



# 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 17 May 2018

**Present:** Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Michelle Matthews, Head Teacher (MM), Avril Gibson, DHT (AG), Jennifer Middlemiss (JM), Gillian White (GW), Jackie Nairn, Treasurer (JN), Julie Fleming (JF), Cllr Tom Weatherston (TW), Cllr Euan Robson (ER) & James Thom, Clerk (JT) who took the minutes. (11)

**Guests:** (0)

**Parent Forum:** Alison Dagg. (1)

Minute	Business	Action By
1	<b>Welcome</b> The joint Chairpersons opened the meeting at 7pm, welcomed and thanked everyone for their attendance.	
2	<b>Apologies</b> Apologies were submitted on behalf of Sonya Nairn, Julie Brotherston, Susan Cessford and Cllr Simon Mountford.	
3	<b>Minutes from the Last Meeting</b> The Minutes from the last General Committee Meeting held on 01 February 2018 were reviewed, it was agreed that these were a true and accurate record on the Proposal of Jackie Nairn which was Seconded by Gillian White.	
4	<b>Matters Arising from the Minutes of the Last Meeting</b> <b>DEFIBRILLATOR/COMMUNITY DONATION:</b> It was noted that it was now thought non-viable to have a defibrillator at this end of the town but the money from the contractors would be spent appropriately. Michelle had made enquiries with the site manager with regard to the donations and Jackie confirmed that she had received £200 from The Veitch Group. <b>OFFICIAL OPENING OF THE NEW SCHOOL:</b> Michelle confirmed that a date had not been set yet. <b>SAFETY BARRIER:</b> at the roundabout, Michelle reported that she had made some enquiries with regard to this and had been advised that there was deliberately no barrier there as they are seen to be an issue at roundabouts.	
5	<b>Chairperson's Business</b> Pam advised that flowers had not been bought for Irene but was working on another idea as a token of thanks.  Pam appealed for volunteers for Stable Life, it was agreed that this would be put on the school Facebook page as well as in the newsletter – Pam will provide details.  Pam brought to the attention of the meeting the Kelso High School App which was an excellent and easy method to receive updates from the school. It was suggested that this could be considered for Broomlands.  Pam enquired about the schools authorised absence policy and suggested that it appeared that there was some inconsistency from schools of what was considered to be Authorised and Non Authorised. Michelle reported that the school follows the policy as per direction from Senior Management.	PG  PG/MM  PG

	<p>Pam advised that progress is being made with the arrangements for the P7 Leavers Disco which is on 14 June, 7-9pm. The High School and the Disco have been booked. Pam will continue to work on this but appealed for volunteers. In the future, Pam will be looking for this event to be organised by the Parent Councils of the other Catchment Schools in rotation.</p> <p>Pam appealed for a volunteer to represent the Parent Council at the New P1s Meeting at the school, Jennifer Middlemiss agreed to represent the Parent Council on this occasion.</p> <p>Pam highlighted that Class Loans had been given to P2/3 and P3/4 for their enterprise projects. The Clerk distributed the applications via email and approval from the members was given by email and the treasurer issued the funds.</p>	JM
6	<p><b>Head Teachers Update (attached)</b> Michelle gave the Head Teachers update which included details about the School Roll, Staffing, Building, Playground/Grounds, In-service, School Visitors, Students, Outings/Events/Visitors in school and Events out of School.</p> <p>It was reported that some pupils were travelling at speed on their scooters which could cause an issue, Michelle agreed to look in to this.</p> <p>Michelle reported that the Drop Off Circle is ready to be opened. Euan reported that additional pathing is planned via the Localities Team which Michelle was unaware of and will be making further enquiries.</p> <p>The school would like to trial a new method/version of reporting which the Parent Council welcomed.</p> <p>The Parent Council showed an interest in Developing Young Workforce and will consider preparing an Adult Skills Audit/Career Event</p> <p>Michelle asked the Parent Council what the best way would be to get feedback from the Parent Forum with regard to the School Improvement Plan, previous efforts had achieved a disappointing low return rate. It was suggested that an appropriately written questionnaire sent to parents by Survey Monkey may be worth trying.</p>	MM MM MM BPSPC MM
7	<p><b>Clerk's Business &amp; Correspondence</b> James highlighted that the new General Data Protection Regulations (GDPR) 2018 come in to effect on 25 May. James prepared a Data Protection Policy which the Parent Council approved. James will send this out to the members and ask consent to hold and use member's data as per the policy.</p> <p>Further to this, James requested permission to purchase an external hard drive which he could use solely for Parent Council Business which was agreed by the Committee.</p> <p>James recommended to the members to have a look at the "Connect" website which was formally the Scottish Parent Teacher Council as it has some useful resources for Parent Councils, members need to register to access the resources: <i>(Here it is! Please have a look. JT)</i> &gt;&gt; <a href="https://connect.scot/">https://connect.scot/</a></p>	JT JT JT/ALL
8	<p><b>Treasurer's Business &amp; Updates (attached)</b> Jackie reported that the Balance at the Bank was £6, 842.20 which included the amount of £228.09 held on behalf of the P7s Leavers Disco. Some expenses were upcoming including the purchase of the P7 leavers gift of calculators. Pam agreed to seek guidance from Kelso High School with regard to Spec, Supplier and Costs etc.</p> <p>Jackie also reported that as her youngest son would be going to the High School after the Summer Holidays her time on the Parent Council would come to an end. Michelle thanked Jackie for all her help guidance and support during her time on the Parent Council.</p> <p>It was agreed that the Parent Council should advertise to recruit a new Treasurer and to aid this process Jackie agreed to write a Terms of Engagement (ToE) document, a Job Description/Spec and an appropriate advert. James agreed to send Jackie a copy of the Clerks ToE and the guidelines for treasurers from "Connect"</p> <p>Gillian suggested that if there were any funds available some new reading books could be purchased. Michelle agreed to review this.</p>	PG JT/JN MM

9	<p><b>Parent Forum</b> James advised that there were no items to be raised on behalf of the Parent's Forum.</p>	
10	<p><b>Sub Groups Updates</b> <b>SOCIAL &amp; EVENTS SUB GROUP:</b> plans are in place for the Summer Fair (1 June 2018) and the Summer Disco (20 June 2018). From this the following was agreed.</p> <ul style="list-style-type: none"> <li>• The Committee approved a request to purchase new Disco Lights.</li> <li>• Jackie would arrange cash Floats as appropriate.</li> <li>• James to loan a drinks cooler.</li> <li>• It was also agreed that any expense claims should be submitted as soon as possible prior to the events if available.</li> </ul> <p><b>HEALTHY EATING FRUIT TUCK SHOP:</b> is still a success but it was agreed to purchase some new bowls.</p> <p><b>ECO AND GARDENING:</b> Julie enquired if the Garden was open. Michelle advised that Mr Dryden should be contacted to arrange access.</p>	<p><b>Sub Group</b> JN JT ALL</p> <p><b>Sub Group</b> JF</p>
11	<p><b>Diary Dates, Agenda Items &amp; Notes for the Next Agenda/Meeting</b> 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"> <li>• 01 June 2018 – Summer Fair.</li> <li>• 14 June 2018 – P7s Leavers Disco at the High School.</li> <li>• 20 June 2018 – Summer Disco.</li> <li>• 20 September 2018 – BPSPC AGM in the School at 7pm.</li> <li>• 22 November 2018 – BPSPC General Committee Meeting in the School at 7pm.</li> <li>• 31 January 2019 – BPSPC General Committee Meeting in the School at 7pm.</li> <li>• 16 May 2019 – BPSPC General Committee Meeting in the School at 7pm.</li> <li>• 20 September 2019 – BPSPC AGM in the School at 7pm.</li> </ul>	ALL
12	<p><b>Close</b> There being no further business to discuss, the Chairpersons thanked everyone for their attendance, engagement and support and closed the meeting at 9.10pm.</p>	
E & O E. J. Thom :: 26 May 2018		



# Head Teacher's Report to Parent Council

## 17 May 2018

### School roll: 242

62 Nursery  
34 = am 20 (pre-school) ELCC 4      14 (ante pre-school) ELCC 3  
28 = pm 11 (preschool) ELCC4      17 (ante pre-school) ELCC 3

P1/2 =25 (13+12)  
P1/2 =25 (13+12)  
P2/3 = 25 (9+16)  
P3/4 = 24  
P4 = 28  
P5 = 30  
P6 = 31  
P6/7 = 24 (16+8)  
P7 = 30

### STAFFING

- Staffing has remained constant since last meeting
- Changes ahead include early retirement of Mrs Wilson P5 in June 2018, return from secondment of Miss Lynsey Walker PE CST Aug 2018 and Mr Neil Innes, Active School Coordinator, leaving in July 2018 to take up place on teacher training course at Moray House, Edinburgh Uni.
- Additional Needs Assistant (ANAs) allocations yet to be confirmed for next session

### BUILDING

- All settled really well and enjoying new build light and space.
- Staff and pupil attitudes
- Landscaping currently taking place – grassed area to be used later in school session 18/19. Playground usage will be used differently once these areas are accessible.

### PLAYGROUNDS/GROUNDS

- Fencing
- Street lighting
- Turning circle

### IN-SERVICE

- May- school self-evaluation against school improvement plan and How Good is our School (HGIOS) self-evaluation document. This informs School Improvement Report and next School Improvement Plan, alongside parental feedback

### COLLEGIATE TIME/ CONTINUED PROFESSIONAL DEVELOPMENT/ SCHOOL IMPROVEMENTS

- Planning folders
- Curriculum overviews
- Parent appointments
- Class teacher and leadership consultation and attainment analysis
- Classroom visits by SLT – looking at reading
- PRD processes with all teachers
- In school moderation – writing and numeracy
- Growing Confidence – JW
- Online mandatory Data protection modules and Fire training modules for all staff
- Developing learning environments
- CAT sessions with Dr Gillian Robinson Edinburgh University – Reading development

## SCHOOL VISITORS

- Ann Dalgleish - volunteer
- Liz Scarpa- EAL teacher
- Ashley Prentice – OT
- Sibylle Stenzel and Aran Ledsham – Speech & Language Therapist
- Rev Sandy Young - Minister
- Dorry McIntyre and Sandra Dewar/ Sarah McDonnell/ - School nurse and Health Visitor
- Gillian McKenzie – Quality Improvement Officer
- Gillian Gibson – Educational Psychologist
- Graham Easton CLD worker
- Marie Gillies PEF youth worker
- 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
- Janice Chapman and Marg Hutton – Early learning and Parenting sessions
- Staff from Plexus
- Susan Southerland Pre school education teacher
- James Darrie – Associate director of building Management Company for new school

## STUDENTS

- Ewan Donaldson – Student Teacher Placement – whole school
- Amy Hollywood and Donna Townsend Borders College Students
- Various High School work placement students

## OUTINGS/EVENTS

### Events/Visitors in School

- |                                   |  |
|-----------------------------------|--|
| • World Book Day                  | Whole School   |
| • Parent Appointments             | May 2018      Whole school                                       |
| • Fit for Fun                     | NHS Transitions    Nursery and P7                                |
| • Sports Leaders KHS              | KHS S5 pupils      P4  |
| • Class photos                    | Tempest Zena Elms      Whole School                              |
| • School Performances             | Shakespeare      P6 and P7                                       |
| • European market and French cafe | P3/4 and P4      Parents and Community                           |
| • Class assemblies                | P2/3, P5 Whole School  |
| • Easter Egg Competition          | Whole school   |
| • Lady Busser Elections           | Kelso Laddie – Left Hand Man      P7 girls with p6 and P7 pupils |
| • Cricket coaching                | P6 and P7  |
| • Rugby Coaching                  | P6 and P7  |
| • Dynamic Youth Awards            | P7   |
| • Bikeability                     | P6   |
| • Dance sessions                  | Michelle Douglas      Nursery                                    |
| • Road Safety Theatre             | Free selected by SBC      P6 and P7                              |
| • CPR Training                    | Fire Scotland      P7  |

### Events out of School

- |                           |                                    |
|---------------------------|------------------------------------|
| • Annual Quiz             | Rotary Club      Selected P7 Group |
| • Easter Service          | P4      Whole School               |
| • Old Parish Church visit | P1/2D                              |

### Still to come this term

- Class assemblies P5
- Sports Day
- P7 KHS visits
- Move up day
- Kelso Laddie visit and lunch
- Swimming Galas
- P7 leavers lunch
- P7 Leavers assembly
- Broomlands Got Talent
- Songs for the Summer
- Various class learning experiences – out of school

### AFTER SCHOOL AND LUNCHTIME CLUBS

- |                     |  |
|---------------------|--|
| • Running P6 and P7 | Mrs Davenport                                    |
| • Netball           | P6 and 7 girls Mrs Gibson                        |
| • Athletics P4-7    | Live Borders/Neil Innes                          |
| • Floorball P7      | at various locations - Live Borders/Craig Girvan |
| • Basketball        | P5-7 Live Borders/Neil Innes                     |

### DISCUSSION POINTS

- Reports
- PEF training
- Developing Young Workforce- audit and career workshops – next sessions
- School evaluation – Survey Monkey



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## Treasures Report & Accounts

### Income and Expenditure Account

	Period	Year to Date £
<b>INCOME</b>		
Discos	142.00	322.00
Easy Fundraising	11.14	47.25
SBC Involvement Grant	-	300.00
Christmas Card Fundraiser	-	1,352.50
Donation towards defibrillator	200.00	200.00
Enterprise Loans repaid	300.00	460.00
<b>TOTAL INCOME</b>	<b>653.14</b>	<b>2,681.75</b>
<b>EXPENDITURE</b>		
Clerk payments	130.00	260.00
Christmas Card Fundraiser	-	985.50
Discos	60.45	116.09
Insurance	-	20.00
Gifts	-	261.99
Licences	-	20.00
Enterprise Loans	360.00	520.00
Donations to school	306.00	1,452.95
Website	72.00	89.97
<b>TOTAL EXPENDITURE</b>	<b>928.45</b>	<b>3,726.50</b>
<b>SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE</b>		<b>(1,044.75)</b>
<b>FUNDS HELD AT 1ST SEPTEMBER 2017</b>		<b>7,887.15</b>
<b>FUNDS HELD AT 17TH MAY 2018</b>		<b>6,842.40</b>
<b>Represented by:-</b>		
Balance per bank at 17th May 2018		<b>6,842.40</b>

Jackie Nairn  
Treasurer  
Broomlands Primary School Parent Council  
17 May 2018

### Forecast Expenditure for 2017-2018

Clerk payment		£	-
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
Easter Disco	142.00	(60.45)	81.55
Christmas Cards	1,352.50	(985.50)	367.00
Easy Fundraising	47.25	-	47.25
<b>TOTAL</b>			<b>620.16</b>

### 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
Class purse top up	306.00
	<u>1,452.95</u>

### 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
			<u>318.00</u>
			<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
			<u>(220.00)</u>
Balance carried forward for use at 2018 Dance			<u>£ 228.09</u>

Jackie Nairn  
Treasurer  
Broomlands Primary School Parent Council  
17 May 2018





Parent Council

# BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting  
Broomlands Primary School Parent Council  
Thursday 17 May 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
  - Class Loans
- Head Teacher's Update
  - Adult Skills Audit
  - Developing Young Workforce - careers fair style workshop.
  - Annual Report Formats
  - Pupil Equity Funding
- Clerks Business & Correspondence
- Treasurer's Business
  - Succession Planning
- Parent Forum
- Sub Groups Reports
- Diary Dates and Next Meeting Agenda Items
  - 20 September 2018 – BPSPC AGM at 7pm in the School.
- Close

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

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



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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:**

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or search for: [easyfundraising.org.uk](http://www.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!!**