going forward for Gala Day parades.
	STEM boxes replenishment	£145.08	Update of materials for use in STEM activities throughout the school.
	P7 leavers gifts	£67.50	Slushies at P7 leavers outing
Sept 23	Table-top ovens	£169.98	Ovens for Cookery Club and other cooking events in school
	Spare underwear and indoor shoes for junior school	£26.12	For accidents and rainy days
Oct 23	Food for cookery club	£39.34	Provisions for after school cookery club, first block

	Alcohol license for Christmas Party	£10	WLC one-off license
	Gambling license	£20	WLC annual gambling license
	Hi-vis jackets to use at events, esp Summer Fair	£62.40	Available for staff and PSC at events or outings
	Wooden toy food	£96.90	Toys for use in wooden hut in junior playground
	Halloween treats	£26.84	Halloween treat bag for all pupils
Nov 23	First-aid course thank you gifts	£64.38	Gifts for those delivering First-Aid training pilot in school
Dec 23	Pupil Christmas treats	£137.45	P1 books and P2-7 selection boxes
	Storage boxes for PSC cupboard	£28	Plastic storage boxes for PSC cupboard
Jan 24	Playground markings deposit	£881.72	Deposit (25%) of playground markings from Sovereign Play. Remaining balance due April 2024 after installation
Feb 24	Clothes rail for Pre-Loved Uniform rail	£14.40	Permanent rail located in school foyer for pre-loved uniform
March 24	End of school show treat	£22.50	Treats for all pupils taking part in school show
	Easter Eggs	£114	Easter egg for all pupils at end of term
Total 23/24 spend		£2003.32	

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, along with any other income.

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

Date	Item	Income	Notes
May & Nov 23	Easy fundraising	£34.69	Raised through school community using easy fundraising site when purchasing online
June 23	Summer Fair	£723.55	PSC covered cost of inflatable slide to ensure everyone could participate in fayre activities without needing money. Income is profit after paying for this.
Oct 23	Spooky Lane and Halloween Disco	£368.09	Collaboration event with Linlithgow PS, St. Joseph ticket sales were retained as fundraising income. Nominal £1 entry free and tuckshop for Halloween Disco social event at school
Nov 23	Personalised Christmas Cards etc	£273.66	Value of orders = £1508.95 Cost of orders = £1307.30 Profit for PSC = £201.65
Dec 23	Christmas Fayre	£379.62	Profits split with school (£758.48 in total)
	Christmas Party Night	£665.43	Family party night held at Church Hall
Jan 24	M&S Uniform dividend	£176	Dividend based on sales of branded uniform purchased from M&S
March 24	Groundworks UK Tesco Blue token award	£500	3 rd place award from Tesco Blue Token funding scheme – must be spent according to funding

	School show tuckshop – Edith’s Wartime Scrapbook	£75.01	application (First Aid and Healthy Minds training)
	Daffodil Tea	£0	Profit from school show tuckshop
	Trust fund	£6235	All profits to Macmillan and Maggie’s, total raised £525.50
			Trust Fund closed, funds transferred to PSC for specific use for advancement of education of St Joseph’s Pupils – ringfenced.
Total 22/23 income		£2696.05 (+ £500 tesco token +£6235 trust)	Ringfenced for specific spend

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 cost of the school day, and burden on parents/ school community for contribution/participation. As per last year, a fundraising questionnaire to gather feedback on frequency and volume of activities, as well as thoughts on how the funds raised are used, will be sent to parents before the end of the summer term.

4. Spending and future plans

The refurbishment of the junior playground has been progressing, and the new playground markings were successfully installed in April 2024. The balance of this work has been paid (in 23/24 accounting period and so not listed here). The total cost of the markings was £3527 and is a huge step towards the PSC’s overall plan for outdoor refurbishment across the school. Plans for replacement of the trim trail on the grass play area will be discussed in subsequent meetings.

The successful inclusion in the Tesco Blue Token award scheme has led to £500 being allocated towards our proposal of First Aid and Healthy Minds training. The school was fortunate to have a parent who wanted to trial a First Aid in Schools scheme through her employer and so this training was delivered to all pupils free of charge. Healthy Minds training took place during Health and Wellbeing Week. Unfortunately due to personal circumstances the planned provider (Big Hearts Little Minds) had to cancel, however we secured [The Thinkology Coach](#) to work with the children in their classes in 45minute sessions. The feedback so far from this has been very positive from teachers and pupils. The cost for the day was £150 so there is scope to repeat this or plan some longer targeted sessions in the next academic year. The original provider (Big Hearts Little Minds) has also offered to come in the new school year to carryout the workshops at a reduced rate due to the short notice of cancellation. Further discussions can take place at subsequent meetings as to how the remaining £350 can be best spend, in accordance with the grant guidelines.

Future spend plans will be discussed in subsequent PSC meetings. A long-standing 'wish' has been for a replacement of the trim trail, so this will form the basis of discussions along with any feedback from families completing the questionnaire, as well as school need.

Catherine Finnegan

PSC Treasurer

31st May 2024