

CANBERRA PRIMARY SCHOOL PARENT COUNCIL

“To promote partnership between the school, its pupils and all its parents”

CHAIR Eilidh McGilvray **VICE CHAIR** Pauline Strang **TREASURER** Donna Hillhouse **CLERK** Kay Morse/Heather Wilson

Email: canberraparentcouncil@outlook.com

Minutes of Meeting 20th November 2023 – 6.30pm

Attendees:	Initials:	Attendees:	Initials:
Eilidh McGilvray (Chair)	EMcG	Angela Heasman (HT)	AH
Donna Hillhouse(Treasurer)	DH	Sarah McKeown	SMcK
Heather Wilson(Clerk)	HW	Amanda Smith	ASm
Alisha Shahzad	AS		
Jennifer Irvine	JI		
Apologies:	Initials:	Apologies:	Initials:
Cllr John Anderson	Cllr JA	Lindsay Murdoch	LM
Kay Morse (Clerk)	KM	Pauline Strang (Vice Chair)	PS
Aileen Newton	AN		

Item	Minute	Owner/Action
1.	EMcG welcomed all to the meeting.	EMcG
2.	Apologies – read by EMcG. AN, PS, LM, KM, SM-F, HB, LR, AD	EMcG
3.	Matters Raised Hallowe'en Disco feedback – Positive feedback from children; DJ was good and worth the money; Responsibilities need to be firmed up before event; Use of Urn for juice was great idea; ensure all plans are agreed in advance to save crossover and unnecessary expenditure;	
4.	Head Teacher's Report <ul style="list-style-type: none"> • Xmas is in full swing – donations for Fayre are coming in • Budget cuts by SLC – lots of money to b saved by council; per capita dropped to 21 for children in school • Mrs McLean retiring in Feb after 9 yrs service 	AH
5.	Finance: <ul style="list-style-type: none"> • Account balance at 1211.63 with outstanding expenditure from Hallowe'en disco 	

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6.	<p>Events/Fundraising:</p> <ul style="list-style-type: none"> ➤ PC will run the Pocket money stall – AS & EMcG will source and price ➤ PC will run Home Baking stall – info out by AH initially then follow up by PC ➤ PC will man the Tea & Coffee stall – school will provide supplies for this ➤ PC will run a raffle stall – HW will source prizes for this; raffle tickets were kept in office from Summer Fayre ➤ Helpers Email to go out to Parents – EmcG will organise & send to school for circulation ➤ HW will ask shops for donations of cups and baking ➤ AS will check for paper bags and raffle tickets ➤ PC will bank own money – 2 people for checking, DH will take the money to be banked ➤ Floats will be organised by someone with account debit card 	
7.	<p>AOB:</p> <p>-Is it possible for donations of staple products to be given in to the school? AH said the school will happily take donations.</p> <p>-</p>	
9.	Date of next meetings: 15th Jan, 26th Feb, 29th Apr, 20th May, 10th June	

Meeting actions:

No.	Action	Status	Owner	Date raised	Action Date
1.		Ongoing			
2.		Ongoing			
4.		Ongoing			

Canberra Parent Council

Minutes

Date:20th Nov 23

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