



Broomlands Primary School Parent Council

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

Parent Council

MINUTES

Minutes from the Meeting of the General Committee of the Broomlands Primary School Parent Council. Held in Broomlands Primary School on Thursday 1 February 2018

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), Sonya Nairn (SN), Julie Brotherston (JB), Cllr Tom Weatherston (TW), Cllr Euan Robson (ER) & James Thom, Clerk (JT) who took the minutes. (13)

Minute	Business	Action By
1	Welcome Michelle welcomed everyone to the New School. 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 and Cllr Simon Mountford.	
3	Minutes from the Last Meeting The Minutes from the last General Committee Meeting held on 2 November 2017 were reviewed, it was agreed that these were a true and accurate record on the Proposal of Jennifer Middlemiss which was Seconded by Gillian White.	
4	Matters Arising from the Minutes of the Last Meeting DEFIBRILLATOR SUPPORT FROM BUILDING CONTRACTORS: James advised that he emailed Irene on a number of occasions to find out what arrangements had been agreed but sadly did not get a reply. Pam had also left a message but met with no success. Michelle agreed that she would make contact with Jennifer, the project manager, to see if any she could advise what stage this support was at. It was also suggested that the School may not be the best location for a defibrillator as it would be often closed. NEW SCHOOL: At the meeting on 2 November Susan asked what the Parent Council will be doing to mark the opening of the new school, this is still work in progress. Tom suggested that the High School was having a formal guest opening and that there could be an opportunity to get involved with that. SCHOOL WALK THROUGH: Michelle reported that the "last walk through" of the old school had been very well supported and was a worthwhile success.	MM ALL
5	Chairperson's Business Pam and Jenifer reported that they had attended the last PC Chairs meeting which included information on the plans for the Schools Estate, new schools, Parent Forum of Scotland and information on health and wellbeing. The Chairs reported that anyone could go along to these meetings in support of the Chairpersons and anyone interested should contact them.	ALL
6	Head Teachers Update (attached) Michelle gave the Head Teachers update which included details about the School Roll, Staffing, The New 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. From this is was suggested that it would be beneficial to have safety barriers at the roundabout. Michelle will bring this up at the next Safer Routes to School Meeting.	MM

7	<p>Correspondence and Clerk's Business James advised that there was no correspondence or any other business to report.</p>	
8	<p>Treasurer's Business & Updates (attached) Jackie reported that the Balance at the Bank was £7, 117. 71 which included the amount of £228.09 held on behalf of the P7s Leavers Disco. Jackie further intimated some invoices from the school with regard to support had been paid but there was an amount outstanding with regard to a donation of the school for contributions to trips, Michelle advised that once the amount had been calculated it would be forwarded to Jackie.</p> <p>It was noted that Flowers had not been purchased for the Immediate Past Chairperson and that Pam would get this organised.</p>	<p>MM</p> <p>PG</p>
9	<p>Parent Forum James advised that there were no items to be raised on behalf of the Parent's Forum.</p>	
10	<p>Sub Groups Updates GARDENING/ECO: No report or updates on this occasion.</p> <p>HEALTHY EATING TUCK SHOP: This continues to be successful with no issues to report.</p> <p>SOCIAL & EVENTS SUB GROUP: It was reported that the Christmas Cards designed by the pupils had been a success with some great feedback received. This had been a popular fundraiser and may be considered in 2018 but with more of a lead time. The Sub Group intimated that there will probably be a Spring Disco and a Summer Fair. The sub group has a meeting on 5th February 2018.</p>	<p>SUB GROUP</p>
11	<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"> • 17th May 2018 – General Committee Meeting in the School at 7pm. 	<p>ALL</p>
12	<p>Close There being no further business to discuss, the Chairpersons thanked everyone for their attendance, engagement and support and closed the meeting at 8.05pm. The evening was concluded with a tour of the new School.</p>	



Head Teacher's Report to Parent Council

01 February 2018

SCHOOL ROLL: 244

53 Nursery
29 = am 20 (pre school) ELCC 4
24 = pm 14 (pre school) ELCC 4

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

P1/2 =24 (12+12) +1 March
P1/2 =25 (13+12)
P2/3 = 25 (9+16)
P3/4 = 25
P4 = 27 +1 March
P5 = 30 +1 March
P6 = 31
P6/7 = 25 (17+8)
P7 = 31

STAFFING.

- Full time permanent Principal Teacher Post taken up by Mrs Kerri Fiddes in mid-December 2017. She is now teaching P7.
- New Behaviour Support Assistant – Alison Ledgerwood Walker
- Kitchen assistant took up post Jan 2018 – Mrs Theresa Williams
- Cleaners – 4 Mrs Sandra Patterson, Mrs Suzanne Douglas, Mrs Yvonne Knox, Mrs Donna Robson and Katie Hume.

BUILDING

- Tour of school.
- All settled really well and enjoying new build light and space.
- Staff and pupil attitudes
- Snagging being dealt with – good system in place.
- ICT support
- Landscaping to take place in next few months.

PLAYGROUND/GROUNDS

- Fencing
- Street lighting

IN-SERVICE

- November 1 Numicon – numeracy and mathematics resource
- November 2 Classroom environments
- February Learning space development

COLLEGIATE TIME/CONTINUED PROFESSIONAL DEVELOPMENT/SCHOOL IMPROVEMENTS

- Planning folders
- Curriculum overviews
- Parent appointments
- Report writing
- Child Protection training around PREVENT
- Classroom visits by SLT – looking at reading
- In school moderation – layout of work and feedback
- Business meetings in relation to new school developments
- Growing Confidence – JW
- Coaching and mentoring of new staff
- Developing learning environments
- SNN – Early level pedagogical leadership day

SCHOOL VISITORS

- Ann Dagleish - volunteer
- Sarah Boner – volunteer – German teacher trainee developing English language
- Fiona Ferguson – Behaviour support teacher
- Liz Scarpa- EAL teacher
- Ashley Prentice – OT
- Sibylle Stenzel and Aran Ledsham – Speech & Language Therapist
- Rev Anna Rodwell - Minister
- Dorry McIntyre and Sandra Dewar/ Sarah McDonnell/ - School nurse and Health Visitor
- Gillian McKenzie – Quality Improvement Officer
- Gillian Gibson – Educational Psychologist
- Peter Machlin – Attainment Officer
- 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
- Donna Nichols – ASN outreach Teachers
- Roddy Black - Leadervalley school
- Aileen Graham – Borders College
- Philippa Gilhooly Safer Routes to School
- Karen McGrath Safer Routes to School
- Stuart Ford – Health and Safety Team
- Donna Manson Service Director for Children and Young People , Michelle Strong Chief Education officer
- And 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/VISITS

Parent Appointments	November 2017	Whole school
Christmas Parties		Whole school
Christmas Service	Selected readers from all classes	Whole school
Christmas Lunch	Previous Heads	Whole school
Open afternoons	Old and new school	All staff
Carols in community	Headway Grove House	P3/4 Nursery
Carols on playground		Whole school
Fit for Fun	NHS	P1-2
Dental checks	NHS	P1 +7
Remembrance Service		Whole School
Solar power	Donna Robertson	P5
Fit for Fun		Whole school
Sports Leaders KHS	KHS S5 pupils	P4
Bikeability session 1	Trained Parent volunteers	P6

Events out of School

Site visits	New school	All pupils
Netball Tournament	BHS	P7 selected girls
Floorball Competition	Jedburgh	P7 selected boys

STILL TO COME THIS TERM

- Class assemblies P4
- Easter service
- Potential P6 and P7 performance for related parents
- Netball finals
- Floorball league
- Open evening
- Easter egg competition

AFTER SCHOOL AND LUNCHTIME CLUBS

- Netball P7 girls Mrs Gibson
- Floorball P7 at various locations Live Borders/Craig Girvan

DISCUSSION POINTS

- Safer Routes to School
- School events
- Walk to School Award
- Plexus Award



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Treasures Report & Accounts

Broomlands Primary School Parent Council Treasurers report as at 1st February 2018

Income and Expenditure Account

	Period	Year to Date £
INCOME		
Discos		180.00
Easy Fundraising		36.11
SBC Involvement Grant		300.00
Christmas Card Fundraiser		1,352.50
P6/7 Loan repaid		160.00
TOTAL INCOME		<u>2,028.61</u>
EXPENDITURE		
Clerk payments		130.00
Christmas Card Fundraiser		985.50
Discos		55.64
Insurance		20.00
Gifts		261.99
Licences		20.00
P6/7 Loan		160.00
Donations to school		1,146.95
Website		17.97
TOTAL EXPENDITURE		<u>2,798.05</u>
SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE		(769.44)
FUNDS HELD AT 1ST SEPTEMBER 2017		7,887.15
FUNDS HELD AT 1ST FEBRUARY 2018		<u>7,117.71</u>
Represented by:-		
Balance per bank at 1st February 2018		<u><u>7,117.71</u></u>

Jackie Nairn
Treasurer
Broomlands Primary School Parent Council
01 February 2018

**Broomlands Primary School Parent Council
Treasurers report as at 1st February 2018**

Notes to accompany income and expenditure account

Forecast Expenditure for 2017-2018

Clerk payment		£ 130.00
Money held for P7 Dance		£ 228.09
School wish list	Say	£5,000.00
P7 Leavers Gift	Say	£ 190.00

Fundraising analysis 2017-2018

	Income	Expenses	Profit / (loss)
Halloween Disco	180.00	(55.64)	124.36
Christmas Cards	1,352.50	(985.50)	367.00
Easy Fundraising	36.11	-	36.11
		TOTAL	527.47

Analysis of donations made to School

Inclusive Technology	319.50
IDL Dyslexia Software Licence	319.00
Dyslexia Shop	53.80
Oxford School Dictionary x 50	454.65
	1,146.95

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
		448.09
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)
Balance carried forward for use at 2018 Dance		£ 228.09

Jackie Nairn
Treasurer
Broomlands Primary School Parent Council
01 February 2018



Parent Council

BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting
Broomlands Primary School Parent Council
Thursday 1 February 2018 at 7pm in the School

AGENDA

Chairpersons: Pam Guthrie & Jennifer Redpath

- 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
 - 17th May 2018 – General Committee Meeting
- Close

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

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- 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!!**