Houston Primary School Parent Council AGM 28th August 2019

\*Opening by Chairperson Nicki Barrett

Introduction to office bearers:

Nicki Barrett (Chair)

Alexis Alexander (Secretary)

Cheryl Logan (Treasurer)

Joanne Thompson (Deputy Chair)

General explanation of what role the School council plays, and each sub committees’ function and role.

Approx. £10,000 has been handed over last year by the school council and that goes towards basic essentials, craft materials etc as well as white board pens. The school is so well resources as a result of all the hard work done by each committee. So, a huge thank you to all the sub committees.

Nicki’s personal Goal as chair is to hand over £100,000 to the school.

A welcome was extended to the new Events team leaders, Laura MacLeod and Louise Hastings and we wish them well in their new roles.

\*Treasurers report:

Account Year 01/07/18-16/08/19

TREASURES REPORT – 28/08/19

FUNDS RAISED YEAR TO DATE Total - £11594.56 (£11,752.11)

Halloween Disco - £1323.20 (£879.86)

Christmas Fayre - £2826.00 (3625.30)

School Photos 2018 - £1103.28 (£1103.28)

Spring Disco - £569.95 (£1040.14)

School BBQ - £4206.34 (£2407.29)

Movie Night – £726.10 (£532.40)

Magic Show - £362.00

Easy Fundraising - £477.69 (£266.32)

FUNDS PAID DIRECT TO SCHOOL - Total - £10,000.00

FUNDS PAID FOR BENEFIT OF SCHOOL - Total - £1177.00

CURRENT BANK BALANCES

£11775.71 as at 16/08/19 (£ 11692.45 as at 10/08/18) £83.26 increase

TREASURERS COMMENTS

Another successful year where not only are we able to present Mrs Murray with a cheque for £10,000 again but we also paid over £1000 to support the school with things like inflatables for the summer fun day, author visits and dictionaries for the P7’s for the valedictory service. Easy Fundraising has also been a simple and productive way to raise money having raised £1011.87 to date. My thanks also go to Derek Shaw the accountant who signed off last year’s accounts and has agreed to again do this year.

Cheryl Logan Stewart

Cheryl\_logan@yahoo.co.uk

*HPSC Treasurer*

Cheryl is, as mentioned before, is stepping down at the end of this year and would ideally like a cross over year wherein someone can shadow her and familiarise themselves with the running of the fiscal side of the committee. Any volunteers?

Events committee report:

Elizabeth explained the role of the events committee and its massive importance in the fund raising for the school. She extended her thanks to the committee members, teachers and parent helpers who have helped and given their time throughout the year. Without all your input the events wouldn’t be able to go ahead.

HALLOWEEN DISCO: was well attended with 346 children

SPRING DISCO was quieter across all three discos with less than half the school role in attendance (243) 100 less than the Halloween disco. If anyone has any ideas why it is so much quieter, then please let us know. Both Discos raised £1893.10 (£26.90 less than last year). The absence of the flashy item stall at the spring disco didn’t impact on takings.

MOVIE NIGHT 282 participants raising £726.10 (Up by £193.70 on the previous year)

CHRISTMAS FAYRE raised £2826 which is £133.70 less than the year before, which given we didn’t run the kids crafts facility this year was a great result

SUMMER FUN NIGHT raised £4568.34 (£4206.34 + £362 from the magic show) which is amazing and £1800 more than the year previous. WE made quite a few changes this year, primarily outsourcing the catering which took a massive strain off the committee as well as the risks involved doing it in house. It also cut back massively on expense.

MAGIC SHOW had really good feedback regarding this from the end of term. Any other suggestions for things that we could do this year?  
  
Overall, we raised £100013.59 from last year’s events which is a fantastic £1492.45 up from last year. The only time we have had as successful a year was the year Houston light switch on was the same night as our Christmas fayre.

CHRISTMAS CARDS raised approx. £1500, a big increase from previous years as we got in well before the deadline. Although it may be too soon to think of Christmas, the earlier we get the cards in, the bigger our commission/

AS ever, we are always looking to enhance the events and explore other avenues, so any ideas and suggestions are gratefully received/

As Elizabeth stands down, she would like to personally thank everyone for supporting her in her role, and all the children in the school in their fundraising endeavours. Everyone is welcome to join, and we are desperate for new members as we are thin on the ground at present due to children moving on and up the school. Without the commitment from the committee, events simply can’t continue which would massively impact upon the enrichment of the pupils and the funds available to the school. Joining the committee doesn’t have to be a big commitment. We meet up a month or do before the event and then on the day of the event we all give a few hours. Every pair of hand is a help, even if its just for one event.

UNIFORM REPORT:

Main Points

Lorna Harvie now left, Uniform Committee being run by Morven Feely and Laura Masterton.

P7 Hoodies popular again last year with sales of £1800 and almost all P7 pupils buying one. This will run again this year for the third time

P1 induction and school summer order went well but there has been an overall reduction in sales this year from £15,000 to £12,000. This main reason for this we think is sales being lost to online. We should make a smaller commission on online orders from School Wear Made Easy and we are chasing this.

Mid-year sales are significantly down from £2017 in 2018 to £370 in 2019. As a result of this the committee will no longer deal with ad hoc sales through the year and parents will be directed to the website.

We need to make sure parents are aware of the benefits of ordering through the school to keep sales up for the summer order.

We are hoping to run a uniform shop at either parents’ night or the Christmas fair to reduce the stock currently held in the cupboard.

Tracksuits have remained popular but due to issues with supply we have decided to consolidate orders to 3 times a year in September, January and June.

During the summer order Two fairly substantial orders were lost somewhere between child handing their order in and it is reaching the office. On both occasions, the Uniform Shop fulfilled the order. Going forward we are going to look into setting up bank transfer option as well as adding a statement about preferring cheques and not being accountable for large sums of money that don’t reach the Office.

This year the uniform committee promoted My Name Tags sending out leaflets with the school fundraising code and posting on the Facebook page. We received £70 commission from orders made over the summer, so this is worth promoting again

We are going to send a letter out in the next week or so with regards to:

* Tracksuit ordering – one early September, one in January
* Running down the school ‘shop’ stock at parent’s evenings etc
* Benefits of ordering through the School Uniform shop for the big summer order as this gives a greater percentage of the profits back to the School.

Diane Gray has offered to help on ad hoc basis when needed

As a result of running down the stock in the cupboard this year the bank account is in a healthy position and enables a cheque to be donated to Houston Primary for £4000

\*BOOK CLUB REPORT:

Presented by Susan Flintoff (Chairperson)

New treasurer: Aileen Shaw (Taking over from Lynn Ross who has left)

Cash taken £1051 (Down about 3%)

The bank balance is at around £541.41 on pupil cards.

We hosted a very successful visit from Gerry the storyteller which was very popular with the children.

Desperate for more volunteers for the scheme. Can anyone spare a couple of hours a term to help?

Also, a thank you to Lynn Russel for all her hard work as she steps down as treasurer, and a thank you to the volunteers.

Mrs Johnstone also extends her thanks as the Book fayre raised £2000 to spend on the new school library.

Head Teachers report:

Mrs Murray thanks everyone for coming to the meeting, and extends thanks to all the separate comitees.

Everyone is looking forward to a great and successful school year.

A brief breakdown of were the funds raised are spent are as follows:

Subscription to the excellerated reading programme is well in exessof £2500.

Basic arts and crafts equipment and supplies are around £2700. They only get funding of £300 to put towards tmaterials, so the money makes all the difference.

£1000 goes towards supplementing hardwear, purple maths etc.

Money has been put aside for lap tops, but they have to wait until the windows 10 version becomes available so a huge chunk of funds will go toeard that.

She noted that the uniform shop was super slick and the service was fabulous.

The school role is at 515 children, with 68 children joining the p1 class. P1, P2 and P3 are full.

Mrs Murray is delighted to announce that a few of the teachers are pregnant and shall be off on marenity leave soon. Miss Wilson starting in December. We offer our congratulations to all!  
The school has secured a temporary (Thursday/Friday) 10hr classroom assistant post, which they are desperate to come up.

Mrs Stevenson is still on secondment,

Mrs Stephenatos is still in her split role as p7/ s1 transition coordinator and P5 teacher.

Standards and Qualities funding report: £19,400 has been given to the school to work with which shall allow us to do a few things. Mrs Neilson shall continue with her Seal maths programme, with a view to family involvement in the maths.

Re wiring was done successfully over the summer holidays, but not the tidy up. A Herculean effort was made by all staff to have the school ready for opening at the start of term. We now have motion sensitive lights and cameras in the playground in addition to the new wiring.

The next project commencing in January 2020 is the Early Years building. Completion is estimated at August 2020 with a view to it being open for the new school yea rnext year. The plan is for it to be open 52 weeks a year to facilitate the children with the increased hours.

The new library project was delayed due to leaks and the rewirimg, but it is finally ready for actualisation of the schools vision for this wonderful new area.

The new photographer commented on the wonderful atmosphere of the school and the general wonderful cindcut of the pupils, as well as the lovely ethos of everyone.

Mrs Murray thanked the parents present for the continued support.

CLOSING POINTS BY THE CHAIR:

Nicki voiced how lucky we are that our children go to such a tremendous school, amd that we should all be incredibly proud. She personally wanted to note how seamless the transition has been for her children going up to high school which is testimony to the quality of Houdton Primamry

ANY OTHER BUSINESS:

All office bearers are happy to stay on in theor current roles, eoth the exception of Cherly Logan (as mentioned previously)

We akso need someont to take over the facebook groups from Cheryl iof anyine would like that role?

There is to be a slight change to holiday dates. A poll was created to see if we would prefer the extra day at the February weekend or the May weekend. The response form the poll in September had beem 15 voted for fe and 6 for may (2020) but that this was no guarnetee that the opinions and preferences would have any baring on the outcome.

The 5th of may VE day holiday hasn’t been decided or approved as yet, but the relevant paperwork will be sent out in due course.

**Uniform Shop Update, August 2019 – AGM**

Lorna Harvie has now left the uniform committee. The committee is now being run my Morven Feely and Laura Masterton. This update includes details from the Treasurers report by Lorna Harvie

Productive year last year for the Uniform Shop–

* P7 hoodies were popular again last year, again almost all of the primary 7 pupils purchased one. Last year we added initials to the front of the hoodies. We are running these again this year for the 3rd time with orders due in on Friday. (Total sales last year were approx. £1800)
* The whole school summer order went well. Ad hoc ordering throughout the year has now ceased. Any midyear orders should now made by parents through the Schoolwear Made Easy website or in person. The school should get a (smaller) percentage of the profit from these orders and we are chasing this up with Schoolwear Made Easy as this has not come through yet. **Website needs to be updated.**
* A good P1 induction order in early Spring however this order was just over £1000 lower than last year (£2798 2019)

While both orders were still substantial it is worth noting that over all there has been a decline in total sales for the committee this year of approx. £12,000 this year compared with £15,000 last year. Main contributing factors were orders throughout the year have dropped considerably last year when midyear ordering was still available (£370 2019 from £2017 in 2018) Parents are therefore either ordering directly from Schoolwear Made Easy or purchasing non branded items. The P1 induction drop in sales and this may be due to nursery uniforms now being available only online and parents ordering this way for new P1 uniforms.

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| The main Summer order and the new primary one orders are the main profit makers for uniform shop,  good awareness of the summer order system and the benefits is generating for the school is important  to the success of the uniform shop especially as everyone is very used to ordering online. |

* This year the uniform committee promoted My Name Tags sending out leaflets with the school fundraising code and posting on the Facebook page. We received £70 from orders made over the summer so this is worth promoting again. People can order at any time throughout the year.
* Tracksuits continue to be a popular purchase in the upper school. Similar sales figure as the previous year of approx. £1200. Problems with stock is a common occurrence so this year we will be consolidating our orders and implementing set order dates in the future. One early September, January and June. These cannot be ordered online.
* One issue – 2 fairly substantial orders were lost somewhere between child handing their order in and it is reaching the office. On both occasions, the Uniform Shop fulfilled the order. Going forward we are going to look into setting up bank transfer option as well as adding a statement about preferring cheques and not being accountable for large sums of money that don’t reach the Office.

End of update

As ad hoc ordering has now ended we have been running down our own stock and are thinking of selling off what is left at parent’s nights or the Christmas Fayre? Any thoughts?

For consideration – would the School like us to keep a stock of ties and bookbags even though we are running down the stock?

We have also had enquiries about ‘pre-owned’ tracksuits when people do not have anyone to hand them down to – we are not sure if this is something, we could raise funds from. Does anyone have thoughts on how best to do this if it went ahead.

Handed into the school for sports teams etc

Act as a go between to hand these down

Perhaps a Facebook page for people to exchange or sell them?

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