



PARENT COUNCIL

"The Voice of the Parent Forum"

## **Broomlands Primary School Parent Council**

**AGM & Annual Report**

**21 September 2017**



PARENT COUNCIL  
"The Voice of the Parent Forum"

## **Broomlands Primary School Parent Council**

Broomlands Primary School, Ednam Road, Kelso, Roxburghshire. TD5 7SW.  
[www.broomlandsprimary.co.uk](http://www.broomlandsprimary.co.uk)

# **2017 AGM Agenda**

# **A G M**

**The Annual General Meeting of the  
Broomlands Primary School Parent Council  
Thursday 21<sup>st</sup> September 2017 in the School at 7.00pm**

**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  
become involved with or friendly and successful Parent Council.**

## **AGENDA**

- Welcome & Introduction
- Apologies
- Minutes from the 2016 AGM
- Matters Arising from the above
- Chairperson's Report
- Head Teacher's Update
- Treasurers Report & Presentation of the Balance Sheet
- Appointment of Examiner for 2017 – 2018
- Election of Office Bearers, Clerk & Members for 2017 – 2018
- Review of Constitution
- Sub Groups Reports
- Date of 2018 AGM
- Close

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



# Broomlands Primary School Parent Council

Broomlands Primary School, Ednam Road, Kelso, Roxburghshire. TD5 7SW.  
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## 2017 AGM Minutes

### Minutes from the Annual General Meeting of the Broomlands Primary School Parent Council. Held in Broomlands Primary School. 21 September 2017

**Present:** **General Committee:** Irene McKenzie (IM) Retiring Chairperson, Michelle Matthews (MM) Head Teacher, Avril Gibson (AG) ADHT & Parent, Pam Guthrie (PG), Jennifer Redpath (JR), Julie Fleming (JF), James Thom (JT), Clerk, who took the minutes.

**Parent Forum & Guests** Sandie Shackleton, Alison Dagg and Euan Robson MSP.

Minute	Business	Action By
1	<p><b>Welcome &amp; Introductions</b> Irene welcomed everyone to the school, thanked everyone for their attendance and opened the AGM at 7pm. Everyone briefly introduced themselves.</p>	
2	<p><b>Apologies</b> Apologies were given on behalf of Jennifer Middlemiss, Gillian White, Jackie Nairn – Treasurer, Susan Cessford, Cllr Tom Weatherston &amp; Cllr Simon Mountford.</p>	
3	<p><b>Minutes from the 2016 AGM</b> The minutes from the 2016 AGM were read and were adopted as a true and accurate record on the proposal of Pam Guthrie which was seconded by Julie Fleming.</p>	
4	<p><b>Matters &amp; Action Points from the 2016 AGM</b></p> <ul style="list-style-type: none"> <li>• It was agreed that a letter of thanks be sent to Sheryl Macaulay FCCA.</li> <li>• Michelle advised that technology refresh was included in the new school.</li> <li>• Irene thanked the subgroups for the work that they had undertaken.</li> </ul>	JT
5	<p><b>Chairpersons Report</b> Irene shared her disappointment at the low number of attendance at tonight's meeting given the move to the new school is imminent and the opportunities that this was going to present.</p> <p>She highlighted that working with the Parent Council is a great way to keep involved with what is happening at the school and urged current members to encourage other parents to get involved.</p> <p>As this was Irene's last meeting she thanked the Councillors for their support and thanked all the members of the Parent Council for their support during her time as a member and Chairperson.</p> <p>Irene concluded by wishing the Parent Council all the best of luck for the future and said that she would continue to support Parent council events.</p>	
6	<p><b>Head Teachers Update (attached)</b> Michelle gave the Head Teachers report which included an update on the new school, staffing and staff development and developments and highlights over the past 12 months and focus for the year ahead. Michelle concluded by thanking the Parent Council and Councillors for their continued support.</p>	

7	<p><b>Treasurers Report (attached)</b></p> <p>In Jackie's absence the treasurers report and statement of accounts were distributed to those present. Sheryl Macaulay FCCA had Independently Examined the accounts and the balance in the bank year ended 31 August 2017 was £7, 887.15, this included an amount of £228.09 which was held on behalf of the P7's Levers Dance. Jackie also included in her report her thanks to Sheryl Macauley for examining the books and the Fundraising &amp; Events Sub Group for their fantastic fundraising efforts and the rest of the Parent Council for supporting her in her role as Treasurer.</p> <p>The Balance Sheet was approved and accepted on the proposal of Irene McKenzie which was seconded by Pam Guthrie. 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>Michelle agreed to continue to encourage the use of easy Fundraising as a Free and easy way of raising funds for the school by a reminder for Parents on the School Facebook Page</p>	<p>JT</p> <p>MM</p>																														
8	<p><b>Appointment of an Examiner</b></p> <p>Jackie had intimated prior to the meeting that that Sheryl Macaulay FCCA would be happy to be appointed as the Independent External Examiner for the period 2017 - 2018; this was further proposed by Julie Fleming and seconded by Jennifer Redpath. There were no objections or counter proposals and it was agreed to appoint Sheryl.</p>																															
9	<p><b>Election of Office Bearers, Clerk and Members</b></p> <p>The following Office Bearers, Clerk and Members were nominated and elected as follows:</p> <table border="1" data-bbox="220 824 1299 1016"> <thead> <tr> <th>Role/Office</th> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> <th>Counter Proposals</th> </tr> </thead> <tbody> <tr> <td>Joint Chairperson</td> <td>Pam Guthrie</td> <td>Irene McKenzie</td> <td>Julie Fleming</td> <td>No</td> </tr> <tr> <td>Joint Chairperson</td> <td>Jennifer Redpath</td> <td>Irene McKenzie</td> <td>Julie Fleming</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>Jennifer Redpath</td> <td>Irene McKenzie</td> <td>No</td> </tr> <tr> <td>Clerk</td> <td>James Thom</td> <td>Irene McKenzie</td> <td>Julie Fleming</td> <td>No</td> </tr> </tbody> </table> <p>It was agreed that the Parent Council would be led by Joint Chairpersons who would share the duties of the Chairpersons Role. 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.</p> <p>There were no members of the Parent Forum seeking membership on this occasion.</p> <p>Retiring Members due to completion of their terms are Irene McKenzie and Claire Lindsay.</p>	Role/Office	Nomination	Proposed By	Seconded By	Counter Proposals	Joint Chairperson	Pam Guthrie	Irene McKenzie	Julie Fleming	No	Joint Chairperson	Jennifer Redpath	Irene McKenzie	Julie Fleming	No	Vice Chairperson	No Nomination	N/A	N/A	N/A	Treasurer	Jackie Nairn	Jennifer Redpath	Irene McKenzie	No	Clerk	James Thom	Irene McKenzie	Julie Fleming	No	
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10	<p><b>Review of Constitution</b></p> <p>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><b>Sub Groups Reports</b></p> <p><b>Fundraising &amp; Events:</b> It was reported that there would be no Christmas Fair this year due to a lot happening with the opening and move to the new school. It was the intention of the subgroup to have some kind of Tea Towel/Christmas Card/Calendar activity as a small fundraiser nearer Christmas.</p> <p><b>Gardening &amp; Eco Group:</b> 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><b>Healthy Tuck Shop:</b> It was reported that this continues to be its usual success with no reported issues.</p> <p>On conclusion, Irene thanked and congratulated all the sub groups for all their hard work, effort and support.</p>																															

12	<p><b>Diary Dates</b></p> <p>The date of the 2018 Annual General Meeting will be <b>20<sup>th</sup> September 2018 at 7pm</b> 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>	
13	<p><b>Close &amp; Other Business</b></p> <p>There being no other business, Irene thanked everyone for their attendance and support and closed the meeting at 8.10pm.</p>	
<p><b>J. Thom - E &amp; O E – 30 September 2017</b></p>		



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# **Chairpersons Annual Report 2017**

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It is with some sadness that I write my final Chairpersons report now that my tenure of office has come to an end. Again, 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 areas 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 built upon in the future and I would urge each member of the Parent Council to encourage other Parents to get involved to ensure our success continues to go from strength to strength.

Thanks must go to the Sub Groups who work tirelessly to provide the extra things for the School and Pupils.

Our continued good relationship with our Local Councillors has 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 completion of the new school is insight. 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 direction of our head, Michelle Matthews. Good luck for the future.

Looking to the future I am sure that with everyone's continued support your Parent Council will continue to flourish and remain a success.

On conclusion, I have really enjoyed my time as a member of the Parent Council and especially valued my time as Chairperson. 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. Good luck to the new joint Chairpersons and the team for the future. Thank you very much.

**Irene McKenzie**  
**Chairperson**  
**Broomlands Primary School Parent Council**  
**21 September 2017**



# Broomlands Primary School

## Parent Council

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# Head Teachers Report 2017

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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 242 pupils on roll we currently have 244. Throughout last session and even this term we have taken in pupils from other local schools as well as other authorities. Nursery will be full again this session. Currently there are 41 pupils the other places have been allocated and will be filled after Christmas; we also plan to go to at least a 30-20 nursery when we move into the new school.

The new build is gathering speed and a potential moving date of late November to early December 2017. We will mark the end of the current school with an open afternoon/evening and the same when we get into the new school and in our next Parent Council meeting it would be good to discuss these events further.

We continue to have an extremely dedicated staff both teaching and support staff. This term we have welcomed back Mrs Orde (nee Westcott) following her career break last session. We also welcomed Ryan Coyle to school for the next 18 months as a Modern Apprentice in nursery. As you know Mrs Brown left her Depute Head teacher post at the end of last session. This post was advertised at the beginning of term and has now closed. We hope to interview in the next few weeks. Mrs Gibson has been Acting DHT since August and will do so until the post is filled. She will then revert to her substantive post as Principal Teacher. We are currently working without a Principal teacher.

We have again 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.

### **School Priority 1: Feedback and Reflective Learning**

Staff engaged in high level professional discussion about the quality of current feedback given to pupils and in relation to reflective learning practices within the school. Through this discussion staff have implemented strategies and improved feedback given to pupils to allow them to identify next steps in their learning. There is now a consistent use of the language of learning throughout school by both pupils and staff. Children are used to talking about and identifying their learning and their next steps. Feedback is specific and relates to identified success criteria. There are a variety of different approaches used to reflect on learning e.g. class blogs, photos and reflective learning walls. This progress has been evidenced through leadership and peer observations, through discussions with staff, pupils and parents. Evidence can also be seen within learning classroom environments and on pupil's work. The SBC Review team also acknowledged progress in this area.

### **School Priority 2: Curriculum Progressions**

Progression pathways have been implemented for Literacy and Numeracy. These have been reviewed and moderated in light of the National Benchmarks.

A programme with progressive skills has been developed and implemented for Health and Wellbeing; this now needs to be moderated against the National Benchmarks.

In Numeracy and literacy staff now have a clearer understanding of progression through a level. They now have a focus for assessment which informs their next steps and planning. Children are able to reflect on their own learning as a result of understanding the assessment process. Trackers for numeracy have been introduced and are based upon the progression pathways used in teacher planning. Literacy trackers are ready to be implemented this session. These are valued as a useful tool for consultation and professional discussions about children's progress. The next steps in teaching and learning are clearly identified. This is allowing patterns of learning, as well as gaps, to be identified and appropriately addressed.

As a result of the shared understanding of the progression in numeracy ANA support is more effectively targeted.

There is a much stronger focus on meaningful learning; this is consistent across all stages within school.

Working groups have been created to develop progressions for the arts and technologies however these have not progressed as planned this session. Time allocated to these was rescheduled to support staff in preparation, and follow up, to the SBC school review.

A link with Kelso Churches Together has been established to enhance RME curriculum. A member of staff has worked in collaboration with individuals from this group to create a pathways progression for Christianity.

Numeracy and literacy progressions have been moderated and reviewed against National benchmarks. Staff within school now have a shared understanding of when children have reached key stages.

As a result of implementing rolling programmes for RME, science, social studies and health and wellbeing a balance of contexts for learning, and experiences and outcomes, has been more readily achieved over whole school year.

Programmes have allowed valuable learning opportunities to be recognised across the life and ethos of the school. Teachers have a greater understanding of IDL and confidence to teach stand-alone subjects. Teaching has become more focused with increased pace. Children are more engaged and clearer about the intended learning.

Opportunities for sharing approaches, resources and successes are having a positive impact on teacher confidence.

### **School Priority 3: Numeracy**

Staff in Cheviot Learning Community maths departments and all primaries are now trained in the use of Number Talks.

Number Talks is consistently implemented in all classes in Broomlands Primary on a regular basis. An increased allocation of time is allocated to the teaching of numeracy and daily mental maths activities. All children across the school engage in daily mental maths activities. Strategies are discussed with a focus on discussion and confidence opposed to correct answers. A Numeracy focus is evident throughout the school.

There is an increased confidence in children sharing their thinking, reasoning and understanding and in making mistakes which provides an opportunity for further learning. Pupil focus and enthusiasm is good. Confidence appears to be rising in this area.

Key staff, across all schools, took part in a numeracy group to provide professional development activities for all teachers. Staff engaged well in professional discussions and shared good practice across the learning community. A framework which details attributes of "An Excellence in Numeracy Lesson" has been developed and distributed to all schools. At Broomlands this will be kept in planning folder and staff are aware this must be referred to when planning numeracy. Senior Leadership Team at Broomlands are using framework to prompt discussions during and following classroom visits observing numeracy as well as during termly consultations.

The progression pathway for teaching of numeracy has been reviewed and moderated against national benchmarks within school during In-service and CAT sessions.

P5 children took part in GL assessment to give a baseline assessment. Results were analysed across the learning community and particularly for Broomlands. All teaching staff engaged well in professional discussions around these findings and discussed next steps and future developments to raise attainment and confidence. P5 pupils use Mathletics well and with enthusiasm and a growing confidence.

An inter schools numeracy event has been planned before the end of the session for all pupils in P5.

Links made with Cheviot CLD worker to involve her in delivering sessions to support parents in supporting their children with numeracy.

### **School Priority 4: Learning Environments**

Audits of Early Level environments were carried out by school staff. These were discussed with SBC Early Years teacher. Staff visited other provisions to look at the experiences being provided. Following visits and the audit an action plan was created to ensure key developments took place at Broomlands. Environments now allow independent access of resources by the children. They are set up to allow child centred learning to happen. This has been vital to support social and emotional development. Continuous provision is being developed to allow learning to happen without adult intervention. Purposeful play is now evident and children's needs are being appropriately met by the improved environment. Different types of play are evident in all early level rooms e.g. spontaneous play and planned purposeful play. There has been an introduction to rotational learning which supports learning through play. Rotations have been introduced in the majority of classes throughout the school and facilitate focused direct interactive teaching to a group whilst other pupils can further explore independent learning in a specific area.

Throughout the school the walls focus and reflect current learning in classes. Displayed learning is labelled with appropriate learning intentions and success criteria to reinforce the learning that has taken place. Pupils are encouraged to use the learning walls to support their learning.

Children interact with these walls and use them as a learning resource. They are able to add their own thoughts on learning through post-it notes, speech bubbles etc.

Development of the outdoor area unfortunately did not move forward this session due to difficulties in relations to legalities of adopting the woodland area adjacent to current ELCC provision.

**In the session 2017 to 2018 are school priorities are**

- To develop high quality effective, indoor and outdoor, learning environments in the new school where an excellent ethos prevails.
- Continue to raise attainment in numeracy and develop curriculum progressions for the Arts, Religious and Moral Education and Technologies.
- To raise attainment in reading particularly with identified pupils not achieving expected levels.

Last session we took part in and SBC school review as part of a quality assurance programme. The review team visited over 4 days and comprised 2 Senior lead officers, 4 Head teachers and 2 Early level teachers

- Confident, well-behaved children
- Strong and effective approach to behaviour management
- Very caring and nurturing ethos
- All support staff provide added value to the school
- PE and Music specialist provision
- Hard working teachers who show a commitment to their children and school
- Impact of Aifl work obvious in almost all classes
- Impact of focus on Numeracy obvious in almost all classes
- Very positive experience for ELC children
- Many staff have organised rotations with dedicated teaching time per group
- HT and SMT well respected and supported by staff and parents

The team agreed with the leadership team on recommendations to be developed further

- Procedures for tracking and monitoring children's progress should be further developed to include agreed interventions, evaluations and impact to ensure continuous progress for all learners.
- Within the school and learning community, all staff need to be engaging regularly in effective moderation activities at the 3 key stages to develop agreed understanding of standards and expectations.
- SMT should review quality assurance procedures to ensure that children's work is regularly sampled to raise/maintain high standards and that teachers receive quality written feedback.
- The provision for literacy should be reviewed in order to provide sufficient guidance for classroom practice as well as clear expectations regarding the frequency and quality of tasks and activities for ensuring progress.

### **Thanks to Parent Council**

Great fundraising – fantastic donations from the parent council has allowed continued support with school trips/excursions, support for learning materials and resources and Technology which I still have to purchase but am now waiting until I meet with IT department regarding the new school.

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 P3-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.

And to Irene on behalf of all the staff in the school and all the parents on the council and wider forum and massive thank you for all your hard work, energy and enthusiasm of the last 13 years as a parent member and chair. We wish you well as you move to both your children being at High School.

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**  
**21 September 2017**



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## Treasurers Report 2017

### For the Year Ended 31st August 2017

As you can see from the attached income and expenditure account at 31st August 2017 the Parent Council had funds in the bank totalling £7,887.15 which is slightly higher than the balance reported in last years account of £6,905.51.

It should be noted that Broomlands Primary School Parent Council hold money on behalf of the Primary 7 dance. At 31st August 2017 this amounted to £228.09 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:

Christmas Fair	1,979.66
Discos	379.97
Summer Fun night	613.15
Easy Fundraising	206.11
	<hr/>
	<u>3,178.89</u>

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:

Donation to Small Projects	289.00
Donation to school for school trips	1,276.00
Nativity costumes	87.75
Share of Bev's buddy bench	462.50
	<hr/>
	<u>2,115.25</u>

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  
21 September 2017



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## Income & Expenditure Account 2017

For the Year Ended 31st August 2017

Year ended

31.08.16

	£
<b>INCOME</b>	
435.50 Bingo night	-
2,896.09 Christmas fair	2,417.38
748.91 Summer fun night	987.76
1,166.00 Tea Towels	-
67.45 Film nights	-
481.10 Discos	508.00
309.00 P7 dance	318.00
73.55 Easy fundraising	206.11
310.00 SBC involvement grant	310.00
250.00 Enterprise loans repaid	185.00
<u>6,737.60</u> <b>TOTAL INCOME</b>	<u>4,932.25</u>
<b>EXPENDITURE</b>	
10.00 Insurance	33.00
20.00 Licences	20.00
260.00 Clerk payments	260.00
30.00 Advertising	30.00
18.54 Parent council banners	-
478.28 Christmas fair	437.72
307.34 Summer fun night	374.61
43.27 Film nights	-
46.63 Discos	128.03
373.49 P7 Dance costs	220.00
623.95 Tea towels	-
250.00 Enterprise loans	185.00
279.61 Gifts	75.00
- Website costs	72.00
1,577.75 School donations	2,115.25
<u>4,318.86</u> <b>TOTAL EXPENDITURE</b>	<u>3,950.61</u>
2,418.74 <b>EXCESS OF EXPENDITURE OVER INCOME</b>	981.64
4,486.77 <b>FUNDS HELD AT 1ST SEPTEMBER 2016</b>	6,905.51
<u>6,905.51</u> <b>FUNDS HELD AT 31ST AUGUST 2017</b>	<u>7,887.15</u>
<b>Represented by:-</b>	
<u>6,905.51</u> Balance per bank at 31st August 2017	<u>7,887.15</u>

I have checked the above income and expenditure account for Broomlands Primary School Parent Council for the year ended 31st August 2017 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 2017**



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## 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.