Roseburn School Parent Partnership
Annual General Meeting

Venue: Upper Room, Murrayfield Parish Church, Ormidale Terrace, EH12 6EQ
Date: Wednesday 4th November 2026
Time: 7:00pm welcome drink, 7:30pm AGM starts

Agenda

1. **Introduction – Nicole (Co Chair)**
    a. Welcome, attendees and apologies.
    b. Approval of previous minutes.
    c. Actions from previous meeting:
        i. Daddy Day Care and Lets issue: Concerns had been raised at Headteacher meeting regarding LETS response times, use of school buildings, child protection guidance and clarity over responsibility when school buildings are used after school hours. A working group has been established to review the issues and improve the process.
        ii. Nursery Playground Repairs: Nursery representative to email Ms Borrowman as a reminder that the wetpour surface should be carried out in October as part of the front playground upgrade.
        iii. AGM Finance: Treasure and Ms Borrowman to discuss previous annual funds and adjustments required ahead of the AGM.
        iv. Saturday Football: Class Reps to share the reminder of the Saturday Football class with class groups.
        v. Playground Funding: Ms Borrowman, Ms Cunningham and the Treasurer to clarify approved and outstanding playground/garden funding and payment arrangements
        vi. RSPP vacancies: Class Reps to make classes aware of current RSPP vacancies: Treasurer from 2027, P6F and Secretary (secretary position has been voted on and filled by Nia Harkins).

2. **RSPP AGM Business – Nicole**
    a. Appointment of reps / office bearers for the year (vote required)
    b. Review of constitution and financial procedures for RSPP/PTA (vote required)
    c. Successes and thanks.
    d. Treasurers Report - presentation of the accounts (vote required) – Sarah.
    e. Update on spending decisions & review of annual ring-fencing.
    f. Issues regarding parents not receiving ParentPay emails.
    g. Head Teacher open position update.
    h. £100 ringfenced money for each class – possibility of changing how we approach that (vote required).
    i. Links sent from the school office, on behalf of the RSPP, for joining WhatsApp groups for parents.

3. **Headteacher feedback – Kelly Thirgood**
    a. HT Report.

4. **Parent forum feedback – Nicole and Kate**
    a. Matters arising from parent forum.
    b. Updates from wider Edinburgh parent engagement groups.

5. **PTA update – Jennifer**
    a. Annual report.
    b. This year's planned activities.

6. **After School Committee Update (if available)**

7. **Active Schools Update (if available)**

8. **Council Update (if available)**

9. **AOB**
    a. Next meeting - Wednesday 13 January 2027 – online
    b. Reminder of 2027 RSPP meeting dates:
        i. Term 2 – Tuesday 9 March 2027 – online
        ii. Term 3 – Wednesday 26 May 2027 – online