



Berwickshire High School Parent Council

Agenda: Annual General Meeting Wednesday 17th September 2025 at 6pm

6pm Start

1. **Welcome & apologies** (3 min)

Present at meeting: Sally Kitchen, Marianne Hodge, Victoria Tait

Apologies: Emma Dickson, Ray Georgeson, Jude Reid

2. **Minutes of last AGM held on 29 Aug 2024** (2 min)



BHS PC AGM 2024
minutes.pdf

Approved Marianne Hodge. Seconded by Sally Kitchen



Minutes Parent
Council EGM 13 Ma

Approved by Sally Kitchen. Seconded by Marianne Hodge

3. **Chair's Annual Report, including:** (10 min)

- notes from past Chair (to April 2025) Neil Bennett



Chairs Report
170925.pdf

See attachment

- verbal report from current Chair Ray Georgeson (since April 2025)

To be provided for Apr 2025-end Aug 2025.

4. **Treasurer's Annual Report and Accounts** (10min)



Report 2025.docx Account 24.25.xlsx

5. **Election of Office Bearers** (10 min)

Role	Nominee	Proposed	Seconded
Chair	Sally Kitchen	Marianne Hodge	Victoria Tait
Vice-Chair	Ray Georgeson	Sally Kitchen	Victoria Tait
Secretary	Victoria Tait	Marianne Hodge	Sally Kitchen
Treasurer	Marianne Hodge	Victoria Tait	Sally Kitchen

OFFICIAL

Nominations were taken at the meeting, and all members of the Parent Council have been encouraged to consider volunteering for our wider group by e-mail from Chair.

Unclear how many current members of the PC there are at the moment.

Constitution states:

“3. Membership Numbers

- a. The maximum will be 30 voting parent members.
- b. The target will be to have sufficient regularly attending full members of the Parent Council, a Chair and Vice-Chair and ideally two representatives from each school year, thus involving a representative cross-section of parents. **[VT to put out notice in next heads up re: gaining two reps from each year]**
- c. Any member of the Parent Forum will be welcome to attend a Parent Council meeting and to participate in the meeting in all respects other than voting.
- d. For a meeting of the Parent Council to be valid, a quorum of no less than 3 should membership be between 3 and 10, and 30% should membership be over 10 members. Only full, regularly attending members shall be able to form a quorum.
- e. Should membership fall below 3 parents; the Parent Council ceases to exist. In this event, the remaining members have 1 calendar month in which to seek new members, after which the Parent Council”

As there was only the 3 of us present at the meeting and the current Chair was not present; we feel that the nominations for office bearers should go to the wider PC members and there be a grace period of 1 week for any other PC members to object to the nominations. After this time nominations will stand.

6. **Any other notified business**

Marianne Hodge proposed also a Fundraising Convener is voted in for assistance with filling out grant forms. Please can we put this to the wider school community.

Date for next AGM: 16th September 2026



PC-Constitution.pdf

f