

## Towerbank Primary School Parent Council/Parent Staff Association Extraordinary General Meeting 29/03/17: next steps

Attending: Andrea Barlow (Vice Chair, Parent Council), Ruth Bowen (Chair, Parent Staff Association), Emma Dennison (Secretary, Parent Council), Graham Elliot (Treasurer, Parent Council, Parent Staff Association), Liz Henderson, Alasdair Friend (Headteacher), Onyema Ibe, Ruth Jays (Chair, Parent Council), James Lewis (Deputy Chair, Parent Staff Association), Judith Mackenzie (Secretary, Parent Staff Association), Donald Martin (Leader, Camp Fundraising Group), Jacqueline Taylor

### Proposal and points of discussion

It was presented to the meeting that a new structure to combine the Parent Council and the Parent Staff Association would offer more coherence and streamline the structure of the volunteer groups. With a new Headteacher in place, there is an opportunity to present the parent/carers school bodies to the wider community in a new way.

It is envisaged that there will be office bearers as in the present group structures (Chair, Vice Chair, Treasurer, Secretary, Fundraising Lead, Fundraising Vice Lead, Comms Lead), along with leaders of issue-based sub-groups.

One general meeting would be held per term with focussed topics for discussion (e.g. planning school events, school dinners).

It is important that opportunities should be created for volunteers to join groups at any stage in their progress and that experience is passed on from group leaders to a wider set of volunteers.

Fund-raising targets would be set at the start of the year, in line with school strategy, for specific items.

So far the overwhelming majority of parents, who have so far expressed a view, have been supportive of the proposals in support for merging the two bodies, including attendees of the meeting and 23 proxy votes, but this has to be confirmed by the wider school community and in accordance with the current constitutions of the associations.

### Constitutional issues

In order for these changes to be passed, at least two-thirds of the school parent/carers community must vote to approve them. All parents/carers will be notified of the opportunity to vote via Survey Monkey or a paper version will be provided to parents without access to SurveyMonkey.

**ACTION:** Mr Friend to purchase a licence for Survey Monkey.

In order for the constitution of the Parent Staff Association to be dissolved, this must be approved by a quorum of nine meeting attendees.

A new constitution will need to be circulated, commented upon and approved by the school parent/carers community: a period of fourteen days will be allowed for feedback. The draft of the new constitution will be circulated to the current committee members then posted on the school website and the school noticeboard.

**ACTION:** Andrea Barlow, Ruth Bowen, Ruth Jays to write a draft of the new constitution.

Until this is ratified, the activities of the existing structures will remain in place pending further consultation.



### Next steps

18 April: date and agenda for next Parent Staff Association to be circulated, to include discussion of a new structure for the parent/carers school body, approval of new fund-raising requests and risk assessments for forthcoming fund-raising events.

18 April: Survey Monkey to be issued for all parents/carers to vote on the proposed new structure of the parent/carers school body.

w/c 8 May: Parent Staff Association meeting to be held.

A further Extraordinary General Meeting of the PC/PSA will take place w/c May 15th (date TBC).

