



PARENT COUNCIL

"The Voice of the Parent Forum"

Broomlands Primary School Parent Council

AGM & Annual Report

15 September 2016



PARENT COUNCIL
"The Voice of the Parent Forum"

Broomlands Primary School Parent Council

Broomlands Primary School, Ednam Road, Kelso, Roxburghshire. TD5 7SW.

2016 AGM Agenda

AGM

The Annual General Meeting of the
Broomlands Primary School Parent Council
Thursday 15th September 2016 in the School at 7.00pm

Chairperson: Irene McKenzie

**A great opportunity to come along to find out about "your" Parent Council
and our progress over the past 12 months.**

All Parents & Carers Welcome

**This is also an opportunity for interested Parents/Carers to join
the Parent Council to help move it forward in the next 12 months.**

AGENDA

- Welcome & Introduction
- Apologies
- Minutes from the 2015 AGM
- Matters Arising from the above
- Chairperson's Report
- Head Teacher's Update
- Treasurers Report & Presentation of the Balance Sheet
- Appointment of Examiner for 2016 – 2017
- Election of Office Bearers, Clerk & Members for 2016 – 2017
- Review of Constitution
- Sub Groups Reports
- Date of 2017 AGM
- Close

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

2016 AGM Minutes

Minutes from the Annual General Meeting of the Broomlands Primary School Parent Council. Held in Broomlands Primary School. 15 September 2016

Present: **General Committee:** Irene McKenzie (IM) Chairperson, Michelle Matthews (MM) Head Teacher, Avril Gibson (AG) PT, Pam Guthrie (PG), Gillian White (GW), Jennifer Middlemiss (JM), Jackie Nairn (JN) Treasurer, Julie Fleming (JF), Cllr Simon Mountford (SM), Cllr Alec Nicol (AN) and James Thom (JT), Clerk, who took the minutes.

Minute	Business	Action By
1	Welcome & Introductions Irene welcomed everyone to the school, thanked everyone for their attendance and opened the AGM at 7pm. Everyone briefly introduced themselves.	
2	Apologies Apologies were given on behalf of Claire Lindsay, Paula Wight, Susan Cessford, Paula Lowrie, Kate Brown, Cllr Tom Weatherston & Sonya Nairn.	
3	Minutes from the 2015 AGM The minutes from the 2015 AGM were read and were adopted as a true and accurate record on the proposal of Jennifer Middlemiss which was seconded by Jackie Nairn on the recommendation by Simon Mountford that a typing error in Minute 13 be corrected.	
4	Matters & Action Points from the 2015 AGM It was unanimously agreed at this stage to continue to support the Schools Small Project Fund for another year.	
5	Chairpersons Report (attached) Irene gave an update of the activities of the Parent Council and highlighted some of the successes achieved over the past 12 months. Irene was pleased that Broomlands had the reputation of being a welcoming school and was confident that this reputation could be built upon with the continued support of all our stakeholders. Irene commented that the new primary school will bring more opportunities and that this was an exciting time for everyone. On conclusion Irene praised and thanked everyone involved with the Parent Council and thanked them for their ongoing support, especially the sub groups, the Councillors and the school and staff.	
6	Head Teachers Update (attached) Michelle gave the Head Teachers report which included an update on the school roll, the new school, staffing and staff development and developments and highlights over the past 12 months. Michelle highlighted that the construction plans for the new Primary School were gathering speed and suggested that it is estimated it will take about 52 weeks to complete. Michelle concluded by thanking the Parent Council and Councillors for their continued support.	
7	Treasurers Report (attached) Sheryl Macaulay FCCA had Independently Examined the accounts and the balance in the bank year ended 31 August 2016 was £6, 905. 51, this included an amount of £130.09 which was held on behalf of the P7's Levers Dance. This is more than the same time last year. Jackie also included in her report her thanks to Sheryl Macauley for examining the books and the Fundraising & Events Sub Group for their fantastic fundraising efforts and the rest of the Parent Council for supporting her in her role as Treasurer.	

	<p>The Balance Sheet was approved and accepted on the proposal of Irene McKenzie which was seconded by Gillian White. Irene concluded by thanking Jackie for her guidance, support and hard work and requested that the Clerk sends a letter of thanks to Sheryl.</p> <p>It was discussed that money could be donated to the school for technology that would be compatible with the new school or put towards bringing a Theatre Group to the schools (Alternative venues were suggested so that the whole school would benefit with may be the opportunity of inviting other schools). Michelle agreed to look in to this.</p>	<p>JT</p> <p>MM</p>																									
8	<p>Appointment of an Examiner Jackie proposed that Sheryl Macaulay FCCA be appointed as the Independent External Examiner for the period 2016 - 2017; this was seconded by Irene McKenzie. There were no objections or counter proposals and it was agreed to appoint Sheryl.</p>																										
9	<p>Election of Office Bearers, Clerk and Members The following Office Bearers, Clerk and Members were nominated and elected as follows:</p> <table border="1"> <thead> <tr> <th><u>Role/Office</u></th> <th><u>Nomination</u></th> <th><u>Proposed By</u></th> <th><u>Seconded By</u></th> <th><u>Counter Proposals</u></th> </tr> </thead> <tbody> <tr> <td>Chair Person</td> <td>Irene McKenzie</td> <td>Pam Guthrie</td> <td>Jennifer Middlemiss</td> <td>No</td> </tr> <tr> <td>Vice Chairperson</td> <td>No Nomination</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Treasurer</td> <td>Jackie Nairn</td> <td>Irene McKenzie</td> <td>Julie Fleming</td> <td>No</td> </tr> <tr> <td>Clerk</td> <td>James Thom</td> <td>Irene McKenzie</td> <td>Jackie Nairn</td> <td>No</td> </tr> </tbody> </table> <p>It was disappointing that a Vice Chairperson could not be elected on this occasion. It was highlighted that to prepare for succession planning it would be useful to fill this office, especially as this as Irene's final year. Irene suggested that if after some thought someone would like to take on the role they should contact her direct.</p> <p>There were no members of the Parent Forum seeking membership on this occasion.</p> <p>James reported that he had received notification of resignation from Paula White. Due to a change in circumstances Bronwyn Armstrong is now no longer a member of the Parent Council. Irene gave thanks for their contribution.</p>	<u>Role/Office</u>	<u>Nomination</u>	<u>Proposed By</u>	<u>Seconded By</u>	<u>Counter Proposals</u>	Chair Person	Irene McKenzie	Pam Guthrie	Jennifer Middlemiss	No	Vice Chairperson	No Nomination	N/A	N/A	N/A	Treasurer	Jackie Nairn	Irene McKenzie	Julie Fleming	No	Clerk	James Thom	Irene McKenzie	Jackie Nairn	No	
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10	<p>Review of Constitution The current Constitution had been distributed to the members prior to the meeting. It was felt that there was no need to make any changes to the Constitution at this stage.</p>																										
11	<p>Sub Groups Reports Fundraising & Events: Gillian & Jennifer reported that they have been pleased with the activities over the past year and plans are in place for forthcoming activities. The organising of the Christmas Raffle will be shared amongst the members of the Sub Group. The Christmas Fair will be at the end of November. (Irene to send details of a prospective stall holder at the Christmas fair to Jennifer). There are Discos planned for Halloween, Easter and Summer. There will be no Tea Towel activity this season but the Sub Group are keen to secure a bag packing slot at Siansburys. It is planned that there will be Bingo evening in February.</p> <p>Gardening & Eco Group: The members were pleased to learn that Matthew Fleming is assisting in the garden as and when he can. Irene asked Julie to pass on her thanks on behalf of the School and Parent Council. It was noted that Bev Dixon still continues to work in the garden.</p> <p>Healthy Tuck Shop: It was reported that this continues to be its usual success with the assistance of Sonya Nairn.</p> <p>On conclusion, Irene thanked and congratulated all the sub groups for all their hard work, effort and support.</p>	<p>IM</p>																									
12	<p>Diary Dates The date of the 2017 Annual General Meeting will be 21st September 2017 at 7pm which will be the Third Thursday in September. This meeting will be open to all General Committee Members and the Parent Forum. Dates for forthcoming General Committee Meetings will be communicated when confirmed.</p>																										

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Close & Other Business

There being no other business, Irene thanked everyone for their attendance and support and closed the meeting at 8pm.



Broomlands Primary School Parent Council

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Chairpersons Annual Report 2016

We have been lucky enough to have had another successful 12 months for the Broomlands Primary School Parent Council and I feel that we continue to achieve our main objectives of creating a welcoming school which is inclusive for all parents, promoting a partnership between the school, its pupils and all its parents and stakeholders while developing and engaging in the activities which support the education and welfare of the pupils along with representing the views of parents on the education and services provided by the school and other area affecting the education and welfare of the pupils.

The success of the Parent Council has been down to the partnerships we successfully maintain with all our supporters and parents and I am sure that this can continued to be build upon in the future. Well done and thanks to the Sub Groups who work continuously to provide that extra for the School and Pupils.

We continue to have a good relationship with our Local Councillors who have been a great asset to the Parent Council and I thank them for their continued support and guidance, they keep us well informed of what is happening at the Council.

As I write this, the progress on the construction of the new Primary School is gathering speed with the Sod Cutting Ceremony of the new site planned for 3rd October. It is estimated that the build will take approximately 52 weeks which will pass in no time at all. Although this will be an end of an era for Broomlands Primary School as we know it will open a new chapter in the school's history and will provide great excitement and opportunities.

I must thank ALL the staff at the school for their professionalism and commitment to Broomlands. We are very lucky to have a skilled and dedicated team at Broomlands Primary School under the leadership of Michelle Matthews. Good luck for the future.

Looking to the future I am sure that with everyone's continued support the Parent Council will continue to flourish and remain a success. I would like to build on the relationship we have with the School and the Parent Forum and ensure that these go from strength to strength.

On conclusion I would like to thank everyone who has had any involvement, at whatever level, with the success of the Parent Council, it has been a brilliant team effort which I am extremely grateful and proud of. Thank you very much.

Irene McKenzie
Chairperson
Broomlands Primary School Parent Council
15 September 2016



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Head Teachers Report 2016

The school has had another exciting and successful year and remains a very popular school. We continue to have a growing school roll. This time last year we had 249 pupils on roll we currently have 242 with the possibility of 2 new enrolments in coming weeks. Nursery will be full again this session. Currently there are 32 pupils the other places have been allocated and will be filled after Christmas.

The new build is gathering speed with contractors on site this week and an official sod cutting ceremony planned for October 3rd. The predicted completion day will be October/November 2017. The plans have been slightly altered and the new school will have 12 classrooms with general purpose spaces to include a library area and music room. The entrance has been slightly changed to further improve security. The roof initially had 4 peaks and now has 3 still allowing substantial shelter. Over the year there will hopefully be many opportunities for parents and pupils to engage with the process. Once I get updated plans I will display these in the foyer and will have them at hand for any school events. We would welcome any suggestions on how to mark the end of one era and start of a new one, over the coming months.

We continue to have an extremely dedicated staff both teaching and support staff. This term we have welcomed Mr Ben Murdock into P3 and Mr Allan Reid into P6, covering Mrs Whittaker's maternity leave. Mrs Whittaker and baby Lucas are doing well and enjoying their time together. All staff have settled in well and everyone has made them welcome. For the first time in the last 5 years we have a permanent leadership team – Mrs Avril Gibson joined us as permanent PT in November and is Acting Depute on the two days per week that Mrs Kate Brown does not work. We are enjoying working together and are certainly driving the school forward at a good pace.

We led very successful developments last session- these have been measured through a calendar of quality assurance processes such as leadership observations of classroom practice, scrutiny of teachers' planning and discussions in consultations. We have explored the effectiveness of our learning environments to appropriately meet learner's needs, especially at early level; we have developed additional progressions of learning for Social Subjects, Science, Health and Wellbeing Numeracy and Mathematics. We have also continued to focus on ensuring learning and success is specifically shared in all classes across the whole curriculum. This session, following feedback from stakeholders and parents and from a self-evaluation audit of the school's work, we will continue to develop progressions for the remaining curricular areas of technology, art, drama and RME. On completion of these we will create a rolling programme to ensure consistency of coverage of the outcomes and experiences. We will also continue to develop learning environments and look at how we reflect on learning with our children and consider the quality of feedback we give to our learners. We will work very closely with all the schools in Cheviot (Kelso and Jedburgh) to raise attainment in numeracy through developing quality lessons and moderating work of staff and pupils.

Late last session we were identified as a "Learning School" by Lead Officers in SBC. Staff in our Primary 2 and 3 stages were recognised as very good practitioners and will be used to support colleagues across the authority who may come to observe lessons in these classes and discuss their practice with the teachers involved. The leadership team would also support other leadership teams through discussion to enable them to support effective development of their staff. This process will be rolled out to include additional members of staff in the coming years. Due to time constraints we were only able to put 3 staff members forward for this in June, however, we feel that many more could be included. Our nursery has also been held up as demonstrating good practice and has been referred to at several development events by teachers with responsibility for Early Years Classes. The setting has also hosted visits by staff from other schools to help them develop particular skills/environments.

We continue with the same Senior Lead Officer Christine Brown as last session who continues to oversee the schools in the Kelso and Jedburgh area.

Thanks to Parent Council

Great fundraising – donations from the parent council has allowed continued support with school trips/excursions. The class purse – allowing teachers to do activities such as specialist craft and cooking activities each year. Staff very much appreciate this and it is a real bonus to classroom activities

Healthy snack- Fruity Friday very much enjoyed by the whole school.

Gardening and supporting outdoor learning with classes

Children and family events Halloween, Christmas, Valentine and summer fairs/events.

We take all P2-P6 pupils swimming each week throughout the year. Without support from parents and family members to walk us down and back with the correct ratio of adults to children we would not be able to offer this.

Finally thank you to you all for the support from all family and friends/relatives for all the things they do in school which I may have missed!

Michelle Matthews
Head Teacher
Broomlands Primary School
15 September 2016

Treasurers Report 2016

For the Year Ended 31st August 2016

As you can see from the attached income and expenditure account at 31st August 2016 the Parent Council had funds in the bank totalling £6,905.51 which is slightly higher than the balance reported in last year's account of £4,486.77. This year not as many donations have been made to the school due to the fact that we are getting a new school and we were unsure of whether or not any equipment purchased would in fact be taken to the new school.

It should be noted that Broomlands Primary School Parent council hold money on behalf of the Primary 7 dance. At 31st August 2016 this amounted to £130.09 and is included within the closing bank account balance.

Parent council income is purely raised through fundraising events, so it is because of the fantastic efforts put in by the fundraising committee and all of the many kind donations from the people attending the events that we have been able to achieve so much in the year as noted below:

Bingo Night	435.50
Film Night	24.18
Christmas Fair	2, 417.81
Discos	434.47
Summer Fun Night	441.57
Tea Towels	542.05
Easy Fundraising	73.55
TOTALS	4, 369.13

As a result of these funds raised we have been able to make the following donations to the school which have benefitted all of our children:

Donations to Small Projects	250.00
Donations to School for School Trips	1, 300.00
Replacement Equipment for Tuck Shop	27.75
TOTALS	1, 577.75

Looking forward to the year ahead, I know that we have more than enough funds available to cover our definite expenses such as clerk payments, insurance and lottery licence, however it is important that we continue to support our fundraising group throughout the year as they have some super ideas in the offing that should help us to continue to make donations to the school.

All that is left for me to do now is to thank everyone for supporting me for another year in my role as treasurer.

Jackie Nairn
Treasurer
Broomlands Primary School Parent Council
15 September 2016



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Income & Expenditure Account 2016

For the Year Ended 31st August 2016

	£
INCOME	
766.00 Bingo night	435.50
2,900.96 Christmas fair	2,896.09
1,053.29 Summer fun night	748.91
- Tea Towels	1,166.00
312.35 Film nights	67.45
430.60 Discos	481.10
309.00 P7 dance	309.00
177.34 Easy fundraising	73.55
310.00 SBC involvement grant	310.00
- P4 Loan repayment	250.00
6,259.54 TOTAL INCOME	6,737.60
EXPENDITURE	
10.00 Insurance	10.00
20.00 Licences	20.00
260.00 Clerk payments	260.00
30.00 Advertising	30.00
153.00 Parent council banners	18.54
419.81 Christmas fair	478.28
411.16 Summer fun night	307.34
114.03 Film nights	43.27
105.54 Discos	46.63
215.98 P7 Dance costs	373.49
- Tea towels	623.95
- P4 Enterprise loan	250.00
116.18 Gifts	279.61
5,773.00 School donations	1,577.75
7,628.70 TOTAL EXPENDITURE	4,318.86
(1,369.16) EXCESS OF EXPENDITURE OVER INCOME	2,418.74
5,855.93 FUNDS HELD AT 1ST SEPTEMBER 2015	4,486.77
4,486.77 FUNDS HELD AT 31ST AUGUST 2016	6,905.51
Represented by:-	
4,486.77 Balance per bank at 31st August 2016	6,905.51

I have checked the above income and expenditure account for Broomlands Primary School Parent Council for the year ended 31st August 2015 from the books and records available to me. I can confirm to the best of my knowledge and belief that the account shows a true and fair view of the state of affairs of the Parent Council for the year then ended.

Sheryl Macaulay FCCA
Independent External Examiner
31 August 2016



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www.broomlandsp.sik.org

Constitution

This is the Constitution for Broomlands Primary School Parent Council.

1. The objectives of the Parent Council are:
 - To create a welcoming school which is inclusive for all parents
 - To promote partnership between the school, its pupils and all its parents
 - To develop and engage in activities which support the education and welfare of the pupils
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
2. The membership will be a minimum of 10 members which must include a minimum of six parents/carers of children attending the School. The maximum size will be 25. Eight members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 8 or more Committee Members present).
3. The Parent Council will be selected for a period of three years, after which they may put themselves forward for re-selection if they wish. All the parents of children at the school can take part in the selection by post, text or email.
4. Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by vote at an open meeting of Forum members at the start of the school year
5. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council. Any member of a sub-group may attend the Council meeting.
6. The Parent Council may co-opt members as required to assist it with carrying out its functions. The number of parent members on the Parent Council must always be greater than Co-opted members. Co-opted members will be invited to serve for a period of up to three years after which time the Parent Council will review and consider requirements for co-opted membership.
7. Copies of the minutes of all meetings will be available to all parents of children at Broomlands Primary School and to all teachers at the school. Copies will be available from the school office.
8. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
9. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be examined by the examiner appointed at the previous Annual Meeting. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
10. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
11. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school (or schools), where this continues.