

FRIENDS OF DURRIS and CROSSROADS NURSERY
Minutes of EGM held via Microsoft Teams on 26th November 2021

Present: Claire Wallace (CWallace), Lynne Giles, Catriona Woodburn (CW), Sarah Stewart, Dawn Rippiner, Angie Rooksby, Bridget Rhodes,

Apologies: Elaine Ingram, Aynsley Watson, Yi-Pei Turvey, Cate Ghandi

| | <u>Actions</u> |
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| <p>1. <u>Purpose of Meeting</u></p> <p>CW explained purpose of this meeting was to update on discussions she had had with Connect and LG regarding our change of constitution and also to formally adopt Durris Dashers and PTA as Sub-groups under the Parent Council.</p> <p>The following documents had been circulated to Parent Council members prior to the meeting:-</p> <ul style="list-style-type: none"> • Annual Reporting Form for PTA • Risk Assessment for Christmas Cracker Event • Activity Club Healthcheck for PTA <p>Copies of these documents are annexed to these Minutes.</p> <p>2. <u>Changes to Constitution</u></p> <p>CW confirmed that Connect had approved our constitution and were content that our sub-groups would be covered by insurance if run in line with constitution. See attached email confirmation.</p> <p>CW confirmed that Leaders of the sub-groups did not need to be members of the Parent Council.</p> <p>In terms of election onto the Parent Council CW proposed that we take out the election process and enable people to self-nominate which reflects what happens in practice. Agreed that the minimum term someone should serve in a role should be 3 years. Minimum number for Parent Council should be 4. Quorum should be 3 but should include the Chair or Vice-Chair. If 2+ people self-nominate for the same role then it would go to a vote. Agreed there was no requirement for a minimum number of non-office bearers. It was clarified that people attending would have no vote unless they were an elected member of the Parent Council. Agreed no requirement to limit total number of members.</p> <p>Agreed that we should reinstate requirement for a member or representative of the school to be present at each Parent Council meeting.</p> <p>CW will add statement to confirm Durris Dashers can disseminate information to parent forum through the school email.</p> <p>CW confirmed all documents saved on google drive which all members can access.</p> <p>CW advised that an incident log is required for all groups. She has set one up in google docs we can update as required. Need to update regularly even if no incidents. No child details to be recorded in incident log.</p> <p>Every Parent Council member and volunteer has to have signed a disclaimer that they have read and accept terms of child protection policy and equality policy. CW to provide hard copies at Christmas Cracker event for signing.</p> <p>Data Protection Policy needs further consideration and will be on next Parent Council agenda.</p> | <p></p> <p></p> <p></p> <p></p> <p></p> <p>CW</p> <p>CW</p> <p>CW</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> |

CW also created a template to be used for the regular reporting. These can then be approved and minuted at meetings.

3. Durris Dashers

LG confirmed that she would send First Aid kit home to DR to keep for running club. School will replenish any items used.

LG

DR to contact Mark Borzoni regarding necessary experience for leader of club. 1:8 for p1/2 and 1:10 for p3-7. Requirement for absolute minimum of 3. Ratio should be at least minimum satisfactory child to adult ratio with additional appropriate adult ration as required in particular circumstances.

DR

DR to complete activity healthcheck for Durris Dashers.

DR

4. PTA

LG advised risk assessment should be updated to cover consideration of event if there is a sudden change in mitigation/ government guidance regarding COVID. SS to update.

SS

5. Voting

CW proposed that we vote to accept changes to the constitution as put forward and also discussed at meeting. All 5 voted in favour.

CW proposed that we vote to adopted the Durris Dashers as a Sub-group. All 5 voted in favour.

CW proposed that we vote to adopt the PTA as a Sub-group. All 5 voted in favour.

CW proposed that we vote to accept the risk assessment for the Christmas Cracker event subject to the change discussed in the meeting. All 5 voted in favour.

6. Next Steps

Data Protection and Disclosures to be put on agenda for next Parent Council meeting. LG to find out whether it would be possible to have a disclosure under Durris School as volunteer to assist Parent Council which would then cover all sub-groups.

LG

7. Date of Next Meeting

TBC