



**Balmuilty Primary School Parent Council Minutes
Tue 20th January 2026
6.30pm-8pm at Turnbull High School**

Present (please edit / add / delete as appropriate): Stephanie Fowler (Chair), Sean Kelly (Vice Chair), Charlotte Grogan (Head Teacher), Carol Jarman (Depute Head Teacher), Kat Robertson (Depute Head Teacher) Reverend Susan Anderson, Councillor Gordan Low, Heather Glass (PTA Representative), Alison Barber, Oliver Henrich (Secretary)

Apologies: Councillor Lynda Williamson, Marieanne Macleod

Agenda items:

- 1. Present AGM Report**
- 2. Balmuilty Primary School Parent Council Constitution**
- 3. Election of New Office Bearers**
- 4. AOB**

1. AGM Report

Stephanie Fowler presented the annual report of outgoing Chair Marianne Macleod, which is attached to these minutes. The report was accepted without further comments and edits.

2. Balmuilty Primary School Parent Council Constitution

Sean Kelly presented a draft of the new Balmuilty Primary School (PS) Parent Council (PC) Constitution. This is work in progress, and at the current stage input for a first iteration was sought. The following points were discussed:

- Stationary funds should be donated to the school.
- The role of Vice Chair will be retained to permit delegation of organisational tasks and duties and to make planned meetings less prone to cancellation.
- The role of Treasurer will be removed from the list of office bearers.
- A minimum of 3 members of the PC should be present to constitute a quorum.
- AGM will appoint up to 14 members to the PC, i.e. one representative per class.
- No church representative will be required, but a community representative should be included.

- Every member of the PC will have one vote, decisions will be formed by simple majority
- Balmuildy PS PC will hold 5 meetings per year plus one AGM.
- Requests for changes to the constitution will be made to the AGM and a 2/3-majority will be required to approve changes.
- Further clarification about who will be entitled to attend and observe PC meetings is necessary. Following discussions there was strong support for a mode in which any stakeholder will be allowed to request additional items to be added to the agenda of a PC meeting prior to that meeting being held. The attendee or observer will be then allowed to present their own case. This should provide all stakeholders with a direct access to the PC and is required to guarantee orderly and productive meetings.

A new draft of the constitution will be created for the next ordinary meeting.

3. Election of New Office Bearers

The following office bearers were elected for the 2026-2027 term:

- Stephanie Fowler as new Chair
- Vice-Chair Sean Kelly as new Vice Chair
- Oliver Henrich as new Secretary

The PC would like to thank the previous office bearers Marieanne Macleod (Chair), Stephanie Fowler (Vice Chair) and Hazel Fisher (Secretary) for their work and efforts.

4. AOB

A focus for the next ordinary Balmuildy PS PC meeting will be communication. The PC Facebook group does not get a lot of engagement. Possibilities to include communication into Seesaw will be discussed.

Information on Secretary / Clerk budget time sheets will be provided.

The next PC meeting is planned for Tuesday, 3rd March 2026 at 18:30 Turnbull High School.

Attachments

- Balmuildy Primary School Parents Council -- Annual General Meeting (AGM) Report -- School Year 2024–2025 (see Google Drive Misc folder)