



**Parent Council**

**Broomlands Primary School Parent Council**

**AGM & Annual Report**

**20 September 2018**



Parent Council

## **Broomlands Primary School Parent Council**

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

# **2018 AGM Agenda**

# **A G M**

**The Annual General Meeting of the  
Broomlands Primary School Parent Council  
Thursday 20<sup>th</sup> September 2018 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 2017 AGM
- Matters Arising from the above
- Chairperson’s Report
- Head Teacher’s Update
- Treasurers Report & Presentation of the Balance Sheet
- Appointment of Examiner for 2018 – 2019
- Election of Office Bearers, Clerk & Members for 2018 – 2019
- Confirmation of Membership
- Review of Constitution
- Sub Groups Reports
- Date of 2019 AGM (19 September 2019)
- Vote of Thanks
- Close

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



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# 2018 AGM Minutes

### Minutes from the Annual General Meeting of the Broomlands Primary School Parent Council. Held in Broomlands Primary School. 20 September 2018

**Present:** **General Committee:** Jennifer Redpath (JR) & Pam Guthrie (PM) Joint Chairpersons, Michelle Matthews (MM), Head Teacher, Avril Gibson (AG) DHT, Julie Fleming (JF), Julie Brotherston (JB), Jennifer Middlemiss (JM), Gillian White (GW), Cllr Tom Weatherston (TW), and James Thom (JT), Clerk, who took the minutes. (10)

**Parent Forum & Guests** Alison Jack (1)

Minute	Business	Action By
1	<p><b>Welcome &amp; Introductions</b> Pam and Jennifer opened the meeting by welcoming everyone and thanking them for their attendance.</p>	
2	<p><b>Apologies</b> Apologies were given on behalf of Jackie Nairn – Treasurer, Sonya Nairn, Susan Cessford, Kerry Scott, Cllr Euan Robson &amp; Cllr Simon Mountford. (6)</p>	
3	<p><b>Minutes from the 2017 AGM</b> The minutes from the 2017 AGM were read and were adopted as a true and accurate record on the proposal of Pam Guthrie which was seconded by Jennifer Redpath.</p>	
4	<p><b>Matters &amp; Action Points from the 2017 AGM</b> There were no outstanding matters arising from the minutes from the last AGM.</p>	
5	<p><b>Chairpersons Report</b> The Joint Chairpersons reported that the Joint Role had been working well and that they were working close with the school to maintain and forge an excellent working relationship.  Pam reported that she would be in attendance at the P1s evening next week and would be promoting the Parent Council with a view to enlisting some interest from new members.</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. Michelle also gave thanks to Jackie Nairn for her hard work and support during her time as Treasurer.</p>	
7	<p><b>Treasurers Report (attached)</b> 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 2018 was £1, 896.14 this included an amount of £228.94 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 along with the rest of the Parent Council for supporting her in her role as Treasurer.</p>	

	The Balance Sheet was approved and accepted on the proposal of Julie Fleming which was seconded by Jennifer Middlemiss. Pam and Jennifer's thanks to Jackie for her guidance, support and hard work during her time as our Treasurer was recorded. James reported that he had spoken to Jackie on the telephone prior to the meeting who had expressed her disappointment in not being able to attend the meeting tonight and wished the Parent Council and her Successor all the very best of luck.																	
<b>8</b>	<b>Appointment of an Examiner</b> 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 2018 - 2019; this was further proposed by Pam Guthrie and seconded by Jennifer Redpath. There were no objections or counter proposals and it was agreed to appoint Sheryl.																	
<b>9</b>	<b>Election of Office-bearers, Clerk and Members</b> The following Office-bearers, Clerk and Members were nominated and elected as follows:  <table border="1"> <thead> <tr> <th><u>Role/Office</u></th> <th><u>Nomination</u></th> <th><u>Proposed By</u></th> <th><u>Seconded By</u></th> </tr> </thead> <tbody> <tr> <td>Treasurer</td> <td>Julie Fleming</td> <td>Jennifer Redpath</td> <td>Pam Guthrie</td> </tr> <tr> <td>Clerk</td> <td>James Thom</td> <td>Gillian White</td> <td>Julie Brotherston</td> </tr> <tr> <td>Committee Member</td> <td>Alison Jack</td> <td>Jennifer Middlemiss</td> <td>Julie Brotherston</td> </tr> </tbody> </table> There was only one member of the Parent Forum, Alison Jack, who was nominated and elected on to the General Committee.  Jackie Nairn was the only retiring member due to completion of her term. Membership of the General Committee was confirmed.	<u>Role/Office</u>	<u>Nomination</u>	<u>Proposed By</u>	<u>Seconded By</u>	Treasurer	Julie Fleming	Jennifer Redpath	Pam Guthrie	Clerk	James Thom	Gillian White	Julie Brotherston	Committee Member	Alison Jack	Jennifer Middlemiss	Julie Brotherston	
<u>Role/Office</u>	<u>Nomination</u>	<u>Proposed By</u>	<u>Seconded By</u>															
Treasurer	Julie Fleming	Jennifer Redpath	Pam Guthrie															
Clerk	James Thom	Gillian White	Julie Brotherston															
Committee Member	Alison Jack	Jennifer Middlemiss	Julie Brotherston															
<b>10</b>	<b>Review of Constitution</b> 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.																	
<b>11</b>	<b>Sub Groups Reports</b> <b>Fundraising &amp; Events:</b> The members reported that there would be a Halloween Disco on 24 <sup>th</sup> October. The Christmas Cards fundraiser is ongoing and nearing completion and that there would be a Christmas Fair and Raffle this year on 7 <sup>th</sup> December. It was agreed that the clerk seeks a donation for Mince Pies from Sainsbury's and now that Meigle Printers are no longer in business to find someone to print the raffle tickets – DH Design & Print was suggested. <b>Gardening &amp; Eco Group:</b> The members were pleased to learn that Matthew Fleming is still assisting in the garden as and when he can. Pam asked Julie to pass on her thanks on behalf of the School and Parent Council. It was reported that an Elm Tree has begun rapid growth. Michelle agreed to make further investigations. <b>Healthy Tuck Shop:</b> It was reported that this continues to be its usual success with no reported issues.	<b>JT</b>  <b>JF/MM</b>																
<b>12</b>	<b>Diary Dates</b> The date of the 2019 Annual General Meeting will be <b>19<sup>th</sup> September 2019 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. The date of the next General Committee Meeting will be <b>22 November 2018 at 7pm.</b>																	
<b>13</b>	<b>Vote of Thanks</b> Pam Guthrie kindly gave a vote of thanks.																	
<b>14</b>	<b>Close &amp; Other Business</b> There being no other business, The Chairpersons thanked everyone for their attendance and support and closed the meeting at 8.25pm.																	
<b>J. Thom - E &amp; O E – 24 September 2018</b>																		



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# **Chairpersons Annual Report 2018**

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Well, that's our first year as joint Chairpersons in already. There has been a number of changes but none greater than the move to our Brand New School which has provided an excellent learning environment, we are all so proud of it.

The success of the Parent Council continues to rely on the partnerships we successfully maintain with all our supporters and parents and we would like to continue to build upon these successful relationships to ensure that the Parent Council goes from Strength to Strength.

Our sincere thanks go to the members of the Sub Groups who quietly work away to provide those additional things for the School and Pupils.

We continue to maintain a good working relationship with our Local Councillors who have been great asset to the Parent Council and thanks must go to them for their continued support and guidance, they keep us well informed of what is happening at the Council.

Thanks must be given to 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.

We would also like to thank our retiring Treasurer, Jackie Nairn, who's time on the Parent Council has come to an end. We thank Jackie for her Guidance. Dedication and full support that she has given to the Parent Council during her time as Treasurer and we wish her all the very best for the future.

On conclusion, we must thank everyone who has in some way contributed to the continued success of the Parent Council, your efforts are very much appreciated. Well done and thanks.

**Pam Guthrie & Jennifer Redpath  
Joint Chairpersons  
Broomlands Primary School Parent Council  
20 September 2018**



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# Head Teachers Report 2018

The school has had another exciting and successful year and remains a very popular school. We were extremely fortunate to have moved into our fabulous, state of the art new building in January this year. The move, albeit emotional, went extremely smoothly and we feel like we have always been here! The children and staff love the building especially the space and light that it affords. The wonderful ethos we had in the old building has transferred to this building despite it being so much larger; in fact, I would say it was further enhanced with many more opportunities through the day for interactions with the children. The grounds are now fully accessible and we certainly are enjoying having so much space available. Again pupils use these areas well and are certainly enjoying them considering the limited space they had in the old school and when we first moved into this building.

Nursery has now extended its provision and we are able to take children from 2 years old. We have potential to be a 30-30 nursery but currently staffed for a 30-20 setting. This increases to 30-30 after Christmas. Potentially in August 2019 we could be a hub school with provision for 60 pupils from 8-5, 5 days a week, 50 weeks of the year. This is obviously dependant on when SBC get funding to roll this out.

We continue to have an extremely dedicated staff both teaching and support staff. Last term we said farewell to Mrs Wilson who took early retirement after more than 35 years as a teacher, she has come back and helped us out on supply and we hope will do so regularly as we do not want to lose her enthusiasm and expertise. This term we have welcomed back Miss Walker, our PE teacher, following her secondment for nearly 2 years. We also welcome Mrs Davenport, our support for learning teacher, into the role as P5 class teacher this session on a Monday to Wednesday. She is already enjoying the challenge of her new role. We welcome Mr Jamieson who will take the role of support for learning teacher covering Mrs Davenport's secondment this session. He is with us on a Wednesday to Friday.

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: Learning Environments**

Staff engaged in professional discussions and observations to improve the way the learning spaces within the school were being used. They have developed the shared spaces between classes to develop areas with focused, shared activities to support and challenge learning across a CfE level.

Staff are using the new furniture in a flexible way to support a variety of approaches to learning within a day. Children regularly move tables and seating areas to create set ups that support the delivery of different aspects of learning.

Staff are now planning collaboratively with rolling programmes to ensure support, challenge and pace in learning across a level. This has also supported moderation of standards within and across all levels of the school on a termly basis at the planning stage.

Children are highly engaged in their learning and you may have seen this through the recent emails/posts and photos taken and shared with families and the community during National Numeracy and Maths week.

### **School priority 2: Curriculum Progressions**

Progression pathway for Art has been developed and moderated against the National benchmarks; this is now being implemented across the school.

A Numeracy 3 year rolling programme was developed to ensure depth of learning in this area. This is also being implemented this session.

A literacy 3 year rolling programme was started and will be completed this session, again to ensure depth and progression of understanding to all genres of literacy.

Daily sessions of mental maths takes place. These have followed the pattern of Number Talks which has been implemented across all schools in the Learning Community. This has allowed children to become more competent and confident in number and allows them to discuss possible and actual strategies rather than focusing on a n answer. It requires a much stronger understanding of number.

Numicon resource has been purchased for all classes and this is beginning to be used by all staff to support children in their understanding of number concepts and supports their learning in moving from concrete to abstract calculations. The children enjoy this resource and as all staff have now been trained with this it will be used throughout classes this session.

Trackers are now in place for both literacy and numeracy. This shows a child's pace, progression, and next steps and can be used as a transition document between classes/schools. It also is used to support teacher's judgements on attainment alongside National assessments

### **School priority 3: Pupil Equity Plan**

Staff engaged with Professor Robinson from Moray House of Education, to enhance their understanding of exactly how children learn to read. She also modelled reading sessions for each teacher which provided opportunities for professional reflection and discussion about how they could improve their practice. The session inspired staff to take this forward as a school, with some staff engaging in practitioner enquiries this session.

Children meeting criteria for PEF were assessed and appropriate interventions put in place to support narrowing the gap in their attainment. The interventions have made a difference and some children will continue with these this session, others will move onto another. Some children's attainment does not require support.

The fund supported an ANA to support children with interventions and also the Support for Learning Teacher to lead the work. This session the ANA will lead the fund with full time hours allocated to allow this and also for them to plan and meet with relevant professionals.

### **In the session 2018 to 2019 are school priorities are**

- To improve children's health and wellbeing so that staff and children will have a better understanding of mental health and what they can do to help themselves deal with difficult situations. (Growing Confidence)
- To further improve learning environments within the school and its grounds to support high quality learning opportunities that meet needs of all learners
- Increase attainment in reading by researching most effective teaching and learning techniques and implementing these in day to day practice, complete the rolling programme for literacy. We will continue to improve attainment in Numeracy by creating a whole school approach to the teaching of numeracy which ensures consistency across all classes

### **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. The new laptops are used daily and support children in their learning in all curricular areas.

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.

You have also funded a significant amount of support for learning resources including an online Dyslexia programme which is very effective and loved by pupils. This can be accessed by pupils who have barriers in spelling and core reading but who are not necessary Dyslexic.

Thank you for the loans to our enterprise groups and floats for events too.

Healthy snack- Fruity Friday very much enjoyed by the whole school.

Gardening and supporting outdoor learning with classes

Children and family events Halloween, Valentine and shorts and shades Discos. Summer fair and Christmas fundraiser 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.

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**  
**20 September 2018**



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# Treasurers Report 2018

As you can see from the attached income and expenditure account at 31st August 2018 the Parent Council had funds in the bank totalling £1,896.14 which is much lower than the balance reported in last years account of £7,887.15. This reduction reflects the significant donations that have been made to the school throughout the year.

It should be noted that Broomlands Primary School Parent council hold money on behalf of the Primary 7 dance. At 31st August 2018 this amounted to £228.94 and is included within the closing bank account balance.

As you are all aware, the parent council income is purely raised through fundraising events, so it is because of the hard work that is put in by the fundraising committee together with all of the many kind donations from the people attending the events that we have been able to raise the following through these events:

Christmas Cards	367.00
Discos	306.91
Summer Fun night	547.49
Easy Fundraising	47.25
	<u>1,268.65</u>

As a result of the funds raised above together with those accumulated in the previous year, we have been able to make the following donations to the school which have benefitted all of our children:

Inclusive Technology	319.50
IDL Dyslexia Software Licence	319.00
Dyslexia Shop	53.80
Oxford School Dictionary x 50	454.65
Fruit Bowls x 30	22.50
Laptops and Licences x 10	4,384.10
Class purse top up	306.00
School Trips	961.52
	<u>6,821.07</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 in these past few years in my role as treasurer. I wish ???? all the very best in the role.

Jackie Nairn  
Treasurer  
Broomlands Primary School Parent Council  
20 September 2018



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## Income & Expenditure Account 2018

For the Year Ended 31st August 2018

Year ended  
31.08.17

	£
<b>INCOME</b>	
- Christmas cards	1,352.50
2,417.38 Christmas fair	-
987.76 Summer fun night	959.35
- Defibrillator donation	200.00
508.00 Discos	453.00
318.00 P7 dance	282.00
206.11 Easy fundraising	47.25
310.00 SBC involvement grant	300.00
185.00 Enterprise loans repaid	520.00
<u>4,932.25</u> <b>TOTAL INCOME</b>	<u>4,114.10</u>
<b>EXPENDITURE</b>	
33.00 Insurance	20.00
20.00 Licences	20.00
260.00 Clerk payments	260.00
30.00 Advertising	-
- Parent council hard drive	42.99
437.72 Christmas fair	-
374.61 Summer fun night	411.86
- Christmas cards	985.50
128.03 Discos	146.09
220.00 P7 Dance costs	281.15
- Tea towels	-
185.00 Enterprise loans	520.00
75.00 Gifts	506.48
72.00 Website costs	89.97
2,115.25 School donations	6,821.07
<u>3,950.61</u> <b>TOTAL EXPENDITURE</b>	<u>10,105.11</u>
981.64 <b>EXCESS OF EXPENDITURE OVER INCOME</b>	(5,991.01)
6,905.51 <b>FUNDS HELD AT 1ST SEPTEMBER 2017</b>	7,887.15
<u>7,887.15</u> <b>FUNDS HELD AT 31ST AUGUST 2018</b>	<u>1,896.14</u>
<b>Represented by:-</b>	
<u>7,887.15</u> Balance per bank at 31st August 2018	<u>1,896.14</u>

I have checked the above income and expenditure account for Broomlands Primary School Parent Council for the year ended 31st August 2018 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

Sheryl Macaulay FCCA  
Independent External Examiner  
31 August 2018



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## Constitution

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**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.

**General Committee  
Broomlands Primary School Parent Council  
05 February 2015**