

# Meeting Minutes – Cornhill Parent Council

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**Location:** Cornhill Primary School

**Date:** 10<sup>th</sup> September 2025

**Time:** 6.15pm

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## Attendance

Vicky Swanson (VS), Sammy Moir (SM), Carole Jamieson (CJ), Mark Evans (ME), Sabita Subedi (SS), Helen Young (HY), Sophie Dunlop (SD), Sarah Fraser (SF)

## Agenda Items

1. SM welcomed the group to the first meeting of the academic year, followed by introductions from all attendees.
2. **Apologies:** Kerry Lawrinson, Monija Krakowska, Nicola Birmingham, Rachael Duncan, Craig Falconer

### 3. **Previous minutes review:**

*Point 6.* SM A dedicated email address for processing PVG applications has now been set up.

*Point 8.* SM is taking responsibility for the PVG checks. Applications for the Chair, Secretary and Treasurer have already been submitted and processed. A request for volunteers for the upcoming Halloween Disco has been circulated and those who registered interest have been contacted and requested to submit the relevant documents so that applications can be submitted to Disclosure Scotland.

*Point 10.* CJ and SM have completed paperwork to become account signatories, awaiting confirmation from the bank that this has been processed. Cash for the next disco but we are researching cashless options. CJ informed that 'SumUp' is used by other PC's to make cashless payment and payment in advance – there is a small fee attached to the transaction but may be worth it to improve convenience. More investigation required by SM, CJ, VL

4. **Head Teacher report:** ME A positive start to the year. The school is fully staffed with some changes; four teachers on maternity leave with Miss Hossick making it five from next week. Miss Dingwall is leaving after many years of service, and two probationers have started. Some support workers are missing, including Barnardo's worker Callum - Nick has picked up this role until Callum returns.

- RAD's has resumed with an additional session with Lee on a Friday. RAD's also including health and well-being in their sessions.
- Mud Pies are back on Tuesday and Friday.
- Mrs Morgan has returned for one morning a week – for a joint talking intervention (draw and talk).
- Iain Aitken is continuing activity and involvement with the school.
- Afterschool Basketball and Hockey have resumed – Activity Coordinator, Victor, and Mrs Paul-Bird are working together to achieve a gold status award.
- Room changes: The Den (Blue Room) and The Hive (Yellow Room) have now swapped locations to ensure they function more effectively and are better suited to the needs of both pupils and staff.
- Teacher Exchange Visits: Exchange visits are taking place to support ongoing best practice. While initially allocated to Danestone and Firhill, the schools have now been reassigned to Mile End and Kirkhill to provide a more like-for-like comparison. The key focus is to share ideas and gain alternative perspectives.
- Bike Doctor visit on Wednesday. All children are welcome to bring their bikes into school (locks to be taken to secure) and have a general maintenance check.
- Hospital art project to continue with the p6's, classes have been involved with the art wall.
- A fallen tree near the school grounds had been highlighted for a carving project. However, due to miscommunication within the council, this was not possible. A couple of trees in the car park have since been identified for removal, so the carving project will be revisited in due course.

5. **Treasurer report:** VS Account balance sitting at £8,275.32, this includes the deduction of the cheque for the buses.

- £421 made from shorts and shades disco
- £170 from bingo but this made a loss due to event purchases and low turn out
- £200 from council in honor of submitting accounts

ME is going to check that the sound system has been paid. CJ to check with Mrs Verde bus quotes for potential pantomime trip in December. A suggestion for use of the funds was playground equipment. ME is meeting with building and construction regarding fencing so will enquire about suggestions.

It was discussed that the current bank account is not effective as it does not offer online banking and the cash process isn't simple. SM will check with APCF (Nikki) to explore more convenient banking options.

6. **PVG:** SM PVG is still proving a challenge with many grey areas. SM is attending a meeting with VSDS (Volunteer Scotland Disclosure Scotland) on 11<sup>th</sup> September, aimed at new signatories for PVG applicants and will seek clarification on a few points, including if teachers require a new application if helping at discos or events. ME requested an update after the meeting.

In addition, SM will attend the Aberdeen City Parents Council Forum meeting on 15<sup>th</sup> September, where PVG matters will also be discussed. SM further advised that as guidance on PVG requirements remains open to interpretation, she will continue to provide real time updates as new information becomes available.

## 7. Fundraising:

- Halloween Disco Wednesday 29<sup>th</sup> October. CJ Healthy volume of volunteers for first disco and SM progressing with their PVG. A couple more volunteers are required for older age groups.
- A new DJ has been booked, with an increase in cost. Entry will now be **£2.50**, which will include juice on entry and a treat/snack at the end. Aim to encourage fewer parents into the hall to make monitoring and safeguarding of children easier. Tea and coffee will no longer be offered, as they generate little income and add extra pressure on volunteers.
- Future disco operation options were discussed; adding a tuck shop, card payments, changing/merging age groups etc. All to be revisited when planning future events.
- Christmas card packs have arrived. CJ to issue over September weekend, with a return date to be before October holidays.
- MyNameTags. Cornhill now has a unique code (**School ID: 21863**) for anyone ordering name labels. Using the code gives 24% of the value of the order back to the school – paid out in January. CJ requested this to be added to the school newsletter or any other communication that involves the labelling of belongings. ME agreed to add, CJ to provide info.
- Crazy Hair Day 1st October (national hair day). Bring a £1 or donation. Poster to be provided to the office.
- Christmas Fair is confirmed as Thursday 13<sup>th</sup> November 6-8pm. It was agreed that stall cost would be £20 plus raffle, all classes to receive an increase spend of £20-£25 to raise funds for their class (this cost to be returned after fair and profits kept for classroom to utilise), entry to fair £2 with kids remaining free, this will include a hot drink and mince pie/biscuit.

## **8. AOCB.**

- ME the school has received a donation of 60 knitted cardigans and would welcome ideas on how to utilise them - they are for an older age.
- CJ suggested a book swap shelf. All agreed and ME suggested one for each end of the building. Books to be sourced to start off but children can bring a book they are finished with and exchange it for another.
- A request for PC stock take and clean out. ME no objections. Date TBC

## **9. Next meeting Dates:**

12<sup>th</sup> November

4<sup>th</sup> March 2026

20<sup>th</sup> May AGM 2026

## **Action Items**

1. Research payment options to be cashless / VS, SM, CJ
2. Check Stereo payment has been paid / ME
3. Bus quotes for December / CJ
4. Playground spend ideas / ME
5. Bank account research with APCF / SM
6. Update after PVG meeting to ME / SM
7. Issue Christmas card packs / CJ
8. Produce poster and issue to office / SM CJ
9. Provide name tags info to ME / CJ

## **Other Notes**

Crazy hair day was revised to 2<sup>nd</sup> October post meeting due to a conflict with pupil schedule.