



**Roseburn School Parent Partnership
Annual General Meeting**

Venue: Upper Room, Murrayfield Parish Church, EH12 6EQ
Date: Wednesday 14th September 2024
Time: 7:00pm welcome drink, 7:30pm AGM starts

1. Introduction – Gail (Chair)

- a. Welcome, attendees and apologies.
- b. Approval of previous minutes.
- c. Actions from previous meeting:
 - i. Natalie Borrowman to circulate school improvement plan.
 - ii. Reps to
 - encourage parents to participate in surveys/requests for information;
 - encourage someone to support revision of uniform supplier list; and
 - request volunteers for PTA including playground and RSPP reps.
 - iii. Chair to update constitution and codify financial procedures for RSPP and PTA.

2. RSPP AGM Admin - Gail

- a. Appointment of reps / office bearers for the year (vote required)
- b. Updating of constitution, remit and financial procedures for RSPP/PTA (vote required)
- c. Agreement of 2024/25 RSPP meeting dates:
 - Wednesday 20 November 2024
 - Wednesday 22 January 2025
 - Wednesday 26 March 2025
 - Wednesday 4 June 2025

3. Headteacher feedback - Natalie

- a. HT Report

4. Parent forum feedback – Gail

- a. Success and thanks over the past year
- b. Matters arising from parent forum including: uniform availability; ASN support; morning queues.
- c. Updates from wider Edinburgh parent engagement groups

5. PTA update - Liz

- a. Treasurers Report - presentation of the accounts and acceptance (vote required)
- b. This year's planned activities
- c. Spending decisions for next year & review of annual ring-fencing

6. After School Committee Update (if available)

7. Council Update (if available)

- a. CWEL and traffic volume update

8. AOB