



## Broomlands Primary School Parent Council

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

# MINUTES

### Minutes from the Meeting of the General Committee of the Broomlands Primary School Parent Council. Held in Broomlands Primary School on Thursday 23 March 2017.

**Present:** Irene McKenzie, Chairperson (IM), Michelle Matthews, Head Teacher (MM), Kate Brown (KB), Pam Guthrie (PG), Jennifer Middlemiss (JM), Gillian White (GW), Julie Fleming (JF), Jennifer Skeldon (JS), Jackie Nairn, Treasurer (JN), Cllr Simon Mountford (SM) & Susan Cessford (SC) who took the minutes.

Minute	Business	Action By
1	<p><b>Welcome</b></p> <p>Irene opened the meeting at 7pm extending a warm welcome to all the members and Jennifer Skeldon who came along as GW's 'friend'..</p>	
2	<p><b>Apologies</b></p> <p>Apologies were received from James Thom (Clerk), Avrii Gibson (AG), Claire Lindsay (CL) &amp; Cllr Alec Nicol (AN).</p>	
3	<p><b>Minutes from the Last Meeting</b></p> <p>The Minutes from the last General Committee Meeting held on 27 January 2017 were reviewed, it was agreed that these were a true and accurate record on the Proposal of Pam Guthrie and was Seconded by Gillian White.</p>	
4	<p><b>Matters Arising from the Minutes of the Last Meeting</b></p> <ul style="list-style-type: none"> <li>● <b>SOCIAL MEDIA &amp; WEBSITE:</b> Michelle is still having access issues with the Facebook page. She seems to be the only person who can update it. If they can resolve the problem, Elaine is happy to do the updating. JT is busy developing the school website, this appears to be a bigger task than we first thought. It was suggested we ask parents if anyone has any IT skills and would be willing to help.</li> <li>● <b>DOG FOULING:</b> There are still issues with dog fouling on the school playing field. The Nursery put a sign up and Mr Dryden has put a sign up but they have both been taken down by member of the public. There are still people walking their dogs on the field during the day. It was suggested another notice on the FB page may help. We need to keep reinforcing the message that children play on this field. We talked about the possibility of a Dog Warden, SM will send an email to the people concerned. It was also suggested we attach poo bag dispensers to the fence.</li> </ul>	
5	<p><b>Chair Person's Business</b></p> <ul style="list-style-type: none"> <li>● <b>PC CHAIR MEETINGS:</b> IM talked about the the meetings rotating around different locations, she feels this has been really successful and thinks it is a great forum to meet other people from different schools. She has some slides to send out with the notes. They had lots of discussions about the preparation put in place for the snow last month. Mixed opinions and various comments on SBC website. They also had a conversation about dyslexia in schools, it was felt some children were being left behind. It was agreed the policy was not fit for purpose. The new policy will be discussed in May, IM to email and ask for copy of draft.</li> <li>● <b>VICE CHAIRPERSON AND SUCCESSION PLANNING:</b> Irene once again appealed for a new chairperson and vice chairperson. a 'shared' chair was discussed again. IM to send questionnaire out to parents to highlight what we do and who we are etc.</li> <li>● <b>CARD:</b> Can we send a card to Cllr Alec Nicol thanking him for all his help..</li> <li>● <b>THANKS:</b> Irene concluded by thanking everyone for their continued support.</li> </ul>	

**6 Head Teachers Update (attached)**

Michelle gave the head teachers update which included details about the school roll, Staffing, Building, Playground/Grounds, School Improvements, School Visitors, Students, Outings/Events/Visitors in School and Events out of School.

We had a discussion about new reading books.

We also agreed the Parent Council are happy to continue with the purse contribution and payment towards school trips.

A scientific calculator was suggested as the P7 leaving gift. IM to get in touch with maths teacher at Kelso High School to ask if he can suggest which one to buy and get costs. A card will be given to each child too with a good luck message printed.

**7 Correspondence and Clerk's Business**

JT sent a note to the builders regarding helping to fund a defibrillator in the new school, however, he has not yet had a reply.

**8 Treasurer's Business & Updates (attached)**

JN distributed copies of the accounts which showed the balance in the bank was still £8,954.76. No movement since last meeting.

JN told Michelle that she had still not received a request for the money for the memorial bench, MM to look into this.

MM had big wish list to get some of this money spent, all items can be taken over into the new school.

MM to check the annual maintenance fee on the note books.

The contributions from the Parent Council was proposed by IM and seconded by JN

**9 Parent Forum**

No items to be raised on behalf of the Parent's Forum

**10 Sub Groups Updates**

**GARDENING/ECO:** Bev still popping in to lend a hand which is greatly appreciated. MM thinks the garden will be staying and possible extended when we move to new school. The P7 are currently playing in the garden.

**HEALTHY EATING TUCK SHOP:** We have some new volunteers which is great and this continues to be popular with all children.

**SOCIAL & EVENTS SUB GROUP:** GW & JM reported that it has been nice to give parents a break from fundraising last few months. Spring Disco arranged for Wed 29th March. The Summer Fair date is provisionally booked in and ideas for this will be discussed at next meeting.

**11 Diary Dated, Agenda Items & Notes for the next Agenda/Meeting**

Any suggestions for Agenda items or people to invite to the meetings should be emailed to JT.

- Thursday 11th May - General Committee Meeting at 7pm

**12 Close**

There being no further business to discuss, Irene thanked everyone for their attendance, engagement and support and closed the meeting at 8:45pm.

E & OE.





# Head Teacher's Report to Parent Council

## 23 March 2017

**School roll: 247**

### **39 Nursery**

**20 = am 13 (pre school) ELCC 4**

**7 (ante pre school) ELCC 3**

**21 = pm 11 (pre school) ELCC4**

**10 (ante pre school) ELCC 3**

2 new pupils to start this month sharing sessions.

**P1 =25 (+2)**

**P1/2 =23 (6+17) (+1)**

**P2/3 = 25 (19+6)**

**P3 = 27 (+2)**

**P4 = 31**

**P5 = 31 (+1) and +1 Easter**

**P5/6 = 24 (16+8) -1**

**P6 = 31 (+1)**

**P7 = 30**

Since January we have taken seven pupils in across the school with an additional child joining P5 after Easter. We lost a family of 1 who moved up north after February break.

### **Staffing.**

- Mrs Evelyn Forbes, catering assistant, leaves the school at Easter to take up a post out with SBC.
- Ms Donna Townsend has taken up lunchtime playground assistant post
- Pam Whittaker has returned from maternity leave following February break. She returns 3 days a week until the summer, Mr Alan Reid will continue with us 2 days a week, job sharing with Mrs Whittaker.
- Miss Lyndsey Walker, PE teacher, will be taking up a secondment at Peebles High School after Easter for 12-18 months.
- Following Mrs Deborah Young's successful application for additional nursery nurse hours, Mrs Suzanne Utterson will join us from Yetholm Primary to take on the ANA hours covered by Mrs Young. This is a compulsory transfer to the post. We are very grateful to Mr Ewan Donaldson for covering these on a supply basis in the interim.

### **Building**

- New school
- Damage to P2/3 window

### **Playground/Grounds**

- Evening issues
- Dog walking and fouling

**In-service**

- February – self evaluation
- April – plan for moderation of literacy progressions using National benchmarks

**Collegiate time/ Continued Professional Development/ School improvements**

- Planning folders
- Teaching staff consultations
- Management and colleague observations
- Open evening
- Report writing
- Working Parties – Arts, Technologies and RME. Developing progressions of learning
- Development of Early Level Learning Environments
- Numeracy sessions
- Effective Feedback sessions
- Visit to new school
- Visits to other early level settings
- Literacy Moderation
- Dyslexia CPD

**School visitors**

Ann Dagleish - volunteer

Marilyn Jack – volunteer

Fiona Ferguson – Behaviour support teacher

Liz Scarpa- EAL teacher

Ashley Prentice- OT

Maive Dylan – Speech & Language Therapist

Rev Anna Rodwell - Minister

Dorry McIntyre / Sarah McDonnell/ Sandra Dewar - School nurse and Health Visitor

Christine Brown - Senior Lead Officer

Michelle Bradley - Educational Psychologist

Lesley Ann Nivens CLD adult worker

Aileen Graham- Borders College

PC Gina Dickson

Becky Bass- Home School Link Worker

Rob Hume – brass instructor

Jenni Borthwick – YMI instructor

Sarah McDonnell HSLW

Molly Ballantyne/Louise – Action for Children – Young carers

Marion Caracher – Music Therapist

Sally Ward Early Years visiting teacher

Neil Innes – Active Schools Coordinator

James Gubbins – Project Manager – New school

Donald Scott -Site manager – New School

Alison Taylor- ICT accessibility Teacher

Frances Burke – ASN outreach Teacher

**Students**

Ewan Donaldson – Student Teacher Placement – whole school

Agnes Majowka - Classroom Assistant Student

Sophie Stevens – Early Years Assistant Student

**Outings/Events****Events/Visitors in school**

Class Photographs	Tempest	All pupils
Ukulele instruction	YMI -Jenni Borthwick	P5/6 and P6
Action for Children – Young Carers Lunchtime Drop in every other week as well as P3-7 workshops for each class	Molly Ballantyne	All children
School Nurse	Relationships and Sexual Health input	P6 and P7

Childline	Assembly and class workshops	P1-P7
Class assembly		P1, P2/3, P6
Civic Week assembly	Colin Henderson	P1-P7
Burns Celebrations	School visitors	P5/6 and P7
SSPCA Presentation		P1-P7
SBC School Review follow through	Whole School	School staff
Lady Busser Elections		P6 and P7
Cricket	Ross Patterson	P6 and P5/6
World Book Day	Pupil Council Event	Whole School
German Visiting Teacher		P1 and P5/6
S6 KHS Sports Leaders		P7
Open Evening		All Classes

#### Events out of School

Curling Sessions	Kelso Ice Rink	P7
Netball Tournaments	Berwickshire HS and Queen's Cr Galashiels	P7 Girls
Basketball Tournament	ErHS and KHS	P7 Boys
Interview site manager	New School site	Positive Press Group
Visit to new school		Several classes
Borders Cross Country, Netherdale	Selected Runners	P6 and P7
Rotary Quiz		P7 team

#### Still to come this term

- P 5/6 class assemblies
- Spring Service at Kelso Old Parish
- Easter Egg Competition
- Spring Disco

#### After school and lunchtime clubs

Netball	P6 and 7 girls 2 sets of sessions	Mrs Gibson and Miss Walker
Basketball	P6 and P7 boys 2 sets of sessions	Mr Reid
Floorball	P6 and 7 boys 2 sets of sessions	Live Borders
Girls Football		Leanne Berry
Cross Country	P6 and P7	Miss Walker/Mrs Davenport/Mrs Gibson
Girls Gymnastics		Live Borders
Gymnastic	P1-3	Miss walker

Also monthly meetings of Positive Press Group, Eco Committee, Pupil Council and JRSOs. These groups now meet on Friday a month during class time to ensure quality of experience and provision. Remainder of class working on class council type learning.

#### Discussion points

Sport Scotland Award  
 Cycle Scotland Award  
 Equity Funding Proposals  
 School trips subsidy  
 Class Purse

**Michelle Matthews**  
**Headteacher**  
**Broomlands Primary School**  
**23 March 2017**



# Broomlands Primary School Parent Council

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

## Treasures Report & Accounts

### Broomlands Primary School Parent Council

Treasurers report as at 23rd March 2017

#### Income and Expenditure Account

Year ended 31.08.16		Year to Date £
	<b>INCOME</b>	
435.50	Bingo night	-
2,896.09	Christmas fair	3,195.38
481.10	Discos	187.00
73.55	Easy Fundraising	-
67.45	Film Nights	-
250.00	P4 Loan repaid	-
309.00	P7 Dance	-
310.00	SBC involvement grant	310.00
748.91	Summer fun night	-
1,166.00	Tea Towels	-
<u>6,737.60</u>	<b>TOTAL INCOME</b>	<u>3,692.38</u>
	<b>EXPENDITURE</b>	
30.00	Advertising	30.00
18.54	BPSPC Banners	-
478.28	Christmas fair	1,215.72
260.00	Clerk payments	130.00
46.63	Discos	51.66
43.27	Film Nights	-
279.61	Gifts	75.00
10.00	Insurance	33.00
20.00	Licences	20.00
250.00	Loan to P4 for enterprise project	-
373.49	P7 Dance costs	-
1,577.75	School donations	87.75
307.34	Summer fun night	-
623.95	Tea Towels	-
<u>4,318.86</u>	<b>TOTAL EXPENDITURE</b>	<u>1,643.13</u>
<b>2,418.74</b>	<b>SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE</b>	<b>2,049.25</b>
<b>4,486.77</b>	<b>FUNDS HELD AT 1ST SEPTEMBER 2016</b>	<b>6,905.51</b>
<u>6,905.51</u>	<b>FUNDS HELD AT 23RD MARCH 2017</b>	<u>8,954.76</u>
	<b>Represented by:-</b>	
<u>6,905.51</u>	Balance per bank at 23rd March 2017	<u>8,954.76</u>

**Broomlands Primary School Parent Council  
Treasurers report as at 23rd March 2017**

**Notes to accompany income and expenditure account**

**Forecast Expenditure for 2016-2017**

Clerk payment	£ 130.00
Money held for P7 Dance	£ 130.09
P7 Leavers Gift	£ 150.00

**Fundraising analysis 2016-2017**

	Income	Expenses	Profit / (loss)
Halloween Disco	187.00	(51.66)	135.34
Easter Disco	-	-	-
Film Night	-	-	-
Christmas Fair	3,195.38	(1,215.72)	1,979.66
Tea Towels	-	-	-
Easy Fundraising	-	-	-
Bingo Night	-	-	-
Summer Fun night	-	-	-
	<b>TOTAL</b>		<b><u>2,115.00</u></b>

**Analysis of donations made to School**

Nativity Costumes	87.75
	<u>87.75</u>

**2016 Dance**

Balance brought forward		£ 119.59
Ticket Sales		
Broomlands	£ 108.00	
Ednam	£ 12.00	
Edenside	£ 138.00	
Morebattle	£ 33.00	
Sprouston	£ 6.00	
Yetholm	£ 12.00	309.00
		<u>428.59</u>
Expenses paid		
07.06.16 Chq 010781 Noon Entertainment	£ 80.00	
07.06.16 Chq 010786 Julian's Veg	£ 28.00	
07.06.16 Chq 010787 Granny Jeans Bakery	£ 45.00	
07.06.16 Chq 010788 Seasons	£ 20.00	
28.06.16 Chq 010793 Granny Jeans Bakery	£ 41.74	
28.06.16 Chq 010794 Irene McKenzie	£ 83.76	(298.50)
		<u>£ 130.09</u>
Balance carried forward for use at 2017 Dance		<u>£ 130.09</u>

**Jackie Nairn**  
Treasurer  
Broomlands Primary School Parent Council  
23 March 2017





# BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting  
Broomlands Primary School Parent Council  
Thursday 23<sup>rd</sup> March 2017 in the School at 7.00pm

Chairperson: Irene McKenzie

## AGENDA

- Welcome
- Apologies
- Minutes from the last General Committee Meeting
- Matters arising from the above
- Chairperson's Business
- Head Teacher's Update
- Clerks Business & Correspondence
- Treasurer's Business
- Parent Forum
- Sub Groups Reports
- Diary Dates and Next Meeting Agenda Items
  - Thursday 11th May – General Committee Meeting at 7pm
- Close

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

## Shopping On-Line?? – Please read on!



A **FREE** and **SIMPLE** way to raise money for the School while you shop on-line at over 2,000 online stores plus the opportunity to get yourself some online offers, bargains and promotions.

Why not have a look and start shopping now and raise funds for the school at no extra cost to you.

**Click on the below and register as a supporter:**

<http://www.easyfundraising.org.uk/causes/broomlandspc>

or search for: easyfundraising.org.uk

- Click on Support a Cause
- Click on “Search for a Cause”
- Type in and Select Broomlands Primary School Parent Council – Kelso
- Click on “Support this Cause”
- Create an account
- Start Shopping!! Easy!!
- **THANK YOU!!**