



Broomlands Primary School Parent Council

Broomlands Primary School, Ednam Road, Kelso, Roxburghshire. TD5 7SW.
www.broomlandsp.s.uk.org

MINUTES

Minutes from the Meeting of the General Committee of the Broomlands Primary School Parent Council.

Held in Broomlands Primary School on Thursday 26 May 2016.

Present: **General Committee:** Irene McKenzie, Chairperson (IM), Michelle Matthews, Head Teacher (MM), Avril Gibson, Depute Head Teacher (AG) Jennifer Middlemiss (JM), Bronwyn Armstrong (BA), Gillian White (GW), Julie Fleming (JF), Susan Cessford (SC), Cllr Tom Weatherston (TW), Cllr Simon Mountford (SM), Cllr Alec Nicol (AN), & James Thom, Clerk (JT) who took the minutes.

Guest: James Darrie – New School Project Manager

| Minute | Business | Action By |
|--------------------|---|--|
| Pre Meeting | New School Briefing (7.00pm – 7.40pm) James Darrie, Part of the Projects Team for the New School gave an update on progress, there has been some slight amendments to the internal layout to better meet the requirements of the school. It is expected that the start date for construction will be around September/October to fall within the appropriate financial expenditure plan. James left a copy of the plans for the school for review. On conclusion Irene thanked James for coming along and giving an update. | |
| 1 | Main Meeting - Welcome Irene opened the meeting at 7.40pm extending a warm welcome to all the members. | |
| 2 | Apologies Apologies were received from Joanne Ayling, Paula Wight, Jennifer Redpath, Jackie Nairn & Claire Lindsay | |
| 3 | Minutes from the Last Meeting The Minutes from the last General Committee Meeting held on 04 February 2016 were reviewed, it was agreed that these were a true and accurate record on the Proposal of Irene McKenzie and was Seconded by Gillian White. | |
| 4 | Matters Arising from the Minutes of the Last Meeting <ul style="list-style-type: none"> • SOCIAL MEDIA: Although the responses from the school questionnaire with regard to Social Media were very poor it was agreed that the School should have Facebook Page, ideally to be up and running before the new term in August. The Parent Council would be supportive of this project, James suggested that it might be best managed by the School but he would be happy to add in Parent Council Business and support. Irene agreed to find out who the new contact was at the Council with regard to setting this up. It was also agreed that the school should relaunch a website. James reported that he had looked at a provider with a fairly easy system at a reasonable cost and could pursue this avenue, however, Michelle suggested that there was some work being done on websites for schools at the Council and agreed to contact Catherine Thomson to get an update. James intimated that he would be prepared to assist with the website but also suggested that it more people should be trained on how to use it in case there is a change of Clerk at the AGM. Gillian agreed to find out which system Edenside uses. • MEMORIAL BENCH: Michelle had received some quotes for the Memorial Bench for the Late Bev Scott (Home Link Worker), one of which was for Circa. £1, 000. Michelle was still looking for a supplier. It was suggested to contact Tom Butler Furniture in the town. Tommy suggested that the Borders College Students were also looking for project work. Michelle/Avril agreed to research. • NEW SCHOOL LAUNCH: It was agreed that a sub group would be useful to consider ideas from the Committee, School and Parent Forum on ways to celebrate the launch of the new school. This will be ongoing. | <p>IM</p> <p>MM</p> <p>ALL</p> <p>GW</p> <p>MM/AG</p> <p>ALL</p> |

| | | |
|-----------------|---|---------------------------------------|
| <p>5</p> | <p>Chair Person's Business</p> <p>Irene had attended the School Estates Strategy Meeting and reported that there had been a noted lack of response from the Kelso locality – it was suggested that the council may need to try other methods of getting the true thoughts of the residents in the area. Irene also reported that there had been a lengthy discussion about catchment areas and pupils getting places in schools not necessarily nearest to their homes.</p> <p>It had been brought to the attention of Irene that the issue of Dog Fouling had increased lately along with the number of people walking their dogs in the school field during school hours. Michele reported that more warning signs had been ordered. Alec reported that there had been many complaints and that SBC are looking at an idea used in another Council Authority. Bronwyn suggested that the children should create a campaign to increase awareness. Michelle agreed to include a paragraph in the next Newsletter and Irene agreed to cascade the issue at the next parent Council Chairs Meeting to see if any other school have had the same issue or has any ideas. It was suggested that everyone should report incidents of Dog Fouling to SBC, this can be done anonymously on-line at: https://www.scotborders.gov.uk/site/xfp/scripts/xforms_form.php?formID=252&language=en or by calling 0300 100 1800.</p> <p>There was a discussion about the Parent Council paying for School Trips, there have been some enquires from members of the Parent Forum about class trips, some classes appear to be getting trips and others have not. Michelle clarified that the school was unable to arrange a trip just for the sake of it, it needs to have a connection with the work being done in school and although some classes may have not been on a bus on trip they have had some kind of "Learning Experience" which includes visitors and activities in school or visits away locally, Michelle gave some examples. It was felt that it was important that the whole school benefited from financial support and the efforts of fundraising. It was suggested that if a trip for the whole school cannot be arranged then maybe another target for fundraising should be considered. It was suggested that Netbooks would benefit every class. Michelle agreed to see what it would cost to purchase netbooks compatible with the school and the ICT Network.</p> | <p>MM IM</p> <p>ALL</p> <p>MM</p> |
| <p>6</p> | <p>Head Teachers Update (attached)</p> <p>Michelle gave the Head Teachers update which included details about the School Roll, Staffing, Building, Playground/Grounds, In-service, Collegiate Time/ Continued Professional Development, School, Improvements, School Visitors, Students, Outings/Events/Visitors in school and Events out of School.</p> <p>Michelle also gave an update on the Curriculum Rationale and BPS Attributes and sought feedback from the Parent Council Members on the Curriculum Rationale and what they saw at the Schools Attributes, "What Makes Broomlands Unique"? These suggestions can be sent direct to the School before the end of term.</p> | <p>ALL</p> |
| <p>7</p> | <p>Correspondence and Clerk's Business</p> <ul style="list-style-type: none"> • Newsletter from SPTC – This had been sent out via email. • Proposal from the Parent Forum to support the purchase of Leavers Hoodies for the P7s, this was dealt with via email and it was agreed to support the proposal, however, the proposal was subsequently withdrawn. • Application for a Loan of £250 for the P4s Enterprise Project – This was dealt with via email and was approved. <p>James also reported that he had ordered a new retention pole for one of the Pop Up Banners as one had been damaged.</p> | |
| <p>8</p> | <p>Treasurer's Business & Updates (attached)</p> <p>In Jackie's absence James distributed copies of the accounts which showed that the balance in the bank was £7, 408.84, this includes a balance of £194.58 which is being held on behalf of the P7s Leavers Disco.</p> <p>James read a note from Jackie highlighting that all expenses must be accompanied by an appropriate receipt and that receipts should be received for any cash payments given out of any fundraising funds. This is to ensure that we are meeting the requirements of our independent examiner.</p> <p>Michelle had received a wish list from the classes to assist with costs of various projects/purchases etc. which came to the value of £1, 300. It was agreed to donate this amount to the school on the Proposal of Jennifer Middlemiss which was Seconded by Susan Cessford. James agreed to contact Jackie to issue a Cheque. Michelle thanked the Parent Council for their support.</p> | <p>ALL</p> <p>JT/JN</p> |

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| 9 | <p>Sub Groups Updates</p> <p>GARDENING/ECO: Matthew Fleming has been attending the garden and Bev Dixon has also been seen there but nothing really to report at this stage.</p> <p>HEALTHY EATING TUCK SHOP: This continues to be successful and is now working well having it on a Friday. There is not so much waste now.</p> <p>SOCIAL & EVENTS SUB GROUP: Gillian & Jennifer reported the recent Bingo Social Night which they had arranged made about £400. Plans are being finalised for the Summer Fair. The Disco at Easter had a better attendance than the Valentines Disco last year so it is intended to have another Disco at Easter again next year.</p> | | | | | |
| 10 | <p>Diary Dates</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">17 June 2016</td> <td style="width: 50%;">Summer Fair</td> </tr> <tr> <td>15 September 2016</td> <td>BSPC AGM in the School at 7pm</td> </tr> </table> <p>Date of Next General Committee Meeting is to be confirmed.</p> | 17 June 2016 | Summer Fair | 15 September 2016 | BSPC AGM in the School at 7pm | ALL |
| 17 June 2016 | Summer Fair | | | | | |
| 15 September 2016 | BSPC AGM in the School at 7pm | | | | | |
| 12 | <p>Agenda Items & Notes for the Next Agenda/Meeting</p> <p>Any suggestions for Agenda items or people to invite to the meetings should be emailed to James.</p> | ALL | | | | |
| 13 | <p>Close</p> <p>There being no further business to discuss, Irene thanked everyone for their attendance, engagement and support and concluded by wishing everyone a great Summer and closed the meeting at 9.15pm.</p> | | | | | |



Head Teacher's Report to Parent Council

26 May 2016

School roll: 249

- 40 Nursery
 - 20 =am 10 (pre school) ELCC 4 10 (ante pre school) ELCC 3
 - 20 =pm 13 (pre school) ELCC4 7 (ante pre school) ELCC 3
- P1 =23
- P1/2 =23 (10+13)
- P2/3 = 24 (17+7)
- P3/4 = 36 (24+12) (2 teachers due to oversized class)
- P4 = 30
- P5 = 31
- P5/6 = 25 (10+15)
- P6/7 = 25 (16+9)
- P7 = 32

Next session expected roll currently expected to be 238. This includes new P1s and also 4 or 5 pupils starting further up the school as well as losing 4 pupils currently in school. 2 due to moving from area 2 to Private sector.

Staffing

- Business Support officer – Susan Trimby – leaving at end of March due to early retirement, this post is not being replaced due to restructuring. As a result of this BSOs left in post are increasing their load. Schools now get an allocated slot with the BSO at a central base rather than a half day visit to the individual school.
- Mr Paul Hughes left at Easter as he secured a full time permanent post in a nursery in Edinburgh. As he was on an ANA contract of less than 2 years this was going to be terminated. The ANA hours will not be replaced however the 5 hours lunch supervision and the 4 hours of deprivation cover he was also employed to work will be covered via redeployment from other schools.
- Staffing for next session currently being confirmed following P1 enrolments in November. Mr Wilson will return to his substantive post at Yetholm. Miss Porrelli will become a member of the peripatetic supply team for SBC. Miss Westcott is taking a 1 year career break. We will have an NQT placed at Broomlands. Mrs Whittaker will start maternity leave in the summer holidays but plans to return around February time.

Building

- The archaeological dig on new site which took place earlier this year has left the ground unusable at the current time. SBC are arranging for it to be flattened and re seeded. We still have a huge amount of grass remaining so are encouraging children not to walk on this section of grass.
- Revised plans for the new build are now in for tender. We hope to have a start date for late summer and the build remains a 52 week project.

Playground/Grounds

- Outdoor classroom area has been cleared by volunteers one Saturday morning. We are awaiting confirmation that we can fence this area off. Once this is done we will develop the area further. We have been successful in gaining yet another donation (£2000) from Charity Begins at Home to purchase outdoor waterproofs for children and further develop this area. We hope to increase this stock over time so all staff and children would have a school waterproof coat and leggings to use in this area, allowing it to be used all year around.
- Dog Fouling continues to be an issue

In-service

- May – Curriculum Rationale. Information has already been sought from parents through an annual questionnaire and through children in focus groups. I have added this to the agenda as a discussion point to get views on what you all feel makes Broomlands unique.

Collegiate time/ Continued Professional Development/ School improvements

- Planning folders
- Teaching staff consultations
- Management and colleague observations
- Parents' appointments
- Report writing
- Totality of the Curriculum review sessions
- Working Parties – Health and Wellbeing Group, Numeracy/Mathematics Group and Early level Environment Group
- French in the primary Classroom Training
- Curricular primary/secondary group meetings
- Cluster Science Group meetings
- Development of Early Level Learning Environments
- ICT training

School Visitors

- Regular visitors
- Ann Dalglish - volunteer
- Marilyn Jack – volunteer
- Marie Hogg – volunteer
- Fiona Ferguson – Behaviour support teacher
- Liz Scarpa- EAL teacher
- Rhian Duncan, Viv Heskitt - Wilton Complex Needs Class
- Various - OT
- Various – Speech & Language Therapist
- Anna Rodwell - Minister
- Catherine Devenny / Sarah McDonnell/Sandra Young and Sandra Dewar - School nurse and Health Visitor
- Susan Trimby - Business Support officer
- Christine Brown - Senior Lead Officer
- Michelle Bradley - Educational Psychologist
- Jane Forrester - Community Learning
- Aileen Graham- Borders College
- PC Gina Johnson
- Becky Bass- Home School Link Worker
- Phillipa Gilhooly and Karen McGrath – Safer Routes to School
- Neil Hastie – Outdoor Classroom

Students

- Lesley Renton – Nursery Student – May 16 –nursery placement
- Annemarie Stingl Nursery Nurse Student – P2/3 placement until May 2016
- EHS S3 work experience students
- KHS S6 student placement 1 session per week all year.
- Jill Wilson Fri afternoons in nursery
- Laura Cunningham Secondary Teaching Student to P3 for 3 weeks

Outings/Events/Visitors in school

| | | |
|---|------------------------|-------------------|
| School Photographs | Tempest | All pupils |
| Sport's Leaders | Kelso High School S5 | P5 |
| Class assembly | | P4, P6/7 and P3/4 |
| Parents Evenings | | Whole School |
| P7 residential evening | | P7 |
| PC Gina Johnson – internet safety input | Assembly | Whole School |
| P6 Author event | | All Kelso schools |
| Open evening | | Whole school |
| Fair trade breakfast | P7 and Canteen Staff | Whole school |
| Hollywood themed Lunch | P6/7 and Canteen Staff | Whole School |

| | | |
|----------------------------|--------------------------------|--------------|
| Bake Off | | P7 |
| Spring Disco | Parent Council | Whole school |
| Celebration of the 60s | P4 | Whole School |
| Mr Hughes Leaving Assembly | | Whole School |
| Cricket Block | BSLT Cricket Scotland | P6 |
| John Lamont | MSP | P6/7 and P7 |
| Resuscitation Training | Scott Forbes - Kelso Heartbeat | P7 |
| Bikeability Level 2 | | P6 |

Events out of School

| | | |
|--|---|---------------------------------|
| Trip to Holyrood Palace and Edinburgh Castle | | P5 |
| Athletics – inter schools | Netherdale | Selected P6 and P7 pupils |
| P7 interactive Music Session Old Parish with Kelso Music | Old Parish Church – Kelso Music Society | P7 |
| Curling Competition | Ice Rink | Selected P7s |
| Easter Service | Old Parish Church | Whole School |
| Rotary Quiz | Ednam House | Selected P7s |
| S5 Sports Leaders | | P5 |
| JRSO walk to School Award Ceremony | HQ | JRSOs |
| P7/S5 Peer Education Drug and Alcohol session | Kelso Rugby Club | P7 |
| Bikeability Training Session | Abby Row – Keith Irving | Adult volunteers and 2 teachers |
| Expressive Arts Experience | KHS Art Department | P6 |
| Dynamic Earth and Scottish Parliament Visit | Edinburgh | P6/7 and P7 |
| Morton Football Trophy | Edneside PS | P7 |
| P2/3 return visit to Hirsell | Farm to Fork experience Coldstream | P2/3 |
| Countryside Day | Springwood Park | P5 |

Still to come this term

- P5 class assembly
- P1/2 assembly
- P7 Leaver's assembly
- P6/7 and P7 proposed visits to Scottish Parliament
- assembly P7 resuscitation training
- Sport's Day
- Move up Day
- P7 visits to KHS
- P7 dance
- P5/6 Visit to Dynamic Earth
- P4 visit to National Museum of Scotland
- P3/4 visit to Tesco
- P1 and P1/2 visit to Borders Book Fair
- Kwick Cricket Festival
- Nursery Trip to The Hirsell – Farm to Fork

After school and lunchtime clubs

Netball P6 and 7
Basketball P6 and P7 boys
Gymnastics P1and P2

Also monthly meetings of Positive Press Group, Eco Committee, Pupil Council and JRSOs

Discussion points

Curriculum Rationale
New School Group

Michelle Matthews
Head Teacher
Broomlands Primary School
26 May 2016

Treasures Report & Accounts

Broomlands Primary School Parent Council Treasurers report as at 26th May 2016

Income and Expenditure Account

| Year ended 31.08.15 | | Period 04.02.16 - 29-05-16 £ | Year to Date £ |
|------------------------|---|---------------------------------------|----------------------|
| INCOME | | | |
| 2,900.96 | Christmas fair | - | 3,617.09 |
| 1,053.29 | Summer fun night | - | - |
| 766.00 | Bingo night | 435.50 | 435.50 |
| - | Tea Towels | - | 1,166.00 |
| 430.60 | Discos | 149.00 | 327.00 |
| 312.35 | Film Nights | 67.45 | 67.45 |
| 177.34 | Easy Fundraising | 21.83 | 38.08 |
| 310.00 | SBC involvement grant | - | 310.00 |
| 309.00 | P7 Dance | - | - |
| <u>6,259.54</u> | TOTAL INCOME | <u>673.78</u> | <u>5,961.12</u> |
| EXPENDITURE | | | |
| 10.00 | Insurance | - | 10.00 |
| 20.00 | Licences | - | 20.00 |
| 260.00 | Clerk payments | 130.00 | 260.00 |
| 30.00 | Advertising | - | 30.00 |
| 419.81 | Christmas fair | - | 1,199.28 |
| 411.16 | Summer fun night | - | - |
| - | Tea Towels | - | 623.95 |
| 105.54 | Discos | - | 36.65 |
| 114.03 | Film Nights | 43.27 | 43.27 |
| 215.98 | P7 Dance costs | - | - |
| 116.18 | Gifts | - | 75.00 |
| 5,773.00 | School donations | 222.36 | 472.36 |
| - | Loan to P4 for enterprise project | 250.00 | 250.00 |
| 153.00 | BPSPC Banners | 18.54 | 18.54 |
| <u>7,628.70</u> | TOTAL EXPENDITURE | <u>664.17</u> | <u>3,039.05</u> |
| (1,369.16) | SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE | <u><u>9.61</u></u> | 2,922.07 |
| 5,855.93 | FUNDS HELD AT 1ST SEPTEMBER 2015 | | 4,486.77 |
| <u>4,486.77</u> | FUNDS HELD AT 26TH MAY 2016 | | <u>7,408.84</u> |
| | Represented by:- | | |
| <u>4,486.77</u> | Balance per bank at 26th May 2016 | | <u>7,408.84</u> |

Jackie Nairn
Treasurer
Broomlands Primary School Parent Council
26 May 2016

**Broomlands Primary School Parent Council
Treasurers report as at 26th May 2016**

Notes to accompany income and expenditure account

Forecast Expenditure for 2014-2015

Money held for P7 Dance £ 194.58

Fundraising analysis 2014-2015

| | Income | Expenses | Profit / (loss) |
|------------------|---------------|-----------------|----------------------------|
| Halloween Disco | 178.00 | (36.65) | 141.35 |
| Easter Disco | 149.00 | - | 149.00 |
| Film Night | 67.45 | (43.27) | 24.18 |
| Christmas Fair | 3,617.09 | (1,199.28) | 2,417.81 |
| Tea Towels | 1,166.00 | (623.95) | 542.05 |
| Easy Fundraising | 38.08 | - | 38.08 |
| Bingo Night | 435.50 | - | 435.50 |
| Summer Fun night | - | - | - |
| | TOTAL | | <u>3,747.97</u> |

Analysis of donations made to School

| | | |
|--------------------------------|---------------|--------------------------------|
| Small Projects Fund | 250.00 | <i>(benefits whole school)</i> |
| Tuck shop equipment | 27.75 | |
| P7 Lesvers gift - Dictionaries | <u>194.61</u> | |
| | <u>472.36</u> | |

2015 Dance

| | | |
|---|----------------|-----------------|
| Balance brought forward | | £ 101.56 |
| Ticket Sales | | |
| Broomlands | £ 99.00 | |
| Ednam | £ 12.00 | |
| Edenside | £ 147.00 | |
| Morebattle | £ 27.00 | |
| Sprouston | £ 9.00 | |
| Yetholm | <u>£ 15.00</u> | 309.00 |
| | | <u>410.56</u> |
| Expenses paid | | |
| 11.06.15 Chq 010751 Seasons | £ 30.00 | |
| 11.06.15 Chq 010752 Granny Jean | £ 50.00 | |
| 11.06.15 Chq 010750 Rocking Jukebox | £ 80.00 | |
| 11.06.15 Chq 010754 Wm Wylie Butcher | <u>£ 55.98</u> | (215.98) |
| Balance carried forward for use at 2015 Dance | | <u>£ 194.58</u> |

Jackie Nairn
Treasurer
Broomlands Primary School Parent Council
26 May 2016



PARENT COUNCIL
"The Voice of the Parent Forum"

BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting
Broomlands Primary School Parent Council
Thursday 26th May 2016 in the School at 7.00pm

Chairperson: Irene McKenzie

AGENDA

- Welcome
- New Primary School Update – (Guest)
- Apologies
- Minutes from the last General Committee Meeting
- Matters arising from the above
- Chairperson's Business
- Head Teacher's Update
 - Curriculum Rationale (BPS Attributes)
- Clerks Business & Correspondence
 - Spare Parts/School Website/Facebook
- Treasurer's Business
- Parent Forum
 - Trips
- Sub Groups Reports
- Diary Dates and Next Meeting Agenda Items
- Close

Further information available from: James Thom (Clerk) on 01573 228 241