



# 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), Jennifer Middlemiss (JM), Julie Fleming, Treasurer (JF), Julie Brotherston (JB), Ashley Allan (AA), Cllr Euan Robson (ER), Cllr Simon Mountford (SM), Cllr Tom Weatherston & James Thom, Clerk (JT) who took the minutes. (12)

**Guests:** (0)

**Parent Forum:** (0)

Minute	Business	Action By
1	<b>Welcome</b> The joint Chairpersons opened the meeting at 7.05pm, welcomed and thanked everyone for their attendance. The Chairs extended a special welcome to Ashley Allan as this was her first meeting.	
2	<b>Apologies</b> Apologies were submitted on behalf of Gillian White, Susan Cessford, Sony Nairn and Alison Jack (4).	
3	<b>Minutes from the Last Meeting</b> The Minutes from the last General Committee Meeting held on 22 November 2018 were reviewed, it was agreed that these were a true and accurate record on the Proposal of Jennifer Middlemiss which was Seconded by Julie Fleming.	
4	<b>Matters Arising from the Minutes of the Last Meeting</b> <ul style="list-style-type: none"> <li>It was reported that students from the High School had volunteered to assist with the P7 Leavers Dance.</li> <li>Michelle reported that work had been done within the Library which had been categorised along with the purchase of an Accelerated Reader.</li> <li>Michelle reported that work had been carried out with the turning circle which appeared to have improved some of the congestion.</li> </ul>	
5	<b>Chairperson's Business</b> It was asked if the class teachers could continue to focus on getting the pupils to keep drinking water to enable them to be hydrated. Michelle advised that this is happening but extra focus can be given.  It was heard that some pupils had been getting access at home to inappropriate computer games, social media and internet etc. The school has been and will continue to make this a focus including assemblies and assistance from external agencies.	MM  MM
6	<b>Head Teachers Update (attached)</b> Michelle agreed to email her report on to the Clerk for inclusion with the Minutes.  Michelle gave a presentation on Raising Children with Confidence and gave an insight to some of the sessions/workshops that will be available to parents. Michelle urged the Parent Council to let other parents know about these worthwhile and informative sessions.  Michelle reported that the school nursery will be open for 50 weeks of the year now due to the increase in nursery provision. With the addition of extra people on site the school would like to purchase a defibrillator. The Parent Council agreed that they would be happy to support fundraising for this.	MM  General Committee

	Michelle reported that due to urgent building work at Ednam Primary School the pupils from there will be temporarily housed at Broomlands but will still operate as Ednam Primary School.	
7	<p><b>Clerk's Business &amp; Correspondence</b></p> <p>The Clerk submitted the following items of correspondence:</p> <ul style="list-style-type: none"> <li>• Lottery License from Scottish Borders Council</li> <li>• Notice from the Hosts of the School website that renewal was due. It was agreed that the Parent Council would pay for this and that the Clerk should pay it and expense back.</li> <li>• Email from Scottish Borders Council seeking information about the issue of funding as they are only looking to contribute to Parent Councils that need to pay for the service of Clerks and Treasurers etc. The Clerk reported that he had replied advising that BPSPC do pay for the services of a Clerk. The Clerk agreed to forward the email on to the Councillors for their review.</li> </ul>	JT/JF
8	<p><b>Treasurer's Business &amp; Updates (attached)</b></p> <p>Julie presented the latest Balance Sheet which showed the balance at the bank was £2, 996.79. There are a few outgoings expected to come off this amount. The figure stated above includes an amount of £228.94 which is being held on behalf of the P7s Leavers Disco.</p>	
9	<p><b>Parent Forum</b></p> <p>There was no business from the Parent Forum reported.</p>	
10	<p><b>Sub Groups Updates</b></p> <p><b>SOCIAL &amp; EVENTS SUB GROUP:</b></p> <ul style="list-style-type: none"> <li>• The Christmas Fair had been another success. The sub group will be arranging a couple of Discos this year. It was also reported that a set of Disco Lights are needing replaced and were looking to purchase those similar to what was in the nursery. It was agreed to find out where they were sourced from.</li> </ul> <p><b>HEALTHY EATING FRUIT TUCK SHOP:</b> is still a success with no issues to report.</p> <p><b>ECO AND GARDENING:</b> Nothing to report at this stage. The Chairs and Michelle thanked Matthew Fleming for his continued support.</p>	S & E Sub Group
11	<p><b>Diary Dates, Agenda Items &amp; Notes for the Next Agenda/Meeting</b></p> <p>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>• <b>9<sup>th</sup> May 2019</b> – BPSPC General Committee Meeting in the School at 7pm. <ul style="list-style-type: none"> <li>○ PLEASE NOTE NEW DATE! It was requested that the meeting be held on the 9<sup>th</sup> of May instead of the 16<sup>th</sup> as previously published.</li> </ul> </li> <li>• <b>19 September 2019</b> – BPSPC AGM in the School at 7pm.</li> </ul>	ALL
12	<p><b>Close</b></p> <p>There being no further business to discuss, the Chairpersons thanked everyone for their attendance, engagement and support and closed the meeting at 8.15pm.</p>	



# Head Teacher's Report to Parent Council

## 31 January 2019

### SCHOOL ROLL: 241

46 Nursery

30 = am ELCC 4 24 ELCC 3 6

20 = pm ELCC 4 11 ELCC 3 4 ELCC 2 5

P1 = 25

P1/2 = 25 (8+17)

P2/3 = 24 (9+15)

P3/4 = 25 (20+5)

P4 = 31

P5 = 33

P6 = 32

P7S = 22

P7T = 23

### STAFFING

- Ms Jackie Lowe has now taken up her post as School Cook and settling in well.
- Ms Donna Townsend has taken up a part time ANA post.
- A candidate has been recommended for additional Nursery Nurse hours but we are currently awaiting checks and references. Mrs Jo Pennington is currently covering the hours on supply basis.

### BUILDING

- No current issues. Building continues to work well.

### PLAYGROUND/GROUNDS

- Playground work carried out before Christmas to prevent drains flooding – this has remedied the situation.
- Turning circle – continues to cause issues, however, Pencil shaped Bollards have been erected. Signage to be installed soon, hopefully this will improve the situation. School car park now closed at drop off and pick up times due to inappropriate use and therefore risk to pupils.

### IN-SERVICE

- February – Self-evaluation session. Examine progress made on school improvement plan and identify next steps.

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

- Planning folders
- Teaching staff consultations –attainment, teaching strategies, CPD
- Management and colleague observations –linked to SIP and classroom environments
- Report writing
- Learning Community moderation – quality learning and teaching
- Reading and outdoor learning sessions
- Accelerated Reader training
- IDL numeracy training
- Glow – IT support sessions
- Grievance Training

### SCHOOL VISITORS

- Fiona Ferguson – Behaviour support teacher
- Sue Hamilton- EAL teacher
- Gillian McKenzie - Senior Lead Officer
- Gillian Gibson – Educational Psychologist
- Claire Crawford- Early Years visiting teacher
- Rev Anna Rodwell - Minister
- Aran Ledsham – Speech & Language Therapist
- Marion Caracher – music therapy
- Dorry McIntyre and Sandra Dewar, Rebecca Robeson- School nurse and Health Visitor

- Laura Bell Action for Children – Young Carers Worker
- Marie Gillies and Colin Easton CLD workers
- Lorna Esson – Active Schools Coordinator
- PC Carin Logan Locality officer
- Stable Life volunteers and drivers
- Sue Guthrie – librarian
- Parent helpers P3/4 support literacy.

#### **STUDENTS**

- Harold Raitt- PGDE student – Dundee University
- 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 and P7
Class assembly	Growing Confidence	P7S
Class assembly	Growing Confidence	P7T
Parent Evening	P3/4	

##### **Events out of School**

Dynamic earth	Rainforest Workshops	P3/4
Curling	Tuition and Playdowns	P7
Swimming	Kelso Swimming Pool	P3-6

#### **STILL TO COME THIS TERM**

- Netball Finals
- Parent Workshops – reading and Growing confidence
- CLD P7 Transition event
- P2/3 Class Assembly
- P1/2 Class Assembly
- Inter schools Cross Country
- Lady Busser elections
- Collection of Travel Champion Awards
- Class photos
- Easter Service

#### **AFTER SCHOOL AND LUNCHTIME CLUBS**

Netball	P 7 girls	Mrs Gibson
Football	P4-7	Live Borders
Tennis	P1-3	Live Borders
Running	P5-7	Mrs Davenport/Mrs Matthews
Choir	P5-7	Mrs Murray/ Mrs Orde/ Mrs Gibson

#### **DISCUSSION POINTS**

Growing Confidence – taster session  
 Defibrillator sponsorship  
 Change of Parent Council date from 16th May to 9th May 2019

**Michelle Matthews**  
**Head Teacher**  
**Broomlands Primary School**  
**31 January 2019**



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## Treasures Report & Accounts

### Broomlands Primary School Parent Council Treasurers Report as at 31st January 2019

#### Income and Expenditure Account

	<b>Period</b>	Year to
	<b>01.09.18 - 31.01.19</b>	Date
	£	£
<b>INCOME</b>		
Christmas Fair	<b>2,373.03</b>	2,373.03
Christmas Cards	<b>1,062.00</b>	1,062.00
Discos	<b>172.00</b>	172.00
Easy Fundraising	<b>80.24</b>	80.24
	-	-
	-	-
- <b>TOTAL INCOME</b>	<b>3,687.27</b>	<b>3,687.27</b>
<b>EXPENDITURE</b>		
Insurance	<b>32.00</b>	32.00
Licences	<b>20.00</b>	20.00
Clerk Fees	<b>130.00</b>	130.00
Domain Licence	<b>20.38</b>	20.38
Christmas Fair	<b>407.26</b>	407.26
Christmas Cards Invoice	<b>783.00</b>	783.00
Christmas Crackers - packed lunch	<b>10.79</b>	10.79
Discos	<b>35.19</b>	35.19
School donations- Class Purse	<b>150.00</b>	150.00
Tables	<b>948.00</b>	948.00
Gifts	<b>75.00</b>	75.00
Hard Drive	<b>42.99</b>	42.99
	-	-
<b>TOTAL EXPENDITURE</b>	<b>2,654.61</b>	<b>2,654.61</b>
- <b>SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE</b>	<b>1,032.66</b>	1,032.66
<b>FUNDS HELD AT 1 September 2018</b>		1,964.13
<b>FUNDS HELD AT 31st January 2019</b>		2,996.79
<b>Represented by:-</b>		
Balance per bank at 31st January 2019		<b>2,996.79</b>

Julie Fleming  
Treasurer  
Broomlands Primary School Parent Council  
31 JANUARY 2019

**Broomlands Primary School Parent Council  
Treasurers Report as at 31st January 2019**

**Notes to accompany Income and Expenditure Account**

**Forecast Expenditure for 2018-19**

P7 Leavers gift	£ 100.00
Domain Renewal	£ 38.35
Money held for P7 Dance	£ 194.58

**Fundraising Analysis 2018-19**

	Income	Expenses	Profit / (loss)
Halloween Disco	172.00	(35.19)	136.81
Christmas Cards	1,062.00	(783.00)	279.00
Christmas Fair	2,373.03	(407.26)	1,965.77
Easy Fundraising	80.24	-	80.24
	-	-	-
	-	-	-
	<b>TOTAL</b>		<b><u>2,461.82</u></b>

**Analysis of Donations Made to School**

Tables	948.00
Class Purse - top up	<b>150.00</b>
	<u>1,098.00</u>

**2018 Dance**

Balance brought forward		£ 228.09
Ticket Sales		
Door Sales	£ 18.00	
Broomlands	£ 99.00	
Ednam	£ 9.00	
Edenside	£ 117.00	
Morebattle	£ 15.00	
Sprouston	£ 3.00	
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><u>£ 228.94</u></u>

Julie Fleming  
Treasurer  
Broomlands Primary School Parent Council  
31 January 2019



Parent Council

# BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting  
Broomlands Primary School Parent Council  
Thursday 31 January 2019 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
  - 16 May 2019 – BPSPC General Committee Meeting in the School at 7pm. (Now 09 May 2019)
  - 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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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!!**



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