



Broomlands Primary School Parent Council

Broomlands Primary School, Ednam Road, Kelso, Roxburghshire. TD5 7SW.
www.broomlandsprimary.co.uk

MINUTES

Minutes from the Meeting of the General Committee of the Broomlands Primary School Parent Council. Held in Broomlands Primary School on Thursday 2 November 2017

Present: Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Michelle Matthews, Head Teacher (MM), Avril Gibson, DHT (AG), Jennifer Middlemiss (JM), Susan Cessford (SC), Gillian White (GW), Jackie Nairn, Treasurer (JN), Cllr Tom Weatherston (TW), Cllr Simon Mountford (SM), Cllr Euan Robson (ER) & James Thom, Clerk (JT) who took the minutes. (12)

Guests: Lesley Munro – Lead Officer School Estates, SBC. (1)

Parent Forum: Julie Brotherston. (1)

Minute	Business	Action By
1	Welcome The joint Chairpersons opened the meeting at 7pm, welcomed and thanked everyone for their attendance, the members then introduced themselves.	
2	Apologies Apologies were received from Julie Fleming, Alison Dagg and Sonya Nairn.	
3	New School Update Lesley Munro, Lead Officer for School Estates from Scottish Borders Council gave an update on the progress of the new school and advised that the opening date would be 9 th January 2018 which is on target. Lesley also highlighted that the ITC programme had been accelerated and the school would be equipped with new computer technology. Once the new school is complete the existing school will be handed over to the contractors to start the demolition process.	
4	Minutes from the Last Meeting The Minutes from the last General Committee Meeting held on 11 May 2017 were reviewed, it was agreed that these were a true and accurate record on the Proposal of Jennifer Middlemiss which was Seconded by Susan Cessford.	
5	Matters Arising from the Minutes of the Last Meeting DEFIBRILLATOR SUPPORT FROM BUILDING CONTRACTORS: Further to the contractors agreeing to support the purchase of a defibrillator for the new School it was agreed that the Clerk would contact Irene McKenzie, Immediate Past Chairperson, to see what stage we are at with this project. NEW SCHOOL: Susan asked what the Parent Council will be doing to mark the opening of the new school, it was agreed that this would be discussed at the meeting in February.	JT ALL
6	Chairperson's Business PARENT COUNCIL CHAIRS MEETING: The Joint Chairpersons reported that there had been dates issued for the Councils Parent Council Chairs Meeting which are 6 November at Berwickshire High School and 7 November at Langlee. The Chairpersons advised that someone would attend one of the meetings.	PG/JR
7	Head Teachers Update (attached) 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>SCHOOL MEMORIES: Michelle made an appeal for memories and photographs relating to the existing school as it was hoped that an informal, low key “last walk through” event could be arranged. It was agreed that the Parent Council would assist with the refreshments.</p> <p>PARENTS NIGHT: Michelle sought feedback on the Parents Evening On-line booking system. It was reported that it had been a success. Jennifer R. indicated that she had some mixed feedback, however, it appeared that there had been some parents who had not been fully following the instructions and process properly.</p>	ALL
8	<p>Correspondence and Clerk’s Business The Clerk submitted the following items of correspondence:</p> <ul style="list-style-type: none"> • From P6/7 – Letter of thanks with regard to a loan from the Parent Council. • From Cllr Euan Robson – response from SBC with regard to the traffic plan for the new school. <p>There were no matters arising from the correspondence.</p> <p>The Clerk also confirmed with the committee the latest membership of the Parent Council which would be sent to SBC to which there were a couple of additions as detailed below.</p> <p>The Following Members of the Parent Forum were Nominated and Elected on to the General Committee:</p> <p>Julie Brotherston Nominated by Pam Guthrie and Seconded by Jennifer Redpath Sonya Nairn Nominated by Pam Guthrie and Seconded by Jennifer Redpath</p>	JT
9	<p>Treasurer’s Business & Updates (attached) Jackie reported that the Balance at the Bank was £7, 879.65 which included the amount of £228.09 held on behalf of the P7s Leavers Disco. Jackie further intimated that there was an amount outstanding with regard to a donation of the school for contributions to trips and the purchase of Netbooks. Michelle advised that once the amount had been calculated it would be forwarded to Jackie. Jackie reported that the loan that was given to P6/7 had been paid back in full.</p>	MM
10	<p>Parent Forum James advised that there were no items to be raised on behalf of the Parent’s Forum.</p>	
11	<p>Sub Groups Updates GARDENING/ECO: It was reported that Matthew Fleming and Bev Dickson had still been visiting as and when possible.</p> <p>HEALTHY EATING TUCK SHOP: This continues to be successful with no issues to report. It was suggested that the purchase of more bowls would need to be considered.</p> <p>SOCIAL & EVENTS SUB GROUP: It was reported that due to plenty happening with the move to the new school there would be no Christmas Fayre this year, however, alternative fundraising arrangements had been organised including the high participation of Christmas Card designs.</p> <p>It was reported that the Halloween Disco had been a great success.</p>	
12	<p>Diary Dates, Agenda Items & Notes for the Next Agenda/Meeting Any suggestions for Agenda items or people to invite to the meetings should be emailed to the Clerk.</p> <ul style="list-style-type: none"> • 1st February 2018 – General Committee Meeting in the School at 7pm. • 17th May 2018 – General Committee Meeting in the School at 7pm. 	ALL
13	<p>Close There being no further business to discuss, the Chairpersons thanked everyone for their attendance, engagement and support and closed the meeting at 8.10pm.</p>	
E & O E. J. Thom :: 11 November 2017		



Head Teacher's Report to Parent Council

02 November 2017

SCHOOL ROLL: 242

42 Nursery

24 = am 20 (pre school) ELCC 4 4 (ante pre school) ELCC 3 +1

18 = pm 8 (pre school) ELCC4 10 (ante pre school) ELCC 3 +1

3 after Christmas, staffed to 30 on a morning.

P1/2 = 23 (12+11)

P1/2 = 25 (13+12)

P2/3 = 24 (8+16) +1

P3/4 = 25

P4 = 28

P5 = 29

P6 = 32

P6/7 = 24(16+8)

P7 = 32

Already had additional 5 children arrive since August, 2 on temporary basis now moved on to Langlee. 1 more placement request awaiting agreement.

STAFFING

- New full time permanent DHT appointed. Mrs Avril Gibson successful candidate. This vacates a Principal Teacher post currently being recruited. Applications closed Friday and interviews to be on Tuesday 7th. Post to be taken up from January 2018.
- Mrs Whittaker successful candidate for P1 post at Edenside. Teaching post will be filled by PT. In the interim Jane Woodcock and Cheryl MacLean offered to work full time until Christmas to provide stability to the pupils and school. Mrs Woodcock is covering P7 and Mrs Maclean P2/3.
- Mrs Val Douglas is returning on a phased return to her post as assistant cook. She has had a hip operation. In her absence there have been various covers in place. A kitchen assistant had been appointed prior to the summer however the post has again been vacated, it has been advertised and interviews took place last week. As yet unsure when the successful candidate will take up her post.
- Helen Orde (Westcott) returned from career break to her teaching post
- Ryan Coyle Modern apprentice appointed to nursery- full time post but 0.5 contact time to allow development and study time
- Senior Lead Officers(SLOs) now re named Quality Improvement Officers (QIOs), we have had a change of personnel and no longer have Christine Brown instead Gillian McKenzie (former HT to Broomlands)
- Early Years visiting teacher has changed from Sally Ward to Claire Crawford

BUILDING

- New school- update on progress and confirmed move dates.

PLAYGROUND/GROUNDS

- Evening issues
- Dog walking and fouling – enforcement officers

IN-SERVICE

- August – school year set up, year planning and classroom organisation.

COLLEGIATE TIME/ CONTINUED PROFESSIONAL DEVELOPMENT/ SCHOOL IMPROVEMENTS

- Planning folders
- Teaching staff consultations –attainment, teaching strategies, CPD
- Management and colleague observations - reading
- PRDs for support staff
- Collegiate agreements for part time staff
- German sessions for class teacher training – run by Ms McLennon KHS
- Child Protection annual update training
- In school moderation – layout of work and feedback
- Learning Community moderation – reading
- Business meetings in relation to new school developments
- Development sessions – reading led by Dr Gillian Robinson Edinburgh University

SCHOOL VISITORS

Ann Dalgleish - volunteer

Neil Innes – volunteer gaining experience to train as teacher

Sarah Boner – volunteer – German teacher trainee developing English language

Fiona Ferguson – Behaviour support teacher

Liz Scarpa- EAL teacher

Ashley Prentice/Jamie Murray - OT

Aran Ledsham – Speech & Language Therapist

Rev Anna Rodwell - Minister

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

Christine Brown - Senior Lead Officer

Gillian Gibson – Educational Psychologist

Peter Machlin – Attainment Officer

Lesley Ann Nivens and Colin Easton CLD workers

Becky Bass- Home School Link Worker

Rob Hume – brass instructor

Molly Ballantyne – Action for Children – Young carers

Claire Crawford- Early Years visiting teacher

Neil Innes – Active Schools Coordinator

Frances Burke and Donna Nichols – ASN outreach Teachers

Dr Gill Robinson - Edinburgh University

New school related visitors

STUDENTS

Ewan Donaldson – Student Teacher Placement – whole school

Sarah Boner German teaching student – all classes

Shauna McCrombie – Master of Education second year student.

Amy Hollywood and Donna Townsend Borders College Students

Various High School work placement students

OUTINGS/EVENTS

Events/Visitors in school

Richard	Kelso Life	P6/7
New School Site Manager and Surveyor	McGlochlin Harvey	P6/7
Jeans for Genes Day		Whole school
Bikeability sessions	Parent volunteers with Keith Irving	P6 and P7
Bikeability volunteer training	Keith Irving SBC outdoor Education Dept	6 volunteers whole day training
Sports Leader Sessions	KHS Senior students	P4
Fit for Fun	NHS	P3-7
Rugby coaching	Craig Dodds - 3 week block	P5
Class assemblies		P1/2D P3/4
Harvest Assembly	Kelso Churches Together	Whole school

Events out of School

JRSO Training	SBC and Police Scotland	Selected P7
Crucial Crew	SBC/Police/Safety Agencies	P7
Residential	Dukeshouse Wood, Hexham	P7
Rugby Festival	Live Borders	P5
Hockey Festival	Live Borders	P7
Torness Power Station	Energy Project	P4
Swimming	Kelso Swimming Pool	P3-6

STILL TO COME THIS TERM

- P6-7 Kelso Music Society
- P6/7 Museum of War Trip
- Remembrance Service
- Parent Appointments
- Christmas Service
- Carols on the Playground
- Christmas Parties
- Christmas Lunch
- Visits to Residential Homes
- Move Schools

AFTER SCHOOL AND LUNCHTIME CLUBS

Netball	P7 girls	Mrs Gibson
Floorball	P4-7	Live Borders

DISCUSSION POINTS

- Sport Scotland Award
- Dynamic Youth awards
- P6/7 Enterprise Magazine
- Support for Learning - letter
- Trips subsidies and class purse
- Old/New school events



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Treasures Report & Accounts

Broomlands Primary School Parent Council Treasurers report as at 2nd November 2017

Income and Expenditure Account

	Year to Date £
INCOME	
Discos	180.00
Easy Fundraising	36.11
P6/7 Loan repaid	160.00
TOTAL INCOME	<u>376.11</u>
EXPENDITURE	
Clerk payments	130.00
Discos	55.64
Insurance	20.00
P6/7 Loan	160.00
Website	17.97
TOTAL EXPENDITURE	<u>383.61</u>
SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE	(7.50)
FUNDS HELD AT 1ST SEPTEMBER 2017	7,887.15
FUNDS HELD AT 2ND NOVEMBER 2017	<u>7,879.65</u>
Represented by:-	
Balance per bank at 2nd November 2017	<u><u>7,879.65</u></u>

Jackie Nairn
Treasurer
Broomlands Primary School Parent Council
02 November 2017

**Broomlands Primary School Parent Council
Treasurers report as at 2nd November 2017**

Clerk payment		£ 130.00
Money held for P7 Dance		£ 228.09
School wish list	Say	£5,000.00
P7 Leavers Gift		?

Fundraising analysis 2017-2018

	Income	Expenses	Profit / (loss)
Halloween Disco	180.00	(55.64)	124.36
Easy Fundraising	36.11	-	36.11
		TOTAL	160.47

Analysis of donations made to School

2017 Dance

Balance brought forward			£ 130.09
	Broomlands	£ 78.00	
Ticket Sales	Ednam	£ 18.00	
	Edenside	£ 150.00	
	Morebattle	£ 21.00	
	Sprouston	£ 27.00	
	Door sales	£ 9.00	
	Yetholm	£ 15.00	318.00
			<u>448.09</u>
Expenses paid	14.06.17 Chq 010819 Noon Entertainment	£ 90.00	
	14.06.17 Chq 010820 Granny Jeans Bakery	£ 45.00	
	14.06.17 Chq 010821 Granny Jeans Butchers	£ 40.00	
	07.06.16 Chq 010822 Seasons	£ 40.00	
	CASH Granny Jeans Underpayment	£ 5.00	(220.00)
			<u>£ 228.09</u>
Balance carried forward for use at 2018 Dance			<u>£ 228.09</u>

Jackie Nairn
Treasurer
Broomlands Primary School Parent Council
02 November 2017



BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting
Broomlands Primary School Parent Council
Thursday 2 November 2017 at 7pm in the School

AGENDA

- Welcome
- Apologies
- Minutes from the last General Committee Meeting
- Matters arising from the above
- Chairperson's Business
- Head Teacher's Update
 - Parking
 - Parents Night
 - New School
- Clerks Business & Correspondence
 - Confirmation of Membership
- Treasurer's Business
- Parent Forum
- Sub Groups Reports
- Diary Dates and Next Meeting Agenda Items
 - 1st February 2018
 - 17th May 2018
- Close

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

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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!!**