



**Craigmount High School Parent Council – AGM and Meeting of Council on 5 June 2023 at
Craigmount High School**

Meeting Pack

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**CRAIGMOUNT PARENT COUNCIL MEETING
5 JUNE 2023 AT 7PM AT CRAIGMOUNT HIGH SCHOOL**

AGENDA

	Item	Leading	Indicative Timings
	Welcome and Apologies	AT	19:00-19:20 (20 mins)
A.	AGM BUSINESS		
1.	Chair's Report	AT	
2.	Approval of 2022-3 Accounts	AT/DG	
3.	Re-election of Office Bearers	AT	
4.	Comments from Council/Parent Forum	All	
B.	ORDINARY BUSINESS		
1	Minutes and Matters Arising	AT	19:20-19:30 (10 mins)
2.	Craigmound Update	CM	19:30-19:40 (10 mins)
3.	Staff Presentation - School Improvement Plan	CM	19:40-20:00 (20 mins)
4.	Treasurer's Report June	DG	20:00-20:10 (10 mins)
5.	Fundraising Report	GH	
6.	PC Issues - Toilets - Update on School Trips in next Session		20:10-20:25 (10 mins)
7.	AOB		20:25-20:30 (5 mins)
			90 mins

Indicative Dates for Next Session* (all at 7pm)

#	Provisional Date	Proposed Format
1	4 September	In Person @CHS
2	9 October	Teams
3	13 November	In Person @CHS
4	8 January	Teams
5	4 March	In Person @CHS
6	29 April	Teams
7	3 June (including AGM)	In Person @CHS

*Indicative Dates subject to confirmation with CM, following finalisation of school calendar for next session. Dates will be posted on Parent Council Website (<https://craigmounthighschool.co.uk/parent-council/>) once confirmed and invites will be sent to council members and community representatives once confirmed.

**Minutes of the AGM and Meeting of the Parent Council of Craigmount High School at 7pm on 5th
June 2023 at Craigmount High School.**

Present: Alistair Turnbull, John McLeod, Jane Crewe, Dale Graham, Lucy Hunter, Gilly Herbert, Alison Thomson

Apologies: Jeanette Ross, Nicola Currie-Mullan, Claire Labelle

School Attendees: Colin Meikle, Head Teacher

AT welcomed all members present and noted the apologies received from members unable to attend.

AGM

1. Chair's Report: Attached
2. Treasurer's Report: Accounts have been independently verified. 200 Club has closed after many years. Many Thanks to Nicola Currie Mullan for being the founder and sole operator of the club which has raised hundreds of pounds for the school since its inception.

It was recommended that a minimum sum is kept as a 'war chest' in the main PC account but spending is encouraged. There was a discussion around the best way to bid for money and for the PC to agree the spend. The process needs organising.

It was proposed that GH has ownership of the wish list and controls the bids which will be presented to the PC. Bids will be presented provisionally in September, November, February Holiday and May. CM will add notes to the bids. CM and AT to confirm provisional dates.

Action; AT, CM, GH

Acceptance of Accounts

Proposer Alistair Turnbull

Seconder Lucy Hunter

3. Election of Officers
Chair: Alistair Turnbull was willing to be re elected
Seconded Dale Hunter

Secretary: Vacant

Treasurer: Vacant

Clerk: Vacant

CM voiced his appreciation to AT for his hard work to the school this year. In particular AT has been available to CM and has listened sensitively, ensuring the Parent voice has been represented.

ORDINARY MEETING BUSINESS

1. Acceptance of Minutes from previous meeting

Proposer: Alistair Turnbull
Seconded: Lucy Hunter

2. Matters Arising

AT trying to pull together the points from the previous meeting regarding the options of expansion for Craigmount. AT proposed to establish a sub group, potentially Mark Bingham, Jane Crewe, Alistair Turnbull.

Adverts for the outstanding PC roles are out and we need to continue advertising until they are filled.

The funding wishlist has been actioned.

AT has put all the new dates on the calendar so they are clear to all members.

Welcome evening for new members is on Thursday 22nd June. PC input is required and we need the banner. AT, NCM and JC will attend.

Corstorphine Fair organisation has started, first meeting held.

3. Update from HT

4. PC Issues

Toilets: It has been reported that toilets are not available and locked before and after school.

CM: There is no policy of locked toilets. There was an unfortunate mix up with a relief Janitor and it happened for 3/4 days. Toilets are only locked when there has been an incident and they require cleaning. This happens 1 – 2 times per week. If the main toilet is locked the single toilet is available.

SLT is around at the end of school to monitor issues. PSLs are working with S3 to find out how they would like the toilets to operate.

Trips: Currently the Epic days have just finished. There have been 107 school trips throughout the year. Next year the school is working towards an S1 Residential, S2 Epic day and potential S3 'Experience' with everyone working towards a residential either foreign or otherwise. There are concerns of Equity and Cost of the School Day. Edinburgh Council are approving foreign trips but it's not easy to get them agreed and there has to be a curricula reason for the trip. Since Covid CEC has had a refresh on why trips happen. The costs involved will be released to Parents as soon as possible.

School is also reliant on staff agreeing to lead and accompany trips. School expects to have a plan of trips going forward so Parents can plan and budget. CEC likes approved providers due to risk management but that can be difficult for a large school as more spaces are required.

5. School Improvement Plan: Not discussed.

6. Uniform: There will be a push up to the Summer Holidays to provide a reset for after the break. Branding can be put on any item at 'Get Branded' at new Lairdship Yards,

Sighthill. This costs £5 per item. Next year pupil voice and Parents will be asked to look at uniform.

7. AT and CM thanked John McLeod for his contributions and expertise brought to the PC (and to CM personally). Best Wishes were also given from all PC members present: JMCL has been a stalwart member for many years.

Next Meeting: 4th September (Subject to confirmation)



CHAIR'S REPORT Session 2022-23

I'm delighted to table my first AGM report as Chair of the Craigmount High School Parent Council.

RECAP ON YEAR'S ACTIVITIES

Meetings and Participation

In our first full session since 2020 without government COVID restrictions, we reintroduced in-person council meetings at Craigmount High School, alternating these with the Teams meetings which we introduced during COVID.

Generally, the hybrid format trialled this year has been successful. Teams meetings continue to be well-attended, providing a convenient format that maximises the widest Parent Forum participation, averaging 12 forum members per meeting in addition to council members vs between 3 and 6 at in-person meetings. We intend to continue this format in the forthcoming 2023-4 session.

That said, the re-introduction of in-person meetings at Craigmount has been welcomed by all members of the council. While Teams has proven to be an effective forum to conduct our meetings, I think there is little substitute for the interaction of a live meeting, and the deeper connection that you get from meeting each other, as well as staff and Forum members. The consistent over-running of those meetings possibly evidences the additional engagement of that format!

I'd also like to thank our community representatives, in particular our councillors, for their consistent attendance and support over the session. That support will be welcome and will be critical in the coming years, in particular as we tackle the challenges posed by the pressure on the school roll from the West Edinburgh housing development.

Membership

Having grown last year to 17 at the end of last year, and after a review of attendance I carried out this year, our council membership reduced to 13, with our former Chair Phil Black, our former treasurer Gerald Jamieson and Gordon Gooch stepping back from membership. I'd like to thank each of them for their contribution, in particular Phil who, as Chair when I first joined some 4 years ago, set a standard of diplomacy, approachability and purpose I'm still trying to live up to!

At the end of the session, we inevitably also need to say goodbye to long serving members as the youngest of their children leave Craigmount.

This year, we are saying goodbye to John McLeod, our Deputy Chair. John has been a brilliant contributor to the life and meetings of the Council, bringing great insight from his experience in the education sector as well as his own candid and well measured opinion. Personally, I'd like to thank him for all of his work and support this year in my first year, including the minute taking. He leaves with our thanks and our best wishes.

Office Bearers

Dale Graham steps down as Treasurer at the end of this session after three years in the position. I'd like to thank her for her service to the Council as treasurer. I'm glad she will stay on as a Council member and handover the reigns to our new treasurer, once recruited.

This does leave the council short of office bearers, which is a key priority for me and the Council over the coming months. A recruitment campaign is underway, and I'm hopeful that we will have some positive news to report shortly on this.

Finances

The Parent Council's coffers are in robust health, having been filled during COVID, leaving us with a £5k balance at the opening of our accounting year (1 April 2022).

During the accounting year (Apr 22-March 23), we received circa £9k and disbursed or donated a similar amount within that period to clubs as they emerged from COVID activities as well as a number of other school initiatives, including pupil equity, wellbeing, mental health, new picnic tables as well as a number of meeting a number of school club funding requests.

This left us at the end of the accounting year with an embarrassment of riches (circ £5.4k) which have been further bolstered by annual sponsorships and the residual funds from the 200 Club totalling around £1.5k.

Having made a further round of donations since April totalling £4.2k, the Parent Council account currently sits with a £2.7k balance. Even taking into account the few remaining funding requests currently under consideration, this should leave us with a healthy "war chest" for the forthcoming session.

With the resumption of a fuller programme of school trips and activities, I look forward to the capacity the Council will have next year to fund these and other activities and the positive impact these will have on the life of the school.

Fundraising

As is perhaps evident from the report on our finances, fundraising has become an area of quite considerable success for the Parent Council, due in no small part to the efforts of Gilly Herbert, who joined us in 2020-1 session. Since then, we have directly or indirectly raised circa £20k in funding for school initiatives from grant funding and commercial sponsorships in addition to our 200 Club and Corstorphine Fair fundraising. I'd like to acknowledge my thanks to Gilly and Nicola Currie Mullan for all the work they have done in making this happen – the impact that this has made is considerable.

Our commercial fundraising is underpinned by a number of key local businesses, each of whom have committed a regular annual commitment to school departments, school clubs or initiatives such as mental health and wellbeing. Many of these sponsors have gone over and above these annual commitments to also fund things like sports strips, club hoodies, and extra curricular language clubs. While we are not, as a Council, in the business of promoting our sponsors, I would certainly encourage parents and carers to check out the sponsor's page on the CHS website (see <https://craigmounthighschool.co.uk/our-partners/>) and consider repaying their generosity with your custom at some point.

In the middle of this year, we decided to cease the activities of our 200 Club, to reduce the burden of running this as well as to focus on our other fundraising initiatives. I'd like to thank Nicola Currie-Mullan for all the work she has put into this over many successful years in running this club.

Advocacy and Representation

Advocacy and representation is part of the core functions of the Parent Council and this session has been extremely busy, not least down to the energy and action of school leadership in moving forward with multiple school improvement plan initiatives post lockdown. Of these, I would probably highlight the school's roll out of iPads under Empowered Learning, its renewed focus on Equality and behaviour under its equalities initiative and new curriculum choices as being those that have probably exercised the Parent Forum and the Council's attention this year, but also where I think important foundations have been laid. I look forward to seeing how these develop as these initiatives fully bed into school life.

While thankfully this session has not seen the school subject to the constraints and challenges that COVID regulation brought in previous sessions, the longer term effects of COVID and the emergence of the school from those restrictions have also continued to be a dominating theme in Council business. School trips, the resumption of "normal" exam diets and the general longer tail on confidence and wellbeing of our pupils as we come out of the past two years of restrictions has formed a large part of debate in Council's sessions.

Finally, the continuing pressure of the school roll and the constraints this has placed on social space and the life of the school continues to be a pressing topic for the Council. With little meaningful progress in discussions with Edinburgh City Council this session, this will be a top priority for next session.

Challenges and Priorities in the forthcoming session

As I look forward to the 2023 session, I think three priorities probably stand out as requiring the Council's collective focus attention next session:

- firstly, filling our vacant office bearer positions quickly to ensure the small burden of running our council is shared and that the running of the council is as efficient as possible.
- secondly, moving discussions and consultation with Edinburgh City Council forward on the West Edinburgh development and how to alleviate and solve for the current and future pressure this will place on school capacity and resources as well as its pupils and staff
- thirdly, recognising that a school inspection is highly probable to happen in the next session given the passage of time since the last inspection, supporting and inputting the views of the council and the Parent Forum to that inspection, should it happen.

Final Words of Thanks

On behalf of the Council, I'd like to record our thanks to Colin and all the members of his senior leadership team for all the time they have spent in the past year with the Council. I'm genuinely excited about many of the initiatives that they have put in place and want to recognise the many hours of thinking, planning and of execution that have gone into those.

I'd also like to offer a couple of personal thanks as I've settled into my new role this year. First to Jane Crewe for her help, wisdom and experience as outgoing Chair from last session. It's been invaluable as I've navigated the smaller and larger detail of the new role. Second to Colin, whose constructive

support, perspective and feedback has been invaluable. And finally to my fellow council members for all the energy, passion, insight and wisdom they selflessly bring to the work of the Council.

Craigmount High School Parent Council
Income and Expenditure Transactions 1st May 2022 - 30th April 2023

Income and Expenditure Transactions 1st May 2022 – 30th April 2023				
Current Year to 30th April 2023				
Bank of Scotland	200 Club	Cash	Total	
Opening Bank / Cash Balance	£4,130.80	£889.06	£57.27	£5,077.13
Income				
Quiz Sales				£0.00
M&S Bag pack for LGBT Gold Award				£0.00
Edinburgh Council	£1,202.80			£1,202.80
Corstorphine Fair	£1,708.72			£1,708.72
Grant income	£4,700.00			£4,700.00
Sponsorships	£200.00			£200.00
Donations	£581.50			£581.50
200 Club Member Contribution		£917.00		£917.00
Edinburgh Council				£0.00
Cash banked from Petty Cash float	£57.47			£57.47
Bank Interest/Refund Charges				£0.00
Easy Fundraising	£42.80			£42.80
Total Income	£8,493.29	£917.00	£0.00	£9,410.29

Expenditure					
	200 Club/Quiz Prizes		£554.80		£554.80
	Parent Council Banner				£0.00
	Corstorphine Fair - Registration	£30.00			£30.00
	Support for School Projects				£0.00
	School Uniform	£380.90			£380.90
	U14 Football Strips				£0.00
	Girls Football				£0.00
	TLC Room				£0.00
	Wellbeing Fund / Activities	£378.95			£378.95
	This is Language				£0.00
	Laptops - People Know How				£0.00
	ICT				£0.00
	Calculators				£0.00
	Python Books				£0.00
	Computing Department				£0.00
	Library Update - Non Fiction				£0.00
	LGBT Gold Award				£0.00
	Library and Brainstick				£0.00
	Equity Funds				£0.00
	Performing Arts/Dance Club				£0.00
	Debating	£230.00			£230.00
	S3 Zoo Business Trip				£0.00
	Beanbag				£0.00
	CDT				£0.00
	Music Dept	£200.00			£200.00
	Mental Health initiatives	£2,200.00			£2,200.00
	Seasons for Growth Materials				£0.00
	P7 Cluster Schools Maths Event				£0.00
	FCT				£0.00
	Picnic Tables	£4,100.00			£4,100.00
	DND Funding	£136.00			£136.00
	Netball Posts	£728.33			£728.33
	Raspery Pi USB Ports				£0.00
Admin	Clerks Fee				£0.00
	MS Office subscription	£25.55			£25.55
	Transfer PettyCash to Bank			£57.27	£57.27
Total Expenditure		£8,409.73	£554.80	£57.27	£9,021.80

Surplus / (Deficit)	£83.56	£362.20	-£57.27	£388.49
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Closing Bank /Cash Balance 30/04/23	£4,214.36	£1,251.26	£0.00	£5,465.62
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Committed Funds - Outstanding Cheques		
CHQ1		
CHQ2		
CHQ3		£0.00

Available Funds for future projects	£4,214.36	£1,251.26	£0.00	£5,465.62
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Current Year to 30th April 2022			
Bank of Scotland	200 Club	Cash	Total

£3,543.02	£212.06	£57.27	£3,812.35
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				£0.00
				£0.00
£1,202.80				£1,202.80
				£0.00
				£0.00
£1,607.79				£1,607.79
£500.00				£500.00
£1,197.00				£1,197.00
				£0.00
				£0.00
				£0.00
£143.87				£143.87
£3,454.46	£1,197.00	£0.00		£4,651.46

[illegible]

£587.78	£677.00	£0.00	£1,264.78
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£4,130.80	£889.06	£57.27	£5,077.13
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	£0.00
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£4,130.80	£889.06	£57.27	£5,077.13
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**Craigmount High School Parent Council - Bank of Scotland Account
Income and Expenditure Transactions 1st May 2022 - 30th April 2023**

DATE	Details	INCOME	No
01/05/2022	BALANCE BROUGHT FORWARD	£4,130.80	
	Income		
04/06/2022	Corstorphine Fair	£1,708.72	
30/06/2022	Specsavers	£200.00	
07/06/2022	University of Edinburgh	£400.00	
07/06/2022	Easyfundraising	£20.75	
11/07/2022	Edinburgh Council	£4,100.00	
22/09/2022	Edinburgh Council	£1,202.80	
07/10/2022	Krisstoferson Carpets	£200.00	
14/10/2022	Mortgage Force	£200.00	
04/11/2022	Edinburgh Dungeons refund	£181.50	
22/11/2022	Easyfundraising	£22.05	
18/01/2023	Cash banked from Petty Cash float	£57.47	
21/03/2023	Sunrise Ortho	£200.00	
	Total Income	£8,493.29	
	Expenditure		
09/05/2022	Debating Club	£230.00	
13/06/2022	Corstorphine Fair	£30.00	
28/07/2022	School - Picnic Tables	£4,100.00	
14/10/2022	Music Dept	£200.00	
14/10/2022	Edinburgh Dungeons	£181.50	
14/10/2022	Burke & Hare Exhibition	£197.45	
14/10/2022	Equality & Diversity	£1,000.00	
14/10/2022	Confidence & Resilience	£1,000.00	
02/11/2022	Uniform	£380.90	
02/11/2022	Mental Health	£200.00	
28/11/2022	DND Funding	£136.00	
05/12/2022	Netball Posts	£728.33	
18/01/2023	MS Office subscription	£25.55	
	Total Expenditure	£8,409.73	
	Surplus for Year	£83.56	
30/04/2022	Balance Per Bank Statement	£4,214.36	

Outstanding Cheques - None

**Craigmount High School Parent Council - 200 Club - TSB Account
Income and Expenditure Transactions 1st May 2022 - 30th April 2023**

DATE	Details	INCOME	No
01/05/2022	BALANCE BROUGHT FORWARD	889.06	
	Income		
31/05/2022	Member Contribution	100.00	
30/06/2022	Member Contribution	97.00	
31/07/2022	Member Contribution	97.00	
31/08/2022	Member Contribution	97.00	
30/09/2022	Member Contribution	97.00	
31/10/2022	Member Contribution	97.00	
30/11/2022	Member Contribution	92.00	
31/12/2022	Member Contribution	92.00	
31/01/2023	Member Contribution	92.00	
28/02/2023	Member Contribution	28.00	
31/03/2023	Member Contribution	28.00	
30/04/2023	Member Contribution	-	
	Total Income	917.00	
	Expenditure		
DATE	Details		No
31/05/2022	Prize Money	157.60	
30/06/2022	Prize Money	-	
31/07/2022	Prize Money	-	
31/08/2022	Prize Money	-	
30/09/2022	Prize Money	116.40	
31/10/2022	Prize Money	-	
30/11/2022	Prize Money	114.40	
31/12/2022	Prize Money	-	
31/01/2023	Prize Money	110.40	
28/02/2023	Prize Money	28.00	
31/03/2023	Prize Money	28.00	
30/04/2023	Prize Money	-	
	Total Expenditure	554.80	
	Surplus/(Deficit) for Year	362.20	
07/03/2021	Balance Per Bank Statement	1,251.26	

Craigmount High School Parent Council - Cash Float
Income and Expenditure Transactions 1st May 2022 - 30th April 2023

DATE	Details	INCOME	No
01/05/2022	BALANCE BROUGHT FORWARD	£57.47	
	Income		
30/04/2023	Quiz Sales	£0.00	
	Total Income	£0.00	
	Expenditure		
DATE	Details		No
18/01/2023	Pay petty cash into current account	£57.27	
30/04/2023	Quiz Prizes	£0.00	
	Total Expenditure	£57.27	
	Surplus for Year	-£57.27	
30/04/2023	Petty Cash Per Cash Float	£0.20	

Analysis of Float	No.	Value
£20.00		£0.00
£10.00		£0.00
£5.00		£0.00
£1.00		£0.00
£2.00		£0.00
£0.50		£0.00
£0.20	1	£0.20
£0.10		£0.00
£0.05		£0.00
£0.02		£0.00
£0.01		£0.00
		£0.20



Treasurers Report, 5 June 2023

Treasurers' summary & highlights:

- Overview of current funds balance
- 200 Club balance has been transferred to PC account, £1 retained for account closure
- Petty Cash balance is currently nil
- Independently verified account to 30th April 2023 have been circulated
- Final cash count is performed annually at year end 30 April

Dale Graham

Treasurer

5th June 2023

Balances at 5/6/23	£
Treasurers Account	2,789.02
200 Club	1.00
Petty Cash	0.00
Total	2,790.02

Grant Applications	Date	Purpose	Amount	Outcome
The Fundraising Committee shall confirm which applications are approved and the status thereof at each meeting	tbc	tbc	tbc	tbc
tbc				

Income to date	Date	Purpose	Amount	Notes
See detailed I&E statement that follows				
Total			£1,539.46	

Expenditure to date	Date	Purpose	Amount	Notes
See detailed I&E statement that follows				
Total			£4,215.06	

Committed spend	Amount	Date	Notes
CHS Wish List – other items for approval	£tbc	Before end session 2023	Committee to confirm
Total	£(tbc)		