

FAB Minutes AGM – 19th August 2025

Welcome, Intro, Apologies

Attending: Susan MacKinnon (Chair), Linda Cranston (Treasurer), Moira Martin (Secretary), Iain Livingstone (Head Teacher)

- Jackie Ormsby, Eve Murray, Lauren Murphy, Amy Torrie, Ersal Borsis, Nicola McDonald
- **Apologies:** Caroline Herring, Gayle Paris
- **Welcome:** Susan welcomes all to the meeting.

PART 1 - FAB AGM

- **Previous minutes:** Minutes for the AGM on 2nd September 2024 approved by Jackie Ormsby and Lauren Murphy. No open actions.
- **Auditor sign off 2023-24 Accounts:** These were signed off by Laura Arbuckle on the 27th November 2024. Accounts for 2024-25 are in progress.
- **Chair Report:** Susan ran through the Chair Report covering Office Bearers, Committee Members, Lotto, Raffles, Easy Fundraising, Supporting Events, In-person events, Pupil/Teacher representation at committee meetings, Pre-loved uniform recycling service, Event Summary, Other Income, Funded Projects and Reflections.
- **Head Teacher's Comments:** Iain welcomed existing members and a new S1 parent to the meeting and thanked the office bearers for their roles this year. One of the enjoyable parts of these meetings is the partnership between parents and school staff, particularly in three areas:
 - Financial benefit, wide array of materials are purchased that gives a positive impact to different departments within the school giving equity to the pupils
 - Practical input from uniform recycling providing equity and support to families to assist with the wearing of school uniform
 - FAB support at school events.

It is encouraging to see nervous presenters do fantastically well when pitching for funding. It cannot be underestimated the opportunity this gives to the young people to engage with FAB members in such a setting.

- **Treasurer Report:** Bank balance on 31st July 2024 of £3,485.16, with Income of £9,398.16 and Less Expenditure of £8,426.16 leaves a balance on 31st July 2025 of £4,457.16.
- **Auditor appointed/sign off on 2024-25 accounts:** Independent Auditor Laura Arbuckle appointed, hard copy documents delivered by Linda and awaiting sign off.
- **Constitution review/ratification/approval:** Handout read and reviewed by members attending the meeting, no changes required and approved by Eve Murray and Lauren Murphy. This document needs to be reviewed every 3 years, next review due at the AGM in 2028.

- **Election of Office Bearers:**

- Moira Martin as Secretary – Jackie Ormsby proposed/Eve Murray approved.
- Linda Cranston as Treasurer – will continue for now, but this role will be reviewed in the new year as Linda's primary role in the school is expanding. Eve Murray proposed/Jackie Ormsby approved.
- Susan MacKinnon as Chair – Eve Murray proposed/Jackie Ormsby approved.

Action: revisit all roles in the new year due to the Chair and Secretary retiring at the end of the 2025-26 session due to pupils leaving school and also consider a vice-chair role. Susan to include on agenda of January 2026 meeting.

CURRENT BUSINESS

Review of previous minutes:

- Actions complete and approved by Jackie Ormsby and Eve Murray.

Treasurer Report:

- Opening balance was £4,345.08 with added income of £180.00 from Lotto receipts, less expenditure of £67.92 for bank service charges and Lotto Winner in July, which gave a balance at 31/07/25 of £4,457.16.
- Further income from Lotto in August, Uniform and Easy Fundraising gives a balance of £5,365.78 at the time of the meeting.

Lotto Update

- Quarterly Lotto return (Q2) to licensing board required. Linda has prepared this; Susan has signed it off. **Action:** Linda to forward to Falkirk Council licensing board.
- June/July 2025 - £61 each paid.
- Membership cancellations – 4.
- New memberships - 11. Membership form handed to new S1 parent.
- Small society lottery licence renewal – submitted on 10th June 2025 by Linda for £20.

Connect Insurance Renewal

- £173 paid on 10th June 2025. **Action:** Investigate charity status for FAB, discuss at a future meeting.

Head Teacher's Update

- There is a focus on Creative Events at school this year, for example upgrading of stage lighting for shows/concerts etc. likely to be a few pitches around this theme this year.

Uniform Recycling

- Rail has been replenished regularly and new rail for uniform storage area purchased.
- Large volume of donations being laundered, ironed, and labelled and stored in the new storage area.
- All blazers have been paired with parents on the waiting list.
- £379 in donations for 2024-2025.

Present plan for FAB events

- **Action:** To be discussed at the next meeting.

Confirm which school events require FAB support

- Braes Brightside Walk, 5th September 2025, David Ironside. **Action:** Susan to request volunteers.
- P7 Evening, 15th September 2025, Julie Wilkinson to confirm date. Lotto forms and promotion of FAB to be included at this event.

S1 Disco Thursday 9th October 2025

- DJ (Alan Haston) booked, £200.
- Stocktake required. **Action:** Susan/Moira to arrange stocktake.
- **Action:** Susan to request volunteers. Eve/Moira/Lauren unavailable for this event.

Plan for Xmas Raffle

- Plan is to keep the same format as last year; request local businesses to donate a prize and have a FAB Christmas Hamper as a prize.
- **Action:** Susan to circulate the list to all committee members to review and let her know if any additional businesses they know and can speak to about donating a prize.
- Lauren has volunteered to make up the FAB Christmas Hamper.
- Plan to sell tickets by iPay and will sell at the Xmas Concert (cash and card sales). **Action:** Susan to request office to set up iPay payments.

AOB

- **Action:** Susan to complete Treasurers Report for next meeting as Linda is on annual leave.

Date of next meeting

- Next meeting is scheduled for Tuesday 30th September at 6.30pm.
- Other meetings for 2025-26 session are:
 - Tuesday 4th November 2025
 - Tuesday 20th January 2026
 - Tuesday 3rd March 2026
 - Tuesday 28th April 2026
 - Tuesday 26th May 2026