

Insch School Parent Council

Extraordinary General Meeting (EGM)

8th October 2019, 6.30pm

Present: Chris Hinton (PC Chair), Petra Hood (Secretary), Becky Brown, Jo Chamberlain, Lyndsey Parr, Kerry Keith, Laura Couper, Lynne Barrons, Katherine Regan, Sophie MacDonald, Colin Currie, Sophy Charles, Fiona Burnett, Gill Begbie, Anna Gow, Elisabeth Laing, Allison Connor (Head Teacher) & Lindsay Reid (Teacher)

Apologies: Lorraine Emslie (Treasurer), Laura Mitchell, Dara Wilson

No.	Item	Action
1.	EGM was opened by Mrs Conner and Chris Hinton outlining the main purpose of this EGM – appointment of PTA Chair.	
2.	Becky Brown summarised the purpose of PTA and role of the PTA Chair. This includes support of the main events in this and next term: <ul style="list-style-type: none">• Huntly Raffle Night• Carols by Candlelight• Christmas Class Parties• Ongoing playground works and solutions	
3.	The position of PTA Chair was open for volunteers. Kerry Keith volunteered under the condition of sharing the PTA Chair position, Laura Couper also volunteered. Thank you to Kerry and Laura!	
4.	Issue of generating more involvement from Parent Forum was raised with several suggestion: <ul style="list-style-type: none">• Facilitate meetings by Skype to members of PC and PTA helpers?• Appoint representative from each class?• Further varied engagement via PC Facebook page, i.e. short videos, live video etc.?• Different day/time for meeting especially leading up to major event?• Raising awareness of PC/PTA at pick up time?• Designated Point of Contact for each school event needing support of PC/PTA	

	<ul style="list-style-type: none"> Publicise agenda for upcoming PC/PTA meeting at least 2 weeks prior to meeting Access to PC members list and PTA helpers list for full Parent Forum 	
5.	<p><u>Event – Huntly Raffle, Huntly FC</u></p> <p>6th December, PTA Point of Contact – Elisabeth Laing</p> <p>Requires 5-off raffle books, 3-4 people to run the event on the night; collection of donations for raffle and creation of prizes (L Parr).</p>	<p>E Laing F Burnett S Charles A Gow K Keith L Parr</p>
6.	<p><u>Event – Carols by Candlelight, Insch School</u></p> <p>11th December @ 6-7pm, PTA Point of Contact – Lynne Barrons</p> <p>PTA to provide and serve refreshments before/during the event.</p>	<p>L Barrons G Begbie S Charles L Parr</p>
7.	<p><u>Christmas Class Parties, Insch School</u></p> <p>During last 2 weeks before Christmas break in afternoons, PTA Point of Contact – Becky Brown</p> <p>PTA to provide and serve snack during parties, volunteer helpers will be needed, list created nearer the time.</p>	<p>B Brown</p>
10.	<p><u>Next Parent Council and PTA meeting will be held on Thursday 7th November at 6:30pm @ Insch School.</u></p> <p>Minutes of meeting will be distributed via Xpressions and Groupcall email to Parent Forum. Agenda to be published on 31/10/19.</p>	<p>P Hood</p>