

Friends of Portlethen Primary
Annual General Meeting Minutes held
on Thursday 7th September 2017

Present: Wendy Murray – FOPP Chair
Sarah Ewen – FOPP Vice Chair
Fiona Brown – FOPP Secretary
Ann-Marie Gordon – School PSA & Parent
Mrs McKechnie – Head Teacher
Douglas Bruce - Deputy Head Teacher
Laura Watson – Deputy Head Teacher
Inez Simpson - Grandparent

Apologies: John McGungle – Parent
Ilka Win – Parent
Elaine Cowan - Teacher

Agreed Minutes of Last Meeting: Minutes were agreed and distributed.
Minutes proposed by Wendy and seconded
by Sarah.

Matters Arising and Review of Recent Events

Spree Books:

Spree Books have been issued and it has been a slow start – only 13 have been sold so far. The final date for purchasing a spree book is Friday 15th September.

Chairperson's Report

Sarah started by thanking everyone for attending and announced that she would be stepping down as Chair due to work commitments.

Sarah thanked all the FOPP members and Teachers who made this year such a success especially Ilka and John who are stepping down this year and thanked them for their contribution.

Treasurer Report

Sarah said there was a total income of £9,576.88 raised this year and £10,905.70 was paid out. There has been a loss of £1,328.82, however it is estimated that £8,262.95 is in the bank account (John is awaiting bank statements) so FOPP have done very well taking into consideration the current economic climate. Please refer to the attached Income and Expenditure Report 2016-2017 from John. The Committee have agreed for George Brown to audit the accounts.

School Report

Mrs McKechnie introduced herself as Head Teacher to the school and thanked everyone for their continued support which is very much appreciated. The school have requested £5,000.00 for new iPads. The Committee have agreed to this with the understanding that the term money due to the school will not be paid until after the Christmas Fayre to enable more funds to come in.

Election Committee

Office Bearers	Nomination	Proposed	Seconded
Chair	Wendy Murray	Sarah Ewen	Ann-Marie Gordon
Vice Chair	Sarah Ewen	Wendy Murray	Fiona Brown
Secretary	Fiona Brown	Sarah Ewen	Wendy Murray
Treasurer	Arlene Bonner	Sarah Ewen	Wendy Murray

It has been decided by the Chair that there is no longer a requirement for a Purchaser.

Staff Reps			
Mrs McKechnie	Mr Bruce	Miss Watson	Mrs Cowan
Nursery Reps			
Leigh McKenzie			
P1- P3 Reps			
Arlene Bonner			
P4 – P7 Reps			
Sarah Ewen	Wendy Murray	Ilka Win	Fiona Brown
Ann-Marie Gordon	Inez Simpson		

Current Up and Coming Events

Christmas Cards:

Ilka has distributed the template forms to all teachers. This is to be completed in the classroom again. Once completed, they will be scanned and made into a card and then taken home with the children. Parents can then decide if they would like place an order for Christmas cards, mugs or tea towels. They are to be returned by October.

KAD Photography – Saturday 16th September

The huts are to be used for this event again. 32 slots have been filled so far. A raffle is to be done at a cost of £2.00 per ticket. The winner will have £25.00 off any purchase of photographs.

Halloween/Bonfire Disco – Thursday 9th November

Wendy suggested not having a tuck shop at this event and giving the children a sweetie bag at the end of the disco to prevent people from being in the Rainbow Room.

Santa Runs – 5th to 7th December from 5.30pm onwards

Four people will be required to help for each date. Each of the three Primary Schools will receive an equal proportion of the funds raised.

Wendy is going to purchase high visibility jackets, sweeties and new buckets.

Christmas Fayre – Wednesday 13th December 3.30-5.30pm

It has been decided to integrate this event with the school as done in previous years. There will be a few PSA Stalls. This will be decided in the next meeting.

Spring Fayre – Saturday 12th May

Wendy has suggested changing the theme to a family barbecue, which would be held in the afternoon.

Any Other Business

Wendy is going to provide a suggestion box in the school for the children which will give them the opportunity to suggest what they would like to do.

Wendy suggested having a couple of informal coffee mornings/afternoons in the school for parents/carers who are unable to attend the meetings. This will give her the opportunity to introduce herself and explain what FOPP does for the school and to hopefully get more helpers on board.

Lets for 2017 - 2018

Friends of Portlethen Primary - School Lets 2017-2018

Date	Day	Activity	Room	From	To
07.09.17	Thursday	AGM	Staff	6pm	8.30pm
16.09.17	Saturday	KAD Photography	Portakabin	8.30am	5pm
05.10.17	Thursday	Meeting	Staff	6pm	8.30pm
09.11.17	Thursday	Halloween Disco	Hall	3.20pm	9.30pm
16.11.17	Thursday	Meeting	Staff	6pm	8.30pm
13.12.17	Wednesday	Christmas Fayre	Hall	3.20pm	8pm
11.01.18	Thursday	Meeting	Staff	6pm	8.30pm
TBC	TBC	Valentine's Disco	Hall	3.20pm	9.30pm
08.03.18	Thursday	Meeting	Staff	6pm	8.30pm
29.03.18	Thursday	Free Let	Hall	6pm	9pm
19.04.18	Thursday	Meeting	Staff	6pm	8.30pm
12.05.18	Saturday	Spring Fayre	Hall/Outside	7.30am	4pm
17.05.18	Thursday	Meeting	Staff	6pm	8.30pm
21.06.18	Thursday	Meeting	Staff	6pm	8.30pm
27.06.18	Wednesday	End of Term Disco	Hall	3.20pm	9.30pm

Next Meeting to be held on Thursday 5th October 2017 @ 6pm
in the School Staffroom

**F.O.P.P
2016/2017**

Event	Profit
KAD	£342.20
SPREE	£540
CHRISTMAS CARDS	£485.90
HALLOWEEN DISCO	£244.94
CHRISTMAS FAYRE	£485.00
SANTA RUN	£525
VALENTINE'S DISCO	£227.82
SPRING FAYRE	£1669.91
E.O.T DISCO	£244.55

Paid to school

October 2016	£2500 term money
Dec 2016	£850 Panto Buses
April 2017	£600 Trophy Cabinet
April 2017	£1900 Abernethy Buses and ?

Opening balance: £9591.77

Money in £9576.88
Money out: £10905.70

£ - 1328.82

Awaiting updated statement, but from my calculations we should have

£8262.95

So we have made a loss but not a huge one, when I took over 4 years ago we only had £4000 in the bank, so we have done really well.