

# Trinity Academy Parent Council – AGM 2<sup>nd</sup> November 2023

Held at Trinity Academy, Craighall Road, Edinburgh

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## Attendees and Apologies

Paul Jeffrey, Chair  
Judith Mackinlay  
Colin Duncan  
Lesley Kelly  
Helen Davey  
Helena Lawrence  
Rosie Hunter  
Lisa Cardoza  
Lorna Morgen  
Manuela Molendini McLeod

Apologies: Morag Burnett (Treasurer), Nick Burge

## Welcome and Chair Report

Paul K Jeffrey (Chair of Parent Council) opened the AGM by welcoming and thanking all attendees and outlining the agenda as follows:

1. Chair Report: Paul K Jeffrey
2. Parent Council Office Bearers: All
3. Input from Parent Forum: (No input received)
4. Approval of Accounts for the year ended August 2023: PKJ
5. Update to the TAPC Constitution to formalise Fundraising: All
6. AOB

It was noted at this point that standard procedure requires us to approve the Minutes of the previous AGM however these were not to hand. Mike Nicholson was kind enough to construct minutes of the 2022 AGM and send them on after the 2023 AGM.

**An EGM will be called to discuss and approve the 2022 minutes.**

Paul presented his first Chair report which followed on from Mike Nicholson's last report in format with some key highlights and achievements highlighted in fundraising and also some key issues affecting the PC in terms of membership and interaction with the larger parent forum.

The report can be found here:

<http://www.trinityparentcouncil.org.uk/wp-content/uploads/2023/12/TAPC-Chair-Report-112023.pdf>

## Parent Council Office Bearers

A short agenda item was discussed on current office bearers. It was noted that there were two formal roles identified in the PC Constitution which were not formally filled:

- Vice Chair
- Secretary

A question of the longer-standing PC members confirmed that the Vice Chair role had not been filled for some time and we note from the previous AGM that there was an agreement for the typical role of secretary to be split with minute-taking by Clare Sharp and Cathy Ballantine while Judith MacKinlay would take on some behind the scenes admin relating to PC membership.

At this point, it was noted that Cathy Ballantine had formerly resigned from the Parent Council due to pressures of work and TAPC thanks Cathy for her assistance over the last year. Cathy has also confirmed she is happy to provide proofreading services in the future for any major content being released by the PC.

Those present agreed unanimously to continue as members of the council as follows:

- Paul Jeffrey will continue as Chair: proposed Judith Mackinlay seconded Helen Davey.
- Morag Burnett will continue as Treasurer: proposed Paul Jeffreys seconded Helen Davey
- Judith Mackinlay will become Vice-Chair: proposed Rosie Hunter seconded Helen Davey
  - Judith will look to engage with the school on issues surrounding communication of home learning and other information to students and their families and carers, specifically issues arising from multiple tools and IT complexity, and other issues surrounding inclusion

Additionally:

- Fiona Campbell will continue with her work on Communication to the parent forum
- Helen Davey and Colin Duncan will continue to organise and co-ordinate TAPC-run bars at school events

The secretary role is not being formally filled however, Clare Sharp and Helena Lawrence have volunteered to share the responsibility of minute-taking at future TAPC meetings.

**Judith Mackinlay will contact people on the 2022-2023 parent council list to confirm if they wish to remain as members this year and beyond. Outcomes will be reported formally to the PC in the January 2024 meeting.**

### Input from Parent Forum and Communication

TAPC continues to receive very little communication from the parent forum. As a reminder, this is the collective name for all parents and carers of children at Trinity Academy. Discussion identified that there are many potential reasons for this including, but not limited to:

- Communicative School and Head Teacher
- Lack of Issues being discussed within the parent forum
- Lack of Awareness of PC role

The outcome of discussions here is to ensure that we are using the most appropriate methods for communication to the parent forum. Whilst our PC Mailing list has approximately 600 members, this isn't the representative of the whole school and it is agreed that we should be asking Nick Burge to assist and sponsor our use of the ParentPay mailing system to reach all parents and carers. This system is used by Trinity Primary School to great effect.

An additional point introduced here was the lack of a single, coherent calendar of School events. It was noted that whilst there is a calendar on the TA website ([School Calendar - Edinburgh's Trinity](#))

[Academy](#)) it appears not to show all planned events and PC members wonder if the calendar function in the Schools App may be used to greater effect.

It was noted that the issues affecting parents not receiving newsletter and communications updates from Mailchimp have been addressed and resolved. Mailchimp will now successfully send to any active mailing list members after identifying approximately 90 addresses not receiving emails from us.

The issue of communication of PC meetings was discussed and the PC agreed that the creation of a process around the timings, communication and invitation to PC meetings and including an agenda may help to encourage participation.

Attendance of the Head Teacher was also discussed at the AGM and it was agreed that we should revert to a previous format where the head would provide their report to the PC, answer questions then leave the meeting allowing PC members to discuss any issues arising from the report.

A final point on interaction with the Head is that there had only been one meeting between Mr Burge and the PC Chair. Given the addition of a Vice Chair it is felt that a firm meeting cadence is created and this is to be raised directly.

**Judith Mackinlay will investigate and organise the communication process and outcomes will be reported formally to the PC in January 2024.**

**Paul K Jeffrey will raise the following issues with Nick Burge:**

- **Using ParentPay for communication with parent forum**
- **Attendance at PC Meetings**
- **Meeting Cadence with Chair and Vice Chair**
- **School Calendar in The Schools App is empty – can this be addressed?**

**Outcomes will be reported formally to the PC in the January 2024 meeting.**

### [Treasurer's Report](#)

Paul thanks Morag Burnett for her work over the year in managing the TAPC accounts. Morag prepared a report and verified accounts which have been externally verified by a Trinity parent, Bence Solymar.

The accounts highlighted a closing balance of £5,063.40 with funds made up of Fundraising events (£3,929.95), Easy Fundraising (£124.95) a City of Edinburgh Council grant of £988 and interest received of £26.28.

Deductions from the account were made up of fundraising costs (£685.23) and donations to the school PE Department of £1,347.41 for the year.

The audited account summary is available for viewing here:

<http://www.trinityparentcouncil.org.uk/wp-content/uploads/2023/12/Verified-accounts-2022-23.pdf>

## 50:50 Club

Discussions around the accounts also included the 50:50 club which has been run as a separate account from the primary PC account. Colin Duncan has now taken over primary responsibility for the running of the 50:50 club and reported that the account currently stands at approximately £4,000.

After discussion, the following actions were agreed:

- Transfer of £3,900 to primary TAPC account leaving sufficient funds for the running of the fund and making payments from it.
- Annual transfer of surplus funds should be made to the primary TAPC account
- Updated signatories for the account approved as:
  - Colin Duncan
  - Paul K Jeffrey
  - Morag Burnett
  - Clare Sharp
  - Judith Mackinlay
- Legacy signatories to be removed:
  - Lisa Cardozo
  - Morag Reid
  - Susan Edwards
  - Aileen Harris
- Promotion of 50:50 Club should be investigated as a source of regular income for the Parent Council

TAPC thanks all those previously involved in the running of the 50:50 club.

**Colin Duncan to arrange signatory update and to arrange for the transfer of funds between accounts.**

**Outcomes will be reported to the PC in the January 2024 meeting.**

## Fundraising

A broad general discussion was held on fundraising with specific thanks being given to all those taking part in fundraising events and to those organising them. Fundraising is a core responsibility of a Parent Council and the efforts here are exemplary.

Helen Davey confirmed that a Parent Council Refrigerator had been sourced and positioned for sole use by the PC. This will assist with cooling refreshments for PC bars being provided at any school events.

Primary issues discussed with fundraising are split into two areas:

- What does our constitution suggest we should do with funds raised?
- What should we consider as appropriate uses of funds raised?

The first point was addressed by reading from the constitution initially which says:

**From the Objectives section:**

*To develop and engage in activities which support the education and welfare of the pupils, including appropriate fund-raising*

**From the Finance section:**

*The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.*

There is no other guidance here. A recent plan to spend the current surplus of funds on two items at the school met with mixed feelings:

- The Academy had already spent the money suggested from current budget
- The projected spend was highly specific and did not particularly support the largest possible number of pupils

Outcomes of this discussion followed these two elements with the following actions agreed:

- Create an amendment and update to the TAPC Constitution which outlines how funds raised by the PC should be apportioned. These guidelines should include the range of criteria to be used addressing Inclusion, Enrichment and Potential Reach as well as looking at the requests of specific interest groups and year groups.
- A broader understanding of what the school needs in terms of funds and where assistance is most needed.
- Clarity on school surpluses and funds available

**Colin Duncan to report back on proposed amendments to the constitution**

**Paul K Jeffrey to request clarification on funds and funding from Nick Burge**

**Outcomes to be reported to the January 2024 PC Meeting.**

## Closing

All attendees were thanked for their attendance and input.

The next parent council meeting is to be held in the academy in January 2024 and we will also attempt to provide an online link for this meeting.

**\*\*END\*\***