



Carrongrange High School AGM

14th May 2025

1830-2030

Minutes

Present: Dughall Boyne, Fiona Kantzidis, Karen Procek, Laura Rutherford, Claire Taylor (All parents), Janine Proudlock and Janine White (Staff)

Apologies: None received

Welcome

Dughall welcomed everyone to the AGM, acknowledging it had been moved forward in account of some parent's children leaving the school at the end of term.

It was noted that we may need to consider how we better highlight these meetings to other parents and carers as childcare can be provided with notice.

AGM

Chair Report

- Dughall updated everyone on the successes of the past year. Highlights included school pictures and a much more cohesive parent council
- As this is Dughalls last PC meeting he was thanked for his participation and role as Chair over the past year. The PC wish him well

Treasurer Report

- Audited Accounts for 1-Aug-23 to 31-Jul-24 were submitted on 30-Mar-2025, these were approved by the Chair please can we retrospectively approve them here at the AGM. Action: Approved by all
- Claire thanked Kris and Karen Procek for arranging an Independent Auditor for the accounts at such short notice.
- Claire needs to get the signatures of the previous office bearers/bank account signatories to remove them from the account before we (Karen, Fiona & Claire) can be added. Need to get Janine and Amanda's signatures.
- The FC Admin payment of £330 for the newly submitted accounts was received on 10-Apr-25.
- The account balance is now sitting at £836.40. £500 of which is promised to the school for the friendship bench. Are there any other suggestions for the remaining £336.40? The PC were encouraged to give this some reflection

Election of Office Bearers

- As this is the AGM all office bearers stand down and the election of new members took place
- Chair – Karen Procek, nominated by Janine Proudlock, seconded by Claire Taylor
- Vice Chair – Fiona Kantzidis, nominated by Karen Procek, seconded by Janine White
- Treasurer – Claire Taylor, nominated by Laura Rutherford, seconded by Fiona Kantzidis
- Secretary – at the meeting Claire Taylor was elected, however has since had to step down. Laura Rutherford has agreed to take on this position, nominated by Karen Procek and seconded by Claire Taylor

Headteachers Report

- Pupil Bench: JP highlighted that monies to be given to the pupils by the PC is being spent on a friendship bench. A number of proposals were put forward and after consultation with the whole school, the unanimous vote was for a friendship bench. Karen in CLD made links with 'Men's Shed' who met with Pupil Council and took measurements for a wheelchair bench which will also accommodate wheelchair users. Pupils chose bright colours and are considering if the names of pupils who have died since Covid can be added to the bench. **Action: JP to get an update from Karen. S and Men's' Shed.**
- School Photos: discussion took place about the taking of our school photos next session and whether or not parents and carers were happy to proceed with our teacher, Lauren Thomson, taking the photos again. Feedback from parents and carers was very positive. Action: It was agreed we would proceed with the same system next session. **Action: JP to update parents and carers on dates and the need for a donation to the school.**
- Parental engagement/communication: discussed how we continue to work with teaching staff to build more quality consistency into their feedback on Seesaw to parents and carers. PC highlighted the information they want to know but agreed this might look different for different

parents and carers but a basic expectation was necessary. **Action: Karen to attend a Teaching Staff Meeting to speak to teaching staff about this and highlight what it is parents and carers want to see and hear.** Date of 3rd September agreed for Karen to attend the meeting.

Minutes from last Parent Council Meeting

- Minutes from the last meeting of February 25th 2025 were agreed
- Karen proposed using an action log moving forward to keep track of any actions requiring action – the group agreed.
- See action log below

Any other business

- A very brief discussion took place about ideas for next term; the promotion of the Parent Council was discussed and the idea of a banner being purchased to display at school events was mentioned. We want to consider how we can engage with more parents in the next term. These are issues we can consider moving forward.

Rolling Action Log

Date of Issue Raised	Event/Item	Person Leading	Deadline/due date	Status	Notes/ comments
25 th Feb 2025	Creation of a Transitions Sub-group	Janine. W		To be created	Need to establish what is involved re commitment then advertise amongst parents
25 th Feb 2025	Communication - creation of a sub-group with parents			To be created	Need to establish what is involved re commitment then advertise amongst parents Updated 14th May 25: Karen to attend a teaching staff meeting 3rd Sept to discuss what the content of feedback looks like for parents and carers.

26 th Nov 2024	Quality Assurance Questionnaire	Janine.P		To be discussed	
14 th May 2025	Pupil friendship bench	Janine. P	September 2025	Ongoing	JP to get an update from Karen and Men's' Shed.
14 th May 2025	School photos next session	Janine.P	August 2025	Agreed	Agreed that teacher LT to take photos again and digital copies offered to parents and carers.