



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 22 November 2018

Present: Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Michelle Matthews, Head Teacher (MM), Avril Gibson, DHT (AG), Kerri Scott, Principal Teacher (KS), Jennifer Middlemiss (JM), Julie Fleming, Treasurer (JF), Julie Brotherston (JB), Sonya Nairn (SN), Alison Jack (AJ) & James Thom, Clerk (JT) who took the minutes. (11)

Guests: (0)

Parent Forum: (0)

Minute	Business	Action By
1	Welcome The joint Chairpersons opened the meeting at 7.10pm, welcomed and thanked everyone for their attendance.	
2	Apologies Apologies were submitted on behalf of Gillian White, Susan Cessford, Cllr Euan Robson and Cllr Simon Mountford. (4)	
3	Minutes from the Last Meeting The Minutes from the last General Committee Meeting held on 17 May 2018 were reviewed, it was agreed that these were a true and accurate record on the Proposal of Jennifer Middlemiss which was Seconded by Jennifer Redpath.	
4	Matters Arising from the Minutes of the Last Meeting <ul style="list-style-type: none"> James to resend the link for Connect - (Here it is! JT) >> https://connect.scot/ Meeting to be arranged with regard to the P7s Leavers Disco with other schools. Reading Books & Materials have been purchased for the Library, looking to buy more. 	JT PG MM
5	Chairperson's Business Jennifer Redpath advised that she had met with Michelle to discuss issues with the Drop Off Circle as there have been issues of obstructions due to inconsiderate parking. Michelle advised that a representative from the Council was due to visit the School to review. Michelle will update at the next meeting. There was a brief discussion about the timings of the Healthy Eating Fruit Tuck Shop.	MM Sub Group
6	Head Teachers Update (attached) Michelle advised that a HMIE inspection was overdue for the school and that preparations are being made should there be one in the foreseeable future. Michelle added that Parent Representatives and or Parent Council Representatives may be invited to take part in the process. A discussion took place around two pieces of work the school have been reviewing which were the Vision, Values and Aims along with the Curriculum Rationale to ensure that they were still fit for purpose. Michelle sought views and suggestions from the members about the logistics of Parents Night to ensure that everyone's welfare needs are being met.	

7	<p>Clerk's Business & Correspondence The Clerk submitted the following items of correspondence:</p> <ul style="list-style-type: none"> • Thank you card from Mrs Wilson • Insurance Documents and Membership information from Connect (Ex SPTC) • Lottery License Renewal Notice from SBC (£20) – (JT will follow up after Christmas Raffle) • Cheque from Easy Fundraising for £60.05 which was handed to the Treasurer 	JT JF
8	<p>Treasurer's Business & Updates (attached) Julie presented the latest Balance Sheet which showed the balance at the bank was £2, 604.14. There are a number of invoices to be deducted from this balance, however, it was highlighted that the Christmas Fair and the Christmas Cards would generate some income. The amount stated above includes an amount of £228.94 which is being held on behalf of the P7s Leavers Disco. Julie also advised that the Small Projects Budget "Class Purse" had been topped up.</p> <p>Jennifer Middlemiss advised that the cost of purchasing tables, which was approved by the members via email, was £948.</p> <p>The members agreed to continue to contribute to the cost of school trips.</p>	
9	<p>Resilient Schools Michelle reported that the Resilient Schools process has been discontinued and that other arrangements are now in place.</p>	
10	<p>Parent Forum Ashley Allan was elected on to the Parent Council General Committee being proposed by Jennifer Redpath and was Seconded by Pam Guthrie. There were no objections. Jennifer agreed to provide the Clerk with contact details.</p>	JR
11	<p>Sub Groups Updates SOCIAL & EVENTS SUB GROUP:</p> <ul style="list-style-type: none"> • New Disco Lights have been purchased. • It was reported that the Halloween Disco had been another success. • It was also reported that plans for the Christmas Fair are well under way with the raffle tickets distributed and 13 Trade/Craft stalls taken. • Jennifer appealed for more Parent and or P7 Helpers for the Christmas Fair <p>HEALTHY EATING FRUIT TUCK SHOP: is still a success with no issues to report.</p> <p>ECO AND GARDENING: Nothing to report at this stage. Michelle thanked Matthew Fleming for his continued support.</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"> • 31 January 2019 – BPSPC General Committee Meeting in the School at 7pm. • 16 May 2019 – BPSPC General Committee Meeting in the School at 7pm. • 19 September 2019 – BPSPC AGM 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 9.10pm.</p>	



Head Teacher's Report to Parent Council

22 November 2018

School roll: 239

46 Nursery

29 = am ELCC 4 24

ELCC 3 5

17 = pm ELCC 4 11

ELCC 3 3 ELCC 2 3

P1 = 25

P1/2 = 25 (8+17)

P2/3 = 23 (9+14)

P3/4 = 25 (20+5)

P4 = 31

P5 = 33

P6 = 32

P7S = 22

P7T = 23

Staffing

- Miss Lynsey Walker returned from secondment back into her 0.4 PE CST post on a Monday and Tuesday
- Mrs Lorna Davenport took up secondment into class in P5 for this session working Mon-Wed with Mrs King in P5 Thurs Friday
- Mr Alistair Jamieson took up support for learning post Wed- Fri for school session
- Ms Ruth Stuart has taken up 0.4 post Monday in P1 and Tuesday in P7S for the session
- Mrs Cheryl Dyet has taken up post of ANA in morning ELCC for 2 pupils with additional needs. She is also supporting pupils in school on an afternoon – for this session
- Mrs McManus school cook has left to take up post nearer home – her replacement has been recommended but checks are still being carried out but hoping she can start in new year. Mrs McManus will be a huge loss to the school
- Mrs Cath Murray has been absent for 5 weeks, we are hoping she will return in next couple weeks all being well – we were fortunate to have cover from Ms Maggie Norman and Mrs Louise Adams who are keeping consistency going in the class
- New active school coordinator has now been appointed. She is Lorna Esson and she has taken up post already.
- Gillian Gibson- Educational Psychologist will replace Michelle Bradley who has returned after maternity leave but due to absences across SBC the psychologists have been re allocated to schools.

Building

- New school- approaching hand over date – SBC and contractors worked hard on snagging issues and there have been no major concerns.
- Parking continues to cause issues as parents use turning circle to park in rather than just drop off. Messages to parents/ carers have been sent through newsletters and also at the scene visits from Locality and community police officer visits
- The school has won award from SBC for Best new building in the Borders Competition. This will mean we get a plaque to put on the wall!!
- Architects are also in finals for “The Best School Building in Britain” award. Results due around Christmas time.

Playground/Grounds

- Children now playing around whole building

- Dog walking and fouling – school field ongoing

In-service

- August – school year set up, year planning and classroom organisation
- November Reading and Confident staff, confident children session as well as 1 in 5 poverty session

Collegiate time/ Continued Professional Development/ School improvements

- Planning folders
- Teaching staff consultations –attainment, teaching strategies, CPD
- Management and colleague observations – reading linked to SIP
- PRDs for support staff
- Collegiate agreements for part time staff
- Child Protection annual update training
- Learning Community moderation – quality learning and teaching
- Confident staff confident children sessions
- Reading sessions
- Support staff visits to leader Valley school
- Dyslexia Policy– update meeting
- When the adult changes, everything changes – Paul Dix conference
- Science Moderation within Learning Community
- Epipen Training

School visitors

- Fiona Ferguson – Behaviour support teacher
- Liz Scarpa- EAL teacher
- Gillian McKenzie - Senior Lead Officer
- Gillian Gibson – Educational Psychologist
- Peter Machlin – Attainment Officer
- Claire Crawford- Early Years visiting teacher
- Grace Frew Sally Ward ELCC QIOs
- Gillian Gibson Educational Psychologist
- Rev Anna Rodwell - Minister
- Aran Ledsham – Speech & Language Therapist
- Dorry McIntyre and Sandra Dewar, Rebecca Robeson- School nurse and Health Visitor
- Marie Gillies and Colin Easton CLD workers
- Lorna Esson – Active Schools Coordinator
- PC Carin Logan Locality officer
- Stable Life volunteers and drivers

Students

- Ewan Donaldson – Student Teacher Placement – whole school
- Victoria Bridgewater and Donna Townsend Borders College Students
- Various High School work placement students from S4-S6

Outings/Events

	Events/Visitors in school	
Bikeability sessions	Parent volunteers	P6
Sports Leader Sessions	KHS Senior students	P4
Harvest Assembly	Kelso Churches Together	Whole school
Rugby coaching	Craig Dodds 3 week block	P5
Halloween party		ELCC
Halloween Disco	Parent Council	Whole School
Firework Safety	David Wilson	Whole school
Remembrance Assembly	Mr Patterson Legion	Whole school
Remembrance Service		Whole school
Scottish Parliament Outreach		P6 and P7

Jammin Fitness Assembly/Workshops	Readers as Leaders	Whole School/P4 and P5
Events out of School		
JRSO Training	SBC and Police Scotland	Selected P7
Residential	Dukeshousewood Hexham	P7
Rugby festival	Live Borders	P5
Hockey festival	Live Borders	P7
Road Safety walks		P1/2 and P2/3
Road Safety Roadshow	Edenside PS	P1 and P2 and JRSOs
Swimming	Kelso Swimming Pool	P3-6
Edinburgh Museum and Mosque Visit		P4 and P6
Abbotsford House Visit		P1/2 and P2/3

Still to come this term

- P4 assembly
- YC action input all classes
- P1 and P7 Oral health checks
- Christmas Service
- Carols on the Playground
- Christmas parties
- Christmas lunch
- Visits to residential homes

After school and lunchtime clubs

Netball	P 7 girls	Mrs Gibson
Floorball	P4-7	Live Borders
Gymnastics	P1-3	Live Borders

Discussion Points

- Vision, Values and Aims
- Curriculum Rationale
- Fruity Friday
- HMle
- Parent Appointments
- Trips subsidies and class purse

Michelle Matthews
Head Teacher
Broomlands Primary School
22 November 2018



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Treasures Report & Accounts

Broomlands Primary School Parent Council Treasurers Report as at 22nd November 2018

Income and Expenditure Account

	Year to Date £
INCOME	
Discos	172.00
Easy Fundraising	20.19
Christmas Cards	1,062.00
Christmas Fair Stalls	195.00
TOTAL INCOME	<u>1,449.19</u>
EXPENDITURE	
Clerk Payments	130.00
Discos	26.81
Insurance	32.00
Class Purse	150.00
Website	20.38
Raffle Tickets	85.00
TOTAL EXPENDITURE	<u>444.19</u>
SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE	1,005.00
FUNDS HELD AT 1ST SEPTEMBER 2018	1,759.14
FUNDS HELD AT 2ND NOVEMBER 2018	<u>2,764.14</u>
Represented by:-	
Balance per bank at 2nd November 2018	<u><u>2,764.14</u></u>

*Please note Christmas Card Invoice is still to come off balance.

Julie Fleming
Treasurer
Broomlands Primary School Parent Council
22 November 2018

**Broomlands Primary School Parent Council
Treasurers Report as at 22nd November 2018**

Notes to accompany income and expenditure account

Forecast Expenditure for 2018-2019

Christmas Cards Invoice	?
Money held for P7 Dance	£ 228.94
Tables	£948

Fundraising analysis 2018-2019

	Income	Expenses	Profit / (loss)
Halloween Disco	172.00	(26.81)	145.19
Easy Fundraising	20.19	-	20.19
	TOTAL		165.38

Analysis of donations made to School

2018 Dance

Balance brought forward		£ 228.09
Tickets		
	Broomlands	£ 99.00
	Ednam	£ 9.00
	Edenside	£ 117.00
	Morebattle	£ 15.00
	Sprouston	£ 3.00
	Door sales	£ 18.00
	Yetholm	<u>£ 21.00</u>
		282.00
		<u>510.09</u>
Expenses paid		
	13.06.18 Chq 010670 Noon Entertainments	£ 100.00
	15.06.18 Chq 010671 Seasons Balloons	£ 45.00
	15.06.18 Chq 010672 Pam Guthrie	£ 28.25
	15.06.18 Chq 010673 Jennifer Redpath	<u>£ 107.90</u>
		(281.15)
Balance carried forward for use at 2019 Dance		<u>£ 228.94</u>
		<u>£ 228.94</u>

**Julie Fleming
Treasurer
Broomlands Primary School Parent Council
22 November 2018**



Parent Council

BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting
Broomlands Primary School Parent Council
Thursday 22 November 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
- Resilient Schools (JM)
- Parent Forum
- Sub Groups Reports
- Diary Dates and Next Meeting Agenda Items
 - 31 January 2019 – BPSPC General Committee Meeting in the School at 7pm.
 - 16 May 2019 – BPSPC General Committee Meeting in the School at 7pm.
 - 19 September 2019 – BPSPC AGM in the School at 7pm.
- 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:

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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!!**



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