



## CUIKEN PRIMARY SCHOOL PARENT COUNCIL

Minutes of AGM on  
Wednesday 4<sup>th</sup> March 2026  
7.00 p.m. via Teams

### Present

Nikki & Andrew Barlass-Wilson (Parents)  
Rachel Brykajlo (Parent)  
Natalie Gallagher (Parent, Treasurer)  
Jess Lowry (The Nest)  
Stacey Smith (Parent, Chair)  
Tracy Sneddon (The Nest)  
Claire Staig (Parent)  
Lynsey Stevenson (Acting Head Teacher)  
Lynsey Weir (Minute Clerk)

### Apologies

Aoife Callaghan (Parent)  
Louise Cassidy (Parent)  
Claire Galloway (Parent)

## ACTION

### 1.0 WELCOME AND APOLOGIES.

Andrew welcomed all and thanked for joining our Teams AGM. We had hoped for a better attendance as it was well advertised but grateful to those here. Apologies noted. Andrew Chaired this meeting and advised that he intends to stand for the Chair position to be addressed later in this meeting.

### 2.0 WORK OF CUIKEN PARENT PARTNERSHIP.

- For the benefit of those not aware, Andrew provided an overview of what Cuiken Parent Partnership have done this year:  
The Parent Council have actively supported school events and raised funds to enhance pupil experiences.
- Organised Key Events Supporting All Pupils
  - Managed the Halloween disco and Christmas fair with special sessions for nursery children.
  - Provided funding for pantomime visits and playground equipment benefiting all students.
  - Sponsored school football kits.
  - Support school events such as Parents' Nights, P1 Intake meeting and Sports Day.
  - Support funding for the School App/Clothing supplies/playground items/Attrium equipment/Sports Day treats.
  - Liase with the school regarding events and ways we can support and assist with funding.
  - Integrated new activities like the Risk Factory visit, reinstated thanks to Stacey's efforts.
  - Funds are aimed at covering costs outside the school's own budget to enrich pupil experiences.

- This year we are looking to do:
- - Continued fundraising success.
- - Constitution Updates: Adjusted membership for continuous recruitment; parents must remain majority in council.
- - Meeting Efficiency: Set quorum at four members; simplified officer roles to chairperson and treasurer.
- - Engagement Challenges: Only eleven attendees at AGM; low participation risks council sustainability.
- - Digital Outreach Plans: Website and online forum to enhance transparency and engage busy parents.
- - New Parent Inclusion: Focus on involving new Primary 1 parents for early engagement and support.

### **3.0 TREASURERS REPORT.**

- Natalie advised that the balance of the account is £2,214.22
- £439.92 was paid out for Kapla.
- £150 has been raised from the 50/50 club.
- We have incurred some minimal bank charges.
- The 50/50 club continues to thrive and bring in funding – please continue to spread the word and sign-up recruits. We will continue to promote this at all school events i.e. Parents nights and the P1 welcome meetings as well as on our Facebook page. Winners are announced on our facebook page.

### **4.0 CHANGE OF CONSTITUTION.**

- To bring our Constitution up to date and in line with current times, Andrew has been looking at our constitution and shared proposed changes:
- Membership and Election Process Adjustments
  - Changed membership to allow continuous recruitment from the Parent Forum, including carers and kinship carers.
  - Members remain until the next AGM unless they opt out, ensuring ongoing involvement without strict annual re-election.
  - Parents and carers must always form the majority, reflecting the school community's composition.
- Office Bearers and Meeting Procedures Update
  - Reduced required office bearers to chairperson and treasurer, dropping the secretary role due to inactivity.
  - Allowed election of office bearers at AGM or first meeting after, adding flexibility.
  - Clarified that meeting attendance is open to Parent Forum members, but only council members vote.
- Quorum and Other Governance Details
  - Set quorum at four members to ensure meetings are effective but manageable.
  - Removed outdated clauses related to denominational school representation, reflecting the school's non-denominational status.
- Discussions about engaging the new Primary 1 parents at intake meetings to encourage early involvement. Andrew

emphasized the importance of recruitment to maintain the council's vitality going forward.

- Low attendance and limited capacity of existing members highlight urgent need for wider parent involvement.
  - Barriers to Participation and Proposed Solutions:
  - Working parents find daytime meetings impractical, evening meetings conflict with family routines.
  - Andrew and others stressed the need to experiment with meeting times and increase online engagement options. Need to bear in mind timings for availability of Minute Clerk and School representation.
  - Plans to launch a website and online parent forum aim to provide flexible involvement opportunities and transparency.
- Website and Online Forum Development
  - Andrew plans to create a website to host meeting minutes and info, making council activities visible to all parents.
  - An online forum will enable discussions and decisions outside fixed meeting times, accommodating busy parents.
  - A form will be circulated to capture interest and email details of potential new members to widen the base.
- Focus on Inclusion Across School Stages
  - Efforts to include representatives from all school parts, including nursery and new Primary 1 intake, are underway.
  - Stacey and Lynsey are involved in outreach to ensure new parents engage early with the council.
  - The council recognizes that growing the membership is critical to sustaining activities and school support.

Approved changes by a two-thirds majority with six out of eleven attendees voting in favour.

9 People were eligible to vote as part of the parent forum. Other attendees were not eligible to vote as they represented the school as they were teachers. Therefore a majority of 2/3rds was achieved once 6 eligible persons voted in favour.

## **5.0 ELECTION OF OFFICE BEARERS.**

The vacant position of Chair was discussed. Andrew is happy to stand for the Chair position. There have been no other notes of interest for this role. Everyone present happy for Andrew to be elected as Chair.

**Chair – Andrew Barlass-Wilson**

**Vice Chairperson – Remains vacant.**

Nikki asked Rachel whether she would consider standing for the Vice Chair position as she has been such an active member over the last year. Rachel is thankful to be asked but due to other work and family commitments she can't take on another role. Rachel will continue to support and assist whenever she can.

**Treasurer – Natalie Gallagher**

Natalie is happy to continue as the Treasurer. Everyone present happy for Natalie to remain in her role.

**Minute Clerk** – Lynsey Weir happy to remain as the paid Minute Clerk

Concern raised that upcoming school leavers will reduce active membership further, threatening sustainability.

**6.0 ANY OTHER BUSINESS.**

- 1) On behalf of CPP, Natalie and Rachel thanked Stacey for all her valuable hard work and commitment during her time as Chair, very appreciated. Stacey advised she will support and assist whenever she can and that it is in good hands going forward.

**7.0 ACTION ITEMS.**

Andrew Barlass-Wilson

- Distribute and post the constitution amendment document and obtain formal approval.
- Send out a membership interest form via email to all parents encouraging ongoing involvement in the parent council.
- Develop a dedicated website for the parent council, including posting meeting minutes and relevant information for parents.
- Work on increasing online forums or discussion platforms for flexible parent participation.
- Follow up with Lynsey and others regarding new Primary 1 intake involvement for recruitment.

Natalie Gallacher

- Share the detailed treasurer's report this week for broader review.

Lynsey S

- Assist with technical support and ensure Jess from the nest group can join future meetings smoothly.
- Collaborate on outreach efforts and venue availability for meetings.

**8.0 DATE OF NEXT MEETING.**

- 1) The next meeting will be held at 7.00pm on TBC 2026, to be held via Teams, as this seems to be attracting more attendance as it can work out easier for timings and childcare.

Future meeting dates are set as follows: TBC.