

McLaren High School P.T.A
MINUTES OF AGM Tuesday, 28th October 2025

Present:

Victoria Lee (co-chair), Jo Page (treasurer), Karen Freeman (secretary), Alistair Campbell (D.H.T), Caroline Robertson, Lisa Smith, Mel Brydie

Apologies:

Janine Macdonald, Roslyn Drummond, Megan Ross, Veronica Kerrigan

Approval of minutes from previous A.G.M 25/09/2024:

Agreed. Jo proposed. Victoria seconded.

Chairpersons Report:

Victoria and Janine would like to thank everybody sincerely for all their hard work, support, time and enthusiasm in helping to raise funds for the McLaren High school community.

It has been a busy year, and the PTA successfully supported events such as the Toy Fair held at McLaren High (now run by CYP), the Christmas and Spring Concert, S1 parent evening, as well as the Spring Fundraising event in the kirk hall and the Instrumental Music Service Annual Concert. Each event not only raised valuable funds but also brought together families and staff to celebrate and admire McLaren High school pupils' talents.

Through the generosity of the school community, we raised a significant amount of money which supported various school resources, trips and club activities and the running of the breakfast club. Our commitment is not only to support academic success but also to improve the wider student experience.

The PTA are also very grateful for the generosity of local businesses donating raffle prizes. Without local business support, we could not run successful raffles, especially at the Christmas and Spring Concert.

Victoria and Janine would like to express our heartfelt thanks to our Treasurer, Jo, for managing the accounts so efficiently and for filling in fundraising forms; and to our Secretary, Karen, compiling reports and minutes and being on top of any administrative task. In addition, we would like to express our gratitude to Alistair Campbell for continuously supporting the PTA and attending our meetings and supporting our activities. Lastly, our heartfelt thanks go out to the previous committee members who were sincerely patient with us over the last year handing over the regime to us.

Looking ahead, we hope to build a wider network of parents who are willing to spare some of their time supporting the PTA at events and to increase our fundraising efforts which we can only do with an increased network of parent helpers. Every contribution, no matter how small, makes a genuine difference to our students and school community.

It has been a privilege to serve as co-chairs this year. Many thanks to everyone for your continued support and it was a pleasure to work alongside such a positive and dedicated group of people. We are looking forward to another joyful year ahead.

Secretary's report:

Liability annual insurance renewed and paid directly by the school (Parent Council funds). General PTA event risk assessment finalised (thanks to Gemma for doing the first draft). Need central place to store PTA meeting minutes. Legal requirement is only for Parent Council minutes but will add PTA AGM minutes for transparency and for future reference. Alistair reported that the school website is currently being updated but will add links to AGM minutes. We need to update the PTA web page. Karen to send recent years' AGM minutes to Alistair.

5 new PTA members signed up at S1 parents' evening so a great success and much needed new help for the PTA.

Treasurer's report for year to 31st August 2025:

Monies in:

£145.19 JP Morgan dividends

£3,066.58 Refreshment sales minus cost of sales (£1,012.55) leaves profit of £2,054.03 (£253.87 less than previous year attributed to losing Toy Fair revenue).

£17.17 Easy Fundraising

Donations made from PTA funds:

£62 to Karen Steele for STEM project

£33.99 for HE plastic tubs

£500 for MHS breakfast club

£50 donation to MHS for War Memorial Prize

£1,081.31 donations to various school departments

£91 paid to Kirk Hall for MHS summer fayre.

Total donations towards school activities: £1,818.30 (compared to £2,230 donated in year ending 31/08/2024)

From Duke of Edinburgh fund: £335.88 to pay for DofE gilets for volunteers

Balances at year end:

PTA account: £4,365.43 (£3,794.34)

Carpe Diem Account: £2,227.14 (£3,167.27)

Travel Fund Account: £2,860.07 (£2,815.98)

DofE Account: £10,130.29 (£10,336.70)

Note: figures in brackets are from year ending 31/08/2024.

Finance decisions/allocation of funds/review of bids:

Big thank you to Jo for successful Hydro fund application for kayak trailer service grant.

Hydro fund committee suggested leaving it a year before the school applies again.

£800 remaining in school's travel fund so agreed to top it up by £200 now to have total £1,000 available. School has own minibus so lots of upkeep costs and the costs have quadrupled in recent years.

Alistair reported there will be no school summer show this year (every 2 years due to large amount of work required).

Will send reminder to all school parents/carers for Easy fundraising sign up before Christmas shopping rush.

Suggestion from Mel Brydie to approach Tay Fitness for funds for volunteering at events. Jo to contact Pete and Iona Waugh.

Suggestion from Karen to host our own independent fundraising events to raise more money but agreed that better to support school events for now to reduce workload on a relatively small active PTA group.

The following allocations were decided for this year's PTA contribution to MHS:

| Teacher | Bid Details | Amount Requested | Granted | Comments |
|--|--|------------------|----------|--|
| K. Milligan | Codebreaker Trip to Bletchley Park (Milton Keynes) for 12-14 S5-S6 Computing Science pupils (2nd week of Nov) - visit historic home of computing | £ 250.00 | £ 150.00 | |
| V. Kerrigan | Breakfast Club | £ 500.00 | £ - | Not needed anymore thanks to Coop funding |
| A. Montgomery, C. Hunter, A. Robertson | Gum shields, shin guards and football boots for pupils who cannot afford them (£20+£24+£60 respectively) - Rugby, Hockey, Football | £ 104.00 | £ 104.00 | |
| A. Montgomery/ C. Hunter | Ski Ergo - cardio equipment - benefit all pupils from S1 onwards - any contribution would make a real difference | £ 500.00 | £ 250.00 | |
| G. Head, I. Wilson | Bookbuzz - subsidised book-gifting programmed designed to promote and support reading for pleasure amongst our new S1s; happy with full or partly funding; £3.55 per pupil x 127 | £ 450.00 | £ 300.00 | |
| E. Archibald | Establishment of a Uniform hub to increase storage capacity, furniture from Ikea | £ 750.00 | £ 100.00 | Possibly ask Keir Construction to make something or donate?? |

| | | | | |
|------------------------------|---|--------------|-------------------|--|
| J. Ward | Art Club - funds will be used for essential supplies, workshop materials, and resources - aim is to explore new art forms and techniques in a supportive environment, envisage to engage pupils through the art club and contribute to whole-school events and initiatives, supplies include air dry clay, gel plates and ink, tote bags, yarn pva glues etc. | £ 250.00 | £ 150.00 | |
| J. Power | Robotics Competition Support Fund for national finals in robotics competitions for disadvantaged learners, fund to cover accommodation 1 night, travel and 2 substantial meals | £ 160.00 | £ 160.00 | |
| M. MacFadyen and D. Harrison | Tablet to use for Animation, Digital drawing, Graphics Design, Film, Photography - to prepare pupils for future careers in the Creative Industries sector | £ 320.00 | £ 320.00 | |
| | | TOTAL | £ 1,534.00 | |

Election of Post Holders:

Co-Chairs: Janine Macdonald and Victoria Lee (Karen proposed, Jo seconded)

Secretary: Karen Kett (Jo proposed, Victoria seconded)

Treasurer: Jo Page (Karen proposed, Mel seconded)

No objections.

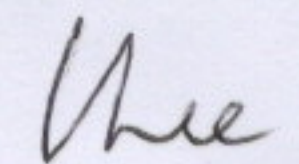
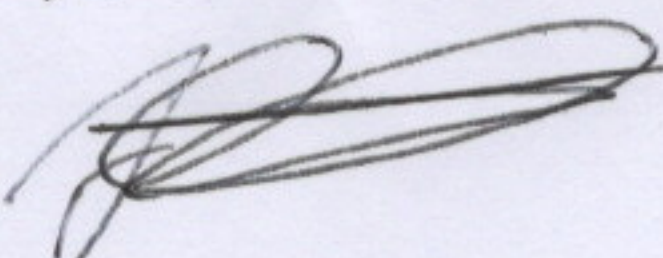
AOB:

Alistair presented thank you cards and flowers to former PTA officers for their years of hard work and dedication to the school.

Upcoming Christmas concert on 15th December 2025 (later changed to 18th December): will not apply for a licence to sell alcohol this time. Will try mulled apple juice instead. Will request 150 mince pies from Mhor Bread and Victoria will ask Campbells for a shortbread donation. Raffle donations required.

Date of next meeting: AGM TBC.

Regular meeting Wednesday 26th November, 6.30pm, McLaren Room.

 (Victoria Lee) - CO-CHAIR 18/05/26
 (Janine Macdonald) CO-CHAIR 18/05/26.

Independent Examiners Report to the trustees of McLaren High School Parent Teachers Association

I report on the accounts of the charity for the year ended 31st August 2025

Respective responsibilities of trustee and examiner

The charity trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(C) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

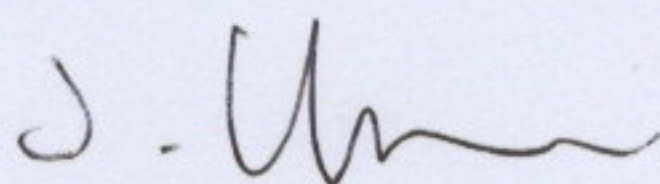
Independent Examiners statement

In the course for my examination, no matter has come to my attention

- 1) Which gives me reasonable cause to believe that in any material respect the requirements:
 - To keep accounting records in accordance with Section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - To prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulation

Have not been met, or

- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Joanna Chodynieski
Address: 10 Main Street, Doune, FK16 6BJ
Date: 30th March 2026

Community Directplus Account

| Date | Description | Dr | Cr | Balance |
|------------|---|----------|----------|-----------------|
| | Opening Balance 1st September 2024 | | | 3,794.34 |
| 02/09/2024 | Chq 300116 Donation to Karen Steele for STEM project | 62.00 | | 3,732.34 |
| 02/09/2024 | Chq 300117 Carpe Diem Prizes to MHS | 1,000.00 | | 2,732.34 |
| 02/09/2024 | Chq 300118 D of E gilets for teacher volunteers | 335.88 | | 2,396.46 |
| 04/10/2024 | Chq 300119 CYP re plastic tubs for H.E. Department | 33.99 | | 2,362.47 |
| 08/10/2024 | Chq 300120 - Donation to MHS Breakfast Club | 500.00 | | 1,862.47 |
| 08/10/2024 | Chq 300121 - MHS War Memorial Prize | 50.00 | | 1,812.47 |
| 20/10/2024 | Chq 300122 - CYP refunds re October Toy Fair | 191.03 | | 1,621.44 |
| 20/10/2024 | Chq 300123 - A Watson refund re Toy Fair | 17.11 | | 1,604.33 |
| 20/10/2024 | Chq 300124 - J McGuire refund re Toy Fair | 6.50 | | 1,597.83 |
| 21/10/2024 | Sum Up Takings from Oct Toy Fair | | 55.53 | 1,653.36 |
| 22/10/2024 | Takings from Toy Fair | | 773.40 | 2,426.76 |
| 05/11/2024 | Transferred from DofE for Gilets | | 335.88 | 2,762.64 |
| 28/11/2024 | Chq 300126 - V Lee refunds re Christmas Concert | 102.59 | | 2,660.05 |
| 29/11/2024 | JPM UK EQ | | 41.56 | 2,701.61 |
| 01/12/2024 | Chq 300127 - V Lee Booker & Nickel & Dime re Christmas Concert | 300.76 | | 2,400.85 |
| 16/12/2024 | SUM UP Takings from Christmas concert | | 0.98 | 2,401.83 |
| 17/12/2024 | SUM UP Takings from Christmas concert | | 58.98 | 2,460.81 |
| 20/12/2024 | Transferred from Carpe Diem Account | | 1,000.00 | 3,460.81 |
| 14/01/2025 | Cash Takings from Christmas Concert 2024 | | 491.11 | 3,951.92 |
| 11/02/2025 | Money paid in from McLaren High School Parent Council for Liability Insurance | | 173.00 | 4,124.92 |
| 28/02/2025 | JPM UK EQ | | 24.96 | 4,149.88 |
| 13/03/2025 | Chq 300128 - MHS Donation to various departments | 1,081.31 | | 3,068.57 |
| 20/03/2025 | Grant awarded by the Co-op food group for the MHS Breakfast Club | | 500.00 | 3,568.57 |
| 04/04/2025 | Sum Up Takings from Easter Concert | | 19.65 | 3,588.22 |
| 13/05/2025 | Payment from Easy Fundraising | | 17.17 | 3,605.39 |
| 30/05/2025 | JPM UK EQ | | 21.23 | 3,626.62 |
| 10/06/2025 | Cash takings from Easter Concert | | 177.50 | 3,804.12 |
| 23/06/2025 | Chq 300132 - McLaren High School - Breakfast Club (transferring Co-op grant) | 500.00 | | 3,304.12 |
| 24/06/2025 | Sum Up Takings from School Show - Monday night | | 35.85 | 3,339.97 |
| 25/06/2025 | Cash Takings from School Show - Monday night | | 300.00 | 3,639.97 |
| 25/06/2025 | Sum Up Takings from School Show - Tuesday night | | 62.90 | 3,702.87 |
| 26/06/2025 | Sum Up Takings from School Show - Wednesday night | | 142.53 | 3,845.40 |
| 30/06/2025 | Chq 300134 - Supplies for School Show from Booker - Jo Page | 176.00 | | 3,669.40 |
| 30/06/2025 | Cash Takings from School Show - Tuesday & Wednesday nights | | 948.15 | 4,617.55 |
| 16/07/2025 | Chq 300131 Callander Kirk Hire for School Fayre | 91.00 | | 4,526.55 |
| 23/07/2025 | Chq 300135 - Supplies for School Show from Booker - Vic Lee | 121.06 | | 4,405.49 |
| 23/07/2025 | Chq 300136 - Callander youth Project Trust - Wine for School Show | 97.50 | | 4,307.99 |
| 29/08/2025 | JPM UK EQ | | 57.44 | 4,365.43 |

Closing Balance 31/08/2025 **4,365.43**

Travel Fund Account

| | | | |
|------------|-----------------|-------|----------|
| | Opening Balance | | 2,815.98 |
| 04/10/2024 | Interest | 22.82 | 2,838.80 |
| 04/04/2025 | Interest | 21.27 | 2,860.07 |

Closing Balance 31/08/2025 **2,860.07**

Carpe Diem Account - 35 day notice account

| | | | |
|------------|-----------------------------|----------|----------|
| | Opening Balance | | 3,167.27 |
| 04/10/2024 | Interest | 33.56 | 3,200.83 |
| 20/12/2024 | Transferred to General Fund | 1,000.00 | 2,200.83 |
| 04/04/2025 | Interest | 26.31 | 2,227.14 |

Closing Balance 31/08/2025 **2,227.14**

Duke of Edinburgh Account

| | | | |
|------------|--|--------|----------|
| | Opening Balance | | 10336.69 |
| 04/10/2024 | Interest in | 53.65 | 10390.34 |
| 05/11/2024 | Transferred to current account re Gilets | 335.88 | 10054.46 |
| 04/04/2025 | Interest | 75.83 | 10130.29 |

Closing Balance 31/08/2025 **10130.29**

Notes

| | | | |
|------------|------------------------------------|-------|---|
| 14/07/2024 | Chq 300112 - A Watson ref Toy Fair | 22.28 | -22.28 O/S as at 30/08/24 - CASHED 17/12/2024 |
|------------|------------------------------------|-------|---|

Community Directplus Account

| Description | Dr | Cr | Balance |
|------------------------------------|----|----|----------|
| Opening Balance 1st September 2024 | | | 3,794.34 |

Income:

| | | | |
|--|--|-----------------|--|
| Sum Up Takings from Oct Toy Fair | | 55.53 | |
| Takings from Toy Fair | | 773.40 | |
| Transferred from DofE for Gilets | | 335.88 | |
| JPM UK EQ | | 41.56 | |
| SUM UP Takings from Christmas concert | | 0.98 | |
| SUM UP Takings from Christmas concert | | 58.98 | |
| Transferred from Carpe Diem Account | | 1,000.00 | |
| Cash Takings from Christmas Concert 2024 | | 491.11 | |
| Money paid in from MHS Parent Council for Liability Insurance | | 173.00 | |
| JPM UK EQ | | 24.96 | |
| Grant awarded by the Co-op food group for the MHS Breakfast Club | | 500.00 | |
| Sum Up Takings from Easter Concert | | 19.65 | |
| Payment from Easy Fundraising | | 17.17 | |
| JPM UK EQ | | 21.23 | |
| Cash takings from Easter Concert | | 177.50 | |
| Sum Up Takings from School Show - Monday night | | 35.85 | |
| Cash Takings from School Show - Monday night | | 300.00 | |
| Sum Up Takings from School Show - Tuesday night | | 62.90 | |
| Sum Up Takings from School Show - Wednesday night | | 142.53 | |
| Cash Takings from School Show - Tuesday & Wednesday nights | | 948.15 | |
| JPM UK EQ | | 57.44 | |
| | | <u>5,237.82</u> | |

Expenditure:

| | | |
|---|-----------------|--|
| Chq 300116 Donation to Karen Steele for STEM project | 62.00 | |
| Chq 300117 Carpe Diem Prizes to MHS | 1,000.00 | |
| Chq 300118 D of E gilets for teacher volunteers | 335.88 | |
| Chq 300119 CYP re plastic tubs for H.E. Department | 33.99 | |
| Chq 300120 - Donation to MHS Breakfast Club | 500.00 | |
| Chq 300121 - MHS War Memorial Prize | 50.00 | |
| Chq 300122 - CYP refunds re October Toy Fair | 191.03 | |
| Chq 300123 - A Watson refund re Toy Fair | 17.11 | |
| Chq 300124 - J McGuire refund re Toy Fair | 6.50 | |
| Chq 300126 - V Lee refunds re Christmas Concert | 102.59 | |
| Chq 300127 - V Lee Booker & Nickel & Dime re Christmas Concert | 300.76 | |
| Chq 300128 - MHS Donation to various departments | 1,081.31 | |
| Chq 300132 - MHS - Breakfast Club (transferring Co-op grant) | 500.00 | |
| Chq 300134 - Supplies for School Show from Booker - Jo Page | 176.00 | |
| Chq 300131 Callander Kirk Hire for School Fayre | 91.00 | |
| Chq 300135 - Supplies for School Show from Booker - Vic Lee | 121.06 | |
| Chq 300136 - Callander youth Project Trust - Wine for School Show | 97.50 | |
| | <u>4,666.73</u> | |

Closing Balance 31/08/2025**4,365.43**