

Friends of Glaitness School AGM Minutes

Thursday 28th August 2025

Present	Ingrid Rendall (Head Teacher), Sharon Muir (DHT), Steve Burnett (Business Manager), Maggie Henning (Chairperson), Michelle Kennedy (Secretary), Jenna Johnston, Katy Firth, Rosie Drever, Abi Ross, Cheryl Gould, Laura Thomson, Chrystall McBarron, Ruth Smith, Stacey Donohoe, Kareen MacLeod
2. Apologies	Jenny McGrath, Barbara Brown (Treasurer), Shaun Tulloch (ELCC Interim Manager), Inga Glackin, Barbara McVean

Topic/ Agenda Item	Notes	Action	Who?	Additional Information /Comments
3. Approval of Previous Minutes	Minutes from 1st May 2025			Approved by Michelle Kennedy
4. Action Log Update				Incorporated into following items
5. FoGS Roles	1. Chairperson – No one put themselves forward to replace MH. MH happy to continue in the role. Query how long a Chair can hold the position. 2. Secretary – MH said a secretary would be useful to help split the workload and help keep on top of the admin tasks. RS nominated MK to take on this role and MK happy to do so. 3. Treasurer – BB is in her final year and would like to work alongside someone this year to handover this role. No one present was interested. Agreed to put a plea out on Facebook to wider parent body. 4. Class Reps – MH keen to have class reps attending all meetings (4 per year). MH would like reps to only represent one class with the view of having a wider group of parents represented. Any unfilled rep positions will be posted on Facebook to try and fill.	1. Check constitution to see if we need to change Chairperson next year. 2. MH and MK to meet and agree division of tasks. 3. Put Facebook plea for Treasurer 4. Put plea for other reps on Facebook	1. MH 2. MH/MK 3. MK 4. MH/MK	

6. Improving Engagement with FoGS/ Logo Winners	1. Class Rep Noticeboard - MH would like all reps to submit a photo of themselves to create a noticeboard in school to help reps become familiar faces. 2. Three winning logos designed by pupils, were selected by IR and SM. They are to go onto Facebook in a poll for parents to choose the one we will adopt. The three designers will each be given a prize for being shortlisted.	1. Reps to send photos to MH. 1a. Make noticeboard in school foyer. 2. Create poll on Facebook. 3. Prizes to be presented.	1. Reps/MH 1a. MH 2. MH 3. MH	
7. Blue Door Money	1. MH thanked MK and JM for their work in making the Blue Door week a success - £3363.81 was raised. MK also noted thanks to P3 and teachers for their letters which secured amazing raffle prizes, Sean Stanger at Orkney Containers for free use of his container and the parent body for huge volume of donations and baking. The Blue Door were very complimentary on the effort put in by the team. JJ asked about the money raised from the last Blue Door stint. She thinks that the current P7 25/26 will get the last £1000. 2. The committee agreed to continue to support the Outdoor Education trip with money raised in the Blue Door and will look into agreeing a price per head to show continued support. That means that the current P4/5/6 year groups will benefit from the money raised in May 2025 in 2026/27, 2027/28 and 2028/29.	1. Check that the money from November 23 has gone to the year group in 23/24, 24/25 and now will go to 25/26. 2. Check how many pupils were in previous year groups to calculate how much given per child. 2a. Agree a figure per head at the next meeting based on these figures. 3. Reapply for Blue Door slot again. MK thinks JM has forms.	1. MH/BB 2. IR 2a. MK put into agenda for next meeting. 3. MK/JM	

8. Halloween Disco	1. SM and MH agreed date as Thursday 30th October. Alan Garrioch is again going to come and provide his disco set up free of charge. Last year the nursery disco in the hall was not well attended, was a lot of extra time for Alan and parents found it difficult to transport children back and forth. It was decided that there will be no nursery disco this year, but FoGS are happy to speak to nursery and see if they want to borrow decorations or have tattoos/glow sticks provided if they would like to do a nursery during nursery hours. P1-3 6-7pm P4-7 7.15-8.15pm £2 per child with aim to cover costs and not for profit. SM to have a sign in and out system at the front door to ensure children are leaving with the correct adult.	1. Speak to nursery to see if they'd like any input. 1a. Order juice, crisps, sweets, tattoos and glow sticks as needed. 1c. Make posters 1d. Seek parent helpers via Facebook and class chats. 1e. Sort sign in/out sheets.	1. MH 1a. MH 1c. KF 1d. MH/MK 1e. SM	
9. Christmas Cards	1. SM checked that we are happy to do this again this year and the committee in agreement. She shared that the children will work on designs this term as the earlier the items are ordered, the higher the commission the school gets. It is a good money maker.	1. Promote ordering on Facebook when the time comes.	1. MK	
10. Treasurer's Update	1. BB unable to attend the meeting but MH shared that £7967.70 in the bank with £1000 reserved for the Outdoor Education trip in Term 4. Main outgoings since the last meeting were gift cards to thank sports volunteers and P7 jumpers. Picky costs balance themselves out as the parents pay to cover this. 2. KF mentioned the resharing the lottery and it continues to bring a steady income. MH said she does share it on Facebook and at the last Parents Evenings, but we should continue to share it.	2. Continue to promote the lottery regularly via Facebook.	2. MH/MK	
11. Headteacher's Update	IR gave an update on School Improvement Plan and Standards and Quality Report. She updated on the progress made towards the aims last year of Writing and Inclusion, Participation and Wellbeing.	1. Promote wearing of school uniform and rail at reception on Facebook.	1. MK	

	• Children are continuing to embed the language of meta skills and IR has supported Dounby Primary School in this too. • Clicker 8 and new iPads are being used to support writing, purchased with PEF funding. • Children's rights are a part of all learning and the children's rights group support awareness of rights. This term classes all making their own Class Charter including the rights. • Outdoor spaces are being improved supported by funding received from Sustrans which enabled scooters and wheeled vehicles to be purchased for the playground and courtyard areas. Playground staff are having training and new tabards will be worn to help children know who can help them, who is busy with a one-to-one and who is on medical duty. • Lunch clubs have been well received and will get going again soon. • This year focuses - HWB, Listening and Talking and Inclusion. • Use of Relationships, Sexual Health and Parenthood resources. • Parental involvement to shape and be a part of working on the Relationships Policy and refreshing the Antibullying policy in line with the new one from OIC. • Jean Kocemba is going to work in the school on a visual support project improving the school environment and improving all children's ability to communicate. Use of Widgeo and visual symbols to support this. Mrs Tait is the leading teacher on this project. • New Listening and Talking programme in P1 – Nelly Oracy Programme, bought with PEF funding and staff to receive training shortly. • P2/3 working on an Education Scotland Reading Programme. • Work on improving Child's Plans and ensuring the targets, particularly for ASN pupils, are meaningful. • Place2Be Councillor Cassia Kidron is still in school part funded by PEF. RS added positive feedback for support Cassia has provided for her and her children. • Term update to come shortly with dates. • Keen to have children wearing uniform as much as possible.			
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	- Steve Burnett has joined the staff as Business Manager. - Vacancy of PT SfL to be interviewed soon. - Ongoing support staff gaps are a bit challenging with both IR and SM in auxiliary, dinner hall and playground roles already this term.			
11. Early Learning & Childcare Update	1. ST unable to attend and so no update available.			
12. AOCB	1. Netball after school club – lengthy discussion about 3.30-4pm grey area before the club starts. Querying supervision and whether volunteers are PVG checked. The letter has gone out and so no changes will be made this year but perhaps worth revisiting in Term 4 before new school year. FoGS run the club from 4pm and supervision is not provided before this as is stated on the letter. 2. CG shared that Fran (Netball coach) is looking for volunteers. Suggested putting into the parent chats and forming a rota after selection has taken place. 3. KF asked about Road Safety progress. MH said information has come from Yvonne Scott and Naomi Bremner but it is detailed, and a specific meeting would be required and may interest other members of the school community too. 4. RD mentioned that her daughter had cycled to school without an adult and without her permission. When challenged she claimed other young children were doing the same. Only children with Bikeability Training are encouraged to cycle to school alone.	1. Look at wording on Netball letter. 2. Find 3 volunteers for first 3 trial weeks. 3. Arrange Road Safety meeting with YS and NB. 4. Remind pupils in Assembly of the expectation. 4a. Remind parents in newsletter.	1. MK add to Term 4 minutes. 2. RD to put in P6 chat. 3. MH 4. IR 4a. IR	

	5. CG and BB were due to attend mobile phone meetings as FoGS reps but did not hear any more information and were unsure if the event had taken place. 6. MH is due to attend four Chairperson meetings a year but can't attend the online meeting on 23.9.25. It is on attendance, and she asked for a volunteer to attend on her behalf. 7. Sports day – MH said that many parents had liked the shorter sports day (changed due to weather) as it meant they could see all their children in just a half day away from work. MH wondered if it could be considered going forward. IR said she'd speak to pupils and staff. 8. Glaitness are leading the Kirkwall Tree Lighting Ceremony again this year.	6. JJ volunteered to do this and MH will send her the TEAMS link. 7. IR speak to pupils and staff.	6. JJ/MH 7. IR	
13. Correspondence	None.			
14. Date of Next Meeting	Tuesday 11th November 7pm in Glaitness Nursery Family Room			