



AGM

The Annual General Meeting of the
Broomlands Primary School Parent Council



Thursday
24 September
2026



7:00pm



Held in
the School



♡ Join Us at Our Annual General Meeting! ♡



An opportunity for parents and carers to come along, learn more about your Parent Council, and hear about the progress we've made over the past **12 months**.



It's also a welcoming chance for interested Parents/Carers to become involved with our friendly, committed, and successful Parent Council.



ALL PARENTS & CARERS WELCOME!



Together



Supporting Our Children



Strengthening Our School



AGM AGENDA

Chair: Kelda Pearce

**The Annual General Meeting of the Broomlands Primary School Parent Council
Thursday 24 September 2026 at 7pm held in the School.**

An opportunity for parents and carers to come along, learn more about your Parent Council, and hear about the progress we've made over the past 12 months. It's also a welcoming chance for interested Parents/Carers to become involved with our friendly, committed, and successful Parent Council.

All Parents & Carers Welcome

- Welcome & Introductions
- Apologies
- Minutes from the 2025 AGM
- Matters Arising from the above
- Chairperson's Annual Report
- Head Teacher's Annual Report
- Treasurers Annual Report & Presentation of Accounts & Balance Sheet
- Appointment of Independent External Examiner for 2026 - 2027
- Election of Office-bearers, Clerk & Members for 2026 – 2027
- Appointment of Persons to oversee the Lottery License (Chair, Clerk & Treasurer)
- Confirmation of Membership
- Review of Constitution & Policy Documents
- Subgroups Reports
- AOB
 - Key focuses for the year ahead
- Date of 2027 AGM (Thursday 17 September 2027)
- Vote of Thanks
- Close

Further information available from: James Thom (Clerk) on 07976 113 023

CHAIRPERSONS REPORT 2026

Chairpersons - Lisa Haig & Kelda Pearce

Vice Chairperson - Nikki Johnstone-Brown

Treasurer - Alicja McIntyre

Clerk - James Thom

Contact via email: bpspcforum@outlook.com or through school.

Please see Parent Council section on the school's website, this has copies of previous minutes.

What is a Parent Council and what does it do?

First of all, you may or not know that you are all already members of the Parent Forum – every parent/carer of the school is part of the Parent Forum. The Parent Council is basically there to represent the Parent Forum and their views so that children's learning and experience of school is as good as it can be. There are many things a Parent Council can get involved in:

- Supporting parents to be involved in the life of the school
- Supporting parents to be involved in children's learning
- Working with the school on policies (positive behaviour, inclusion, health and wellbeing, anti-bullying, anti-racism and many more).
- Being involved in the appointment of senior staff.
- Working with the school on improvement planning.
- Communicating effectively with the Parent Forum and making sure the school communicates in ways that work for parents
- Gathering and representing parents' views, ensuring parents from diverse backgrounds are listened to and included.
- Building positive relationships across the school community.
- Organising clubs, events, activities and fundraising.

Our main focus has always been fundraising, but we are keen to have a more active Parent Forum and improve communications within the school - we really want to do our best for all of you and are very open to being led by what you want from us. We hold our AGM every September and our aim is to hold a meeting each term. Anyone can attend our meetings; you do not need to be a member or become a member to attend meetings. We desperately need some new members so please don't be shy and come along to see what it's all about.

Kelda Pearce

Chairperson

Broomlands Primary School Parent Council

09 September 2026

KEY POINTS FROM LAST MEETING - 5TH MARCH 2026 – GENERAL COMMITTEE MEETING

Kelda highlighted and reported on what the joint chairs had been working on including updates on the following.

- SBC Parent Council Chairs Fair had been cancelled due to low uptake.
- Highlighted the results from a recent Connect Survey regarding Mental Health and it was agreed that a speaker with knowledge about mental health and well-being would be welcomed at one of our meetings. From this, Lucy suggested it would be useful to get a visit from Cheviot Youth regarding this topic. Lucy agreed to make some initial enquiries. His will be ongoing into 2026/2027.
- The Joint Chairs held a Parent Council drop-in session giving the parent Forum an opportunity to engage with the Parent Council, however, it was not well supported on this occasion.
- The chairs had discussed road safety issues which have resulted in the P6 pupils getting involved in a safety campaign.
- Feedback from the last Halloween Disco has been discussed with the school and recommendations for future discos noted.
- A few suggestions regarding Friday Lunches were discussed and have been implemented by the school.
- The benefits of the introduction on and afternoon break were highlighted.
- Information has been provided to parents about the expectations of helping and supporting the school. A parent helper contract is now in operation. It was also reported that PVG disclosure would only be required if parent helpers were in contact with the children and a teacher was not present.
- Further work is being undertaken to provide some kind of provision to enable parents to reuse unwanted and or lost school uniform items. Charity Begins at Home were approached to see if they would be able to facilitate this in the shop, however, they were unable to assist on this occasion. This continues to be work in progress.
- It was discussed with the school that it would be useful if parents were informed about changes to class cover.
- The chairs had a discussion with the school to get a clearer understanding of child protection and how to report concerns if required. This information was shared with parents/carers.
- A member noted interest in being the Parent Councils Special Education Needs Representative to which there were no objections. This action will be ongoing into 2026/2027.
- Headteacher Adam Lindsay shared the schools approaches to supporting positive behaviour in school which was well received.

PAUL GRAHAM – Inspire Team at SBC

Paul Graham from Scottish Borders Council provided the members with information regarding the use of iPads within the school and the local authority. An open discussion took place with the opportunity for questions and answers. Paul highlighted an App which the members found interesting. “Jamf Parent” is a free app, available for iOS and Android, that empowers parents to manage school-issued student devices outside of school hours. It enables restriction of specific apps, blocking websites, scheduling downtime for homework/bedtime, and monitoring device usage.

From the session it was suggested that the school could send out more information with the issue of the iPads and that an annual refresher may be useful to ensure that parents are comfortable with the iPads. It was also suggested that if SBC prepare information sessions, these would be useful if they could be accessed online for parents to view at their convenience.

Fundraising

We've had a very busy and successful fundraising year for 25/26 which has provided a much-needed boost to our funds. Here are the events that we have held:

Halloween Disco

Attended by 240 kids across all age groups - £479 raised.

Sponsored Santa Run

This was to be instead of our usual Xmas Fair to try something different that may be less work and require less helpers – Huge success, over £6000 raised.

Festive Fairwell

We still wanted to have some sort of school community event over Xmas so this was held on the last day of school - £293 raised and involved much less planning and organising than a Xmas Fair would have.

Shorts and Shades Disco

it was suggested the P7s might like this before they leave so was held in May - 205 kids attended and £325 was raised.

Broomfest

Held instead of our Summer Fair for the second year running – approx. £1500 raised.

So, all in all it's been a very successful year and we've raised over £8500! We decided we'd like to spend some of the funds on something fun for the kids and suggested something like a Science Show. This was held at the end of April and the kids loved it. We have also been able to buy some new play equipment for the playground, including Basketball hoops, a climbing frame and a new outdoor toy set. We provided funds to enable the school to purchase resources for children with neurodiversity and ADHD, new netball strips, a new soundbar, First Aid materials, staff walkie-talkies and help towards the p7 residential. As you can see, our fundraising provides valuable resources for our children at Broomlands, many of which they couldn't manage without so it's important that we continue to do so every year. With that being said, we sadly bid farewell to three of our key group members at the end of this term – Christine, Kinga and Joanna who are finishing up at Broomlands and heading off to the High School. We thank them for all their hard work and help over the years and wish them well for the future. This leaves a very big hole in our fundraising group and so we really need your help and are desperately seeking new members asap to continue to raise these much-needed funds.

TREASURERS REPORT AND YEAR END ACCOUNTS

The Parent Council Bank Account on the 31st of July 2025 held funds totalling £3391.08. In Year 2025-2026 a total of £7,274.69 was paid into the school account. That amount paid for the following; Outdoor play and learning resources, Science Show, Class resources and class projects, Twinkl subscription, Storage boxes and Fridge/freezer, Classroom dividing screens, School bank account boost of £2k. Parent Council also covered the cost of the website and domain renewal.

2025 Christmas Santa Run helped to raise an amazing total of £6,153.18, and the successful Shorts and Shades Disco and Broomfest 2026 topped the bank account by additional £2,264. All that thanks to the excellent work the fundraising team puts into organizing annual events.

Fruit Tuck has again been very popular among our children. Thanks to the sponsors' donations, which totals to £665, PC was able to cover part of the cost of the weekly fruit box. Fruit Tuck profit for the year, ending 2026, is £219.37.

Parent Council also holds £193 for P7 Disco available for use in 2027.

Looking forward to the year ahead, we have enough funds available to cover our annual expenses such as clerk payments, insurance and lottery licence, however, we must continue to support our fundraising group throughout the year. We would also like to encourage parents to use Easyfundraising, when shopping online: <https://www.easyfundraising.org.uk/causes/broomlandspc/> In the year ending 2026 Easyfundraising benefited PC account by £77.47.

All that is left for me to do now, is to thank everyone for supporting me for another year in my role as treasurer.

Alicja McIntyre
Treasurer
Broomlands Primary School Parent Council
09 September 2026

Broomlands Primary School Parent Council Income and Expenditure Account

for the year ended 31st July 2026

Year
ended
31.08.26

INCOME	£
Halloween disco	480.25
Christmas fair	6,153.18
Christmas fair donations	250.00
Summer Disco	415.00
Disco Float	70.00
Faulty bank Transaction	70.00
Summer Fair	1,849.46
Easy fundraising	77.47
Donations	300.00
Fruit Tuck Donation	665.00
Fruit Tuck	872.37
SBC	300.00
P7 Disco taking	85.00
Bank Complaint Reimburs	75.00
TOTAL INCOME	11,662.73
 EXPENDITURE	 £
Donation to School	2,000.00
Science Show	480.00
Floats	70.00
Faulty Bank transaction	70.00
Expenses & Reimbursment	521.18
Licences	20.00
Clerk payments	260.00
Twinkl Subscription	739.93
Learning & Play Resources Reimbursed to School	3,824.78
Class projects	105.00
Storage boxes and Fridge/freezer	124.98
Bank Charges	155.57
Website & Domain Renewal	314.24
P7 gifts, class purses, class projects	
Fruit tuck	1,398.00
TOTAL EXPENDITURE	10,083.68
 EXCESS OF EXPENDITURE OVER INCOME	 1,579.05
 FUNDS HELD AT 1ST August 2025	 3,391.08
 FUNDS HELD AT 31ST July 2026	 4,970.13
 Represented by:-	
Balance per bank at 31st July 2026	4,970.13

I have checked the above income and expenditure account for Broomlands Primary School Parent Council for the year ended 31st July 2026 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.

Broomlands Primary School Parent Council



AGM & Annual Report

25 September 2025

MINUTES

Minutes of the Annual General Meeting (AGM) of the Broomlands Primary School Parent Council, held on Thursday 25 September 2025, in the School.

IN ATTENDANCE

General Committee: Ala McIntyre, Avril Gibson (Acting Head Teacher), Christine Riley, Ellie Henderson, Jennifer Douglas, Joanna McNulty, Kelda Pearce, Kinga Gomez, Lisa Haig, Lizzie Freeland-Cook, Lucy Wendt, Nikki Johnstone-Brown (Vice Chairperson) and Pam Guthrie (Outgoing Chairperson)

Parent Forum: Hayley Lees (Parent).

Other: James Thom (Clerk), Kerri Scott (Acting Depute Head Teacher).

WELCOME & INTRODUCTIONS

Outgoing Chairperson, Pam Guthrie, welcomed everyone and opened the meeting at 7.05pm. Those in attendance introduced themselves.

APOLOGIES

Apologies were received on behalf of, Cllr Euan Robson, Cllr Simon Mouthford, Ashely Wilson, and Louise Hewison.

MINUTES

The Clerk reported that the minutes of the 2024 AGM, as well as being available on the school website, they had been circulated to the General Committee in advance via email. These were adopted as a true and accurate record of that meeting on the proposal of Joanna McNulty, which was seconded by Ala McIntyre.

MATTERS ARISING FROM THE MINUTES OF LAST YEARS AGM MINUTES

There were no matters arising from the minutes.

CHAIRPERSONS ANNUAL REPORT

Outgoing Chairperson, Pam Guthrie, gave a brief report. Pam intimated that she would make arrangements for the new Chairperson to be included in the Parent Council Chairs WhatsApp group. Pam concluded by thanking the school and members of the Parent Council for all their support over the past 16 years, 12 of which, Pam was Chairperson of the Parent Council.

HEADTEACHERS REPORT

In the absence of Adam Lindsay, headteacher, Avril Gibson updated the meeting on the activities of the school

TREASURERS REPORT & PRESENTATION OF THE BALANCE SHEET

The Clerk confirmed that the accounts had been circulated to members of the General Committee in advance of the meeting. Ala gave an update of the financial position of the Parent Council including items of income and expenditure along with a note of financial support given to the school. The accounts, which had been independently examined by Sheryl McAuley (ACCA) were presented to the Committee and were adopted as a true and accurate reflection of the financial activities of the Parent Council on the proposal of Jenny Douglas, which was seconded by Lucy Wendt. On conclusion, Ala thanked the school and members of the committee for their continued support.

APPOINTMENT OF AN INDEPENDENT EXTERNAL EXAMINER 2025 – 2026

It was unclear at this stage if Sheryl McAuley would be able to continue as our Independent External Examiner, therefore it was agreed that this would be discussed at the next General Committee Meeting.

NOMINATION AND ELECTION OF OFFICE-BEARERS AND COMMITTEE MEMBERS

The Clerk intimated that Ashely Wilson has decided not to continue to be a member of the general committee. All other members were eligible for re-election. The following nominations were recorded.

POSITION/ROLE	NOMINEE	PROPOSED BY	SECONDED BY
Joint Chairperson	Kelda Pearce	Nikki Johnstone-Brown	Christine Riley
Joint Chairperson	Lisa Haig	Nikki Johnstone-Brown	Christine Riley
Vice Chairperson	Nikki Johnstone-Brown	Joanna McNulty	Ala McIntyre
External Clerk	James Thom	Nikki Johnstone-Brown	Kelda Pearce
Committee Members As Detailed Below		Nikki Johnstone-Brown	Kelda Pearce
Re-election of Ashley Allan, Lucy Wendt, Christine Riley, Jenna Mathewson, Ellie Henderson, Joanna McNulty, Gemma Douglas, Tracie Patterson, Louise Hewison, Lizzie Freeland-Cook, Jennifer Douglas, and Kinga Gomez.			

Hayley Lees was nominated as a new member by Jenny Douglas, which was seconded by Lucy Wendt. It was unanimously agreed that all nominees should be elected “en-bloc”.

APPOINTMENT OF PERSONS TO OVERSEE THE SBC LOTTERY LICENSE

On the proposal of Nikki Johnstone-Brown, which was seconded by Joanna McNulty, it was agreed that The Chairperson, Clerk and Treasurer would be the appointed persons to oversee the management of the SBC Lottery Licence.

REVIEW OF CONSTITUTION

The current Constitution was distributed to the members prior to the meeting. It was agreed that there were no changes required at this stage.

REVIEW OF POLICY DOCUMENTS

Having been distributed to the members prior to the meeting, it was agreed that there were no changes to any of the Parent Council’s Policy Documents required at this stage.

SUBGROUPS

SOCIAL & FUNDRAISING: It was reported that arrangements were well in place for a Halloween Disco, however, the group appealed for parent helpers. It was also noted that the subgroup is looking to do something different at Christmas time. Full details will follow.
HEALTHY FRUIT TUCK SHOP: It was reported that this had an amazing start this term and that sponsorship was well subscribed with only a few required to ensure full funding for the whole year.

DATE OF THE 2026 AGM

The date of the 202 AGM will be Thursday 17 September 2026. (Changed to 24th September 2026)

VOTE OF THANKS

Pam Gurthrie gave a vote of thanks and thanked everyone involved in delivering the successes and achievements in the past 12 months

CLOSE

There being no other business, Pam thanked everyone for their attendance and participation and closed the meeting at 7.53pm.

CHAIRPERSONS REPORT

HEADTEACHERS REPORT

It has been a busy and positive start to the new school year for the staff and pupils. With our school growing, we now have 11 classes, and we have been focusing on ensuring a smooth and settled start for everyone. I am delighted to report that our new Primary 1 pupils have settled into their routines wonderfully and are already enjoying school life. Their enthusiasm and energy are a fantastic addition to our school community.

I also want to take a moment to commend our Primary 7 pupils. They are setting an excellent example to the younger children by stepping up to their responsibilities as senior members of the school. They are consistently modelling the kind of behaviour and manners we expect from all our pupils.

We continue to develop pupil leadership and have now appointed this year's House Captains and Junior Road Safety Officers (JRSOs). These pupils have already begun their important roles. We are looking forward to establishing our other pupil groups after the October break. Our focus on 'Pupils Leading Learning' continues to be a key part of our school's development. We have already been able to offer a range of wider learning opportunities for our pupils this term.

Highlights of our wider opportunities this term include:

- Rugby sessions for P4/5 and P5 pupils.
- Hockey for our P7s.
- An after-school netball club on Mondays.
- P7s are also been trained as playground leaders, helping to organise games and activities for younger pupils.
- We were delighted to welcome Craig Girvan from G10 sports to run Floorball taster sessions for our P4–7 pupils.
- A group of our P7 girls are taking part in tennis mentoring and will soon coach some of the younger pupils.
- Swimming lessons for P4-6 has begun and, as always, we are extremely grateful to the parent volunteers who help to make this possible.
- Mr. Georgiev has been running an after-school football club to prepare our teams for the football league. Round 1 of the league kicked off this evening.
- Our Primary 7 classes enjoyed an inspiring trip to the Jedburgh Book Festival.

Coming up for the rest of this term we have

- Judo taster sessions planned for our P1 and P2 pupils.
- PC Liam Lawrence will visit both Primary 7 classes to deliver an important talk on internet safety.
- Our P6 pupils are taking part in Bikeability training.

We currently have several students from Kelso High School on work experience placements, who are proving to be a great help around the school and we have a teaching student joining us in January in P7S.

The Primary 7 residential trip has been booked for 25th to 27th February. To secure our preferred dates and venue for the future, we have also booked the residential for two years' time.

Our Breakfast Club is up and running and proving to be a very popular start to the day. It is incredibly busy, and we are so grateful for our dedicated team of volunteers who ensure it runs smoothly every morning.

Reflecting on last session's school improvement priorities.

Our priorities and the work undertaken in session 2024/2025 were very successful:

Numeracy - Work to develop approaches to the teaching of numeracy, aligned to the #SBCWay, have been positive and helpful. Input on effective use of Concrete, Pictorial and Abstract has been very helpful in directing staff to good practice, including the use of digital resources to complement existing practice. Work on aligning our curriculum framework with #SBCWay has demonstrated a close correlation between the two, giving increased confidence in our approaches.

Family Learning - We have been ambitious in introducing BOATS (Bring One Adult to School) days across all classes. This included innovative digital context from P1-2, and a number of opportunities for parents to learn alongside their children in class.

Play Pedagogy - Play pedagogy has developed in both early years and upper school. Showbie has been better utilised to allow parents to see learning through play examples, resulting in positive engagement between home and school. Staff have engaged in a range of CPD opportunities and worked collectively at school to explore the nature of play and consider the wide range of approaches that can support children to learn effectively. Links to enquiry-based learning have begun to be made, and initial ideas and approaches trialled in some classes.

Our school improvement priorities for this year

Building on our successes, our school improvement priorities for this session are:

- **Play and Enquiry-Based Learning:** Continue to develop pedagogical approaches to play throughout the school, with a specific focus on introducing enquiry-based learning in P4–P7.
- **Digital Approaches and Equity:** Further develop and improve our digital approaches to learning, ensuring equity for all learners, both in terms of socio-economic opportunities and in supporting additional learning needs.
- **Writing Attainment:** Raise attainment in writing across the school by using agreed, well-understood, and consistent approaches, in line with the #SBCWay Writing framework.
- **Early Learning and Childcare (ELC):** Support and enhance the ethos and culture in our ELC setting through shared approaches, demonstrating the value we hold in our staff and providing a positive environment for all.
- **Resource Streamlining:** Streamline our resourcing to ensure focused provision, which in turn will provide more capacity for extending learning opportunities tailored to the needs and interests of our children.
- **Emergent Writing:** Develop emergent writing skills and provision across the ELC setting by enhancing mark-making opportunities for all.

Staffing and Pupils Update

This academic year, our move to 11 classes has enabled us to welcome two Newly Qualified Teachers (NQTs), Miss Emma Amos and Miss Sophie Dickson. Both have made an excellent start and are receiving strong mentorship from Elaine Murray and Zoe Currie.

To manage recent staff absences, Lesley Kerr, who was an NQT with us last year, has stepped in to teach P5/6. In response to Mr. Lindsay's absence, Kerri has been asked to act up as Depute Headteacher, while Ellen Burger covers the P7 class alongside Mrs. Obee.

We are delighted that Mr. Georgiev will continue as our PE teacher and that Miss Gillies has joined us as our music teacher on Wednesdays and Thursdays.

In the ELC, Miss Luke is on a secondment to Coldstream. We have welcomed Mrs. Todd from Philiphaugh in Selkirk to support the nursery team and Mrs. Liddle continues to play a valuable role on Wednesday mornings, supporting early years learning and transition.

There has been an authority-wide review of Additional Needs Assistants in schools, this role is now referred to as Pupil Support Assistant (PSA) and we are fortunate to have a stable and skilled support staff team who provide invaluable assistance to children across the school.

Finally, we are delighted with the new permanent fencing around the P1, P1/2, and P2 classrooms. This is a fantastic addition that greatly enhances these classes' ability to access the outdoors in a safe and secure manner, supporting their learning.

TREASURERS REPORT

Broomlands Primary School Parent Council Treasurers report

for the year ended 31st July 2025

The Parent Council Bank Account on the 31st of July 2024 held funds totalling £2405.28. In Year 2024-2025 a total of £3046.72 was paid to the school towards indoor and outdoor learning resources, Twinkl subscription, P7 calculators, school purses and school trips.

2024 Christmas Fair helped us to raise an amazing total of £2141.68, and succesful Broomfest 2025 to end the school term raised an amazing sum of £1713.02. All that thanks to excellent work fundraising comeetee puts towards organising annual events. Fruit Tuck has been very popular amoung our children. Thanks to the sponsors, PC was able to cover the partial cost of weekly fruit box

As a result of the funds raised, 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:

School Show	99.00
Twinkle Subscription	742.81
Learning Resources	1,245.98
School trips	493.00
P7 gifts, class purses, class projects	465.93
	3,046.72

Looking forward to the year ahead, we have enough funds available to cover our annual expenses such as clerk payments, insurance and lottery licence, however, we must continue to support our fundraising group throughout the year. We would like also like to encourage parents to use Easyfundraising, when shopping online: <https://www.easyfundraising.org.uk/causes/broomlandspc/>

All that is left for me to do now, is to thank everyone for supporting me for another year in my role as treasurer.

Alicja McIntyre
BPSPC Treasurer

Broomlands Primary School Parent Council Income and Expenditure Account

for the year ended 31st July 2025

Year
ended
31.08.25

INCOME	£
Halloween disco	294.05
Christmas fair	2,663.90
Summer Fair	2,263.02
Easy fundraising	34.55
Donations	865.00
Fruit Tuck	915.36
Racecourse bucket collection	310.00
TOTAL INCOME	<u>7,345.88</u>
EXPENDITURE	£
School Show	99.00
Floats	1,220.00
Expenses Reimbursment	292.75
Footprint - 50/50 tickets	153.60
Licences	20.00
Clerk payments	260.00
Twinkl Subscription	742.81
Learning Resources	1,245.98
Bank Charges	40.10
School Trip	493.00
Website costs	124.73
Domains renewal	290.18
P7 gifts, class purses, class projects	465.93
Fruit tuck	912.00
TOTAL EXPENDITURE	<u>6,360.08</u>
EXCESS OF EXPENDITURE OVER INCOME	985.80
FUNDS HELD AT 1ST August 2024	2,405.28
FUNDS HELD AT 31ST July 2025	<u>3,391.08</u>
Represented by:-	
Balance per bank at 31st July 2025	<u>3,391.08</u>

I have checked the above income and expenditure account for Broomlands Primary School Parent Council for

Sheryl MacAulay FCCA

CONSTITUTION

1. NAME

The name of the Parent Group will be "Broomlands Primary School Parent Council" (aka BPSPC).

2. AIMS & OBJECTIVES

The objectives of the Parent Council are:

- To create a welcoming school which is inclusive for all parents/carers.
- To promote partnership between the school, its pupils and all its parents/carers.
- 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.
- To promote close co-operation and communication between parents/carers and school staff.
- To promote equality and fairness.
- To study and discuss matters of mutual interest relating to the education and welfare of pupils.
- To engage in activities which support and advance the education of pupils attending the school.

3. POWER & AUTHORITY

The Parent Council will have the power and authority to do anything considered by them to be in furtherance of the aims & objectives whilst observing that they are accountable to and are there to represent the views of the Parent Forum.

4. MEMBERSHIP

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. Five qualified members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 5 or more Qualified Voting Members present). Each and every Parent/Carer of a child at the school is automatically a member of the Parent Forum. Any Parent/Carer can become a Qualified Voting Member of the Parent Council after being nominated and seconded at the AGM and may be re-elected annually at the AGM until such time as their Children leaves the school. To become nominated, potential members can show an interest of intent to the school or any Member of the Parent Council. Becoming a qualified member will give the Parent/Carer a place of the General Committee and shall have one vote. 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 the AGM. 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 Parent Council. Any member of a sub-group may attend the Parent Council Meetings as long as they have Children at the school. The Head Teacher of the School (and/or his/her representative) has a right and a duty to attend Parent Council Meetings but does not have any Voting Rights. Anyone wishing to resign from the Parent Council should do so in writing to the Chairperson(s) giving at least 30 days' notice. A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council and their membership withdrawn. Members are expected to familiarise themselves and comply with the Parent Council's Constitution, Policies and Codes of Conduct.

5. OFFICE-BEARERS

The Office-bearers will be nominated and elected annually at the AGM. They will consist of Chairperson (or joint Chairpersons) who must be a Parent/Carer of a child at the School, Vice Chairperson, who must be a Parent/Carer of a child at the School, Secretary & Treasurer. Ideally the roles of Secretary and Treasurer should be filled by Parent Members of the Parent Council, however, if this cannot be successfully achieved, the Parent Council may appoint/employ the services of an external Clerk and or Treasurer to assist in the smooth running of the Parent Council. The Parent Council may pay a reasonable fee, as determined by the Parent Council, as well as any appropriate and approved expenses to an employed Clerk and or Treasurer. Any fees in paid to a Clerk and or Treasurer will be paid in arrears in two instalments, one in March and the other in September.

The Role of the Chairperson(s) is to lead the Parent Council, successfully manage the meetings, liaise with the school, local authority and any other any external agencies as required, promote all aspects of the Parent Council including its aims and objectives and to prepare a Chairperson's Annual Report/Statement to be presented at the AGM. The Role of the Vice Chairperson shall be to deputise in the absence of the Chairperson(s). The Secretary/Clerk shall be responsible for keeping accurate minutes of all meetings which must be made available upon request to any member of the Parent Forum and to complete all administrative tasks to ensure the smooth operation of the Parent Council. The Treasurer shall be responsible for all financial affairs of the Parent Council, applying for and sourcing funding, managing the bank accounts, keeping accurate records of all the financial transactions, preparing financial updates and forecasts of expenditure for each Parent Council Meeting and preparing, along with an Independent External Examiner, the annual accounts to be presented at the AGM. Should any Office-bearer leave office prior to the next AGM, the Parent Council may appoint a replacement to carry out the duties without having to arrange an EGM. Office-bearers will be nominated and elected annually at the AGM.

6. EXECUTIVE COMMITTEE

The Chairperson(s) may at any time appoint an Executive Committee. This would be a reduced number of members given the ability and authority to make decisions on behalf of the Parent Council in emergency situations or where it is not possible or practical to call a meeting. Decisions made and or business discussed by the Executive Committee must always be in the best interest of the Parent Council and or the school, a summary of which being recorded and reported back to the Parent Council at the earliest opportunity. The Executive Committee must consist of qualified voting members but the Chairperson (or Vice Chairperson in their absence) may appoint anyone who does not have voting rights to assist in any decision-making process on a consultancy/advisory capacity.

7. CO-OPTED/APPOINTED MEMBERS

The Parent Council may co-opt/appoint other members as required to assist it with carrying out its functions at any time. These co-opted/appointed members will not have any voting rights.

8. SUBGROUPS

The Parent Council may create Sub-Groups to assist with its aims and objectives, these Sub-groups should be headed up by a qualified member of the Parent Council but may include anyone appropriate. Each Sub-group must be able to provide an update or brief report of its activities at each Parent Council Meeting.

9. MEETINGS

Meetings may either be face to face at an appropriate location or electronic via an appropriate platform. Meetings will be held at least once per School Term and as much notice given but no less than 7 days. Five qualified members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 5 or more Committee Members present). Copies of the minutes of all meetings will be available to all parents/carers of children and teachers at the School, requests for copies of the minutes should be made to the School Office. Meetings of the Parent Council shall be open to the Parent Forum, 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. Parent Forum Members will have voting rights at the AGM or any EGM. The AGM will be held on the third Thursday in September each year. The notice calling the AGM shall be sent to The Parent Forum at least two weeks in advance. EGMs may be called by the Chairperson(s), or at least six members of the Parent Council or at least 10 members of the Parent Forum. The General Committee Meetings shall always include a review of the last meeting minutes, Chairpersons Report, Head Teachers Report, Treasurers Report, including bank balances and forecast of expenditure, any Correspondence via the Secretary/Clerk and an update from any Sub-groups.

10. VOTES AND RESOLUTIONS

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Council member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie. Parent Forum Members will have voting rights at the AGM and any EGMs. Each Parent/Carer will have one vote. Appointed Clerks or Treasurers that are employed to provide a service will have no voting rights. The Head Teacher (or other school representatives) does not have any voting rights, the exception would be where the Head Teacher/School Representatives have been formally nominated and elected as qualified members of the Parent Council due to being a Parent/Carer of a child attending the school.

11. FINANCIAL MATTERS

The Treasurer will open and manage a bank or building society account(s) in the name of the Parent Council for all Parent Council funds. Withdrawals & Cheques will require the signature of the Treasurer and one other nominated qualified member of the Parent Council. Should banking be done online over the internet, access to the account must be given to the Treasurer, Chairperson and one other qualified member of the Parent Council. The Treasurer will keep an accurate record of all income and expenditure, will provide a summary of this for each Parent Council Meeting and will prepare an annual report and a full account for the AGM, such accounts should be made available for inspection by members of the Parent Council and Parent Forum at least two weeks in advance of the AGM. The Financial Year shall end 31 July each year. The Parent Council accounts will be examined by an appropriately qualified independent external examiner appointed at the previous AGM. The Parent Council shall be responsible for ensuring that all monies and or assets are used in accordance with the aims and objectives of the Parent Council. Parent Council Members and those who are appropriately appointed to ensure the smooth running of the Parent Council shall be reimbursed for any reasonable and approved expenses on the production of a completed expenses claim form along with a valid receipt. Any high value purchases (over £50) that require to be reclaimed as an expense must be approved by the Treasurer in advance.

12. POLICIES/GUIDELINES/CODES OF CONDUCT

The Parent Council may agree to create Policy Documents, Guidelines and Codes of Conduct etc. to aid the management and running of the Parent Council. These shall be adopted further to being proposed and seconded at any meeting of the Parent Council. Any such policies/guides/codes/documents etc. should be reviewed on a regular basis (at least once every year) to ensure that they remain fit for purpose and compliant with the law if appropriate. The Parent Council members must familiarise themselves with such Policies/Guidelines/Codes etc. and comply as such.

13. INSURANCE

If not provided by the Local Authority, The Parent Council must source adequate Insurance Cover for all its activities. The Parent Council members must familiarise themselves with the terms and conditions of any insurance cover and comply as such.

14. THIS CONSTITUTION & MAKING CHANGES

This Constitution must be reviewed on a regular basis (at least once every year) to ensure that it remains fit for purpose. The Parent Council may change its constitution after the changes have been proposed and seconded at any General Committee Meeting, AGM or EGM and thereafter obtaining consent from members of the Parent Forum. Members of the Parent Forum will be notified of any proposed amendment and given reasonable time to respond to the proposal.

15. DEFINITIONS

Qualified/Voting Member is a member who has been formally nominated and elected on to the General Committee.

16. DISSOLUTION

Should the Parent Council cease to exist, any remaining funds and or assets will be passed to School, if the school also ceases to exist, the remaining funds and or assets shall be passed to the Local Education Authority to be used for the benefit of other schools in the Learning Community.

This constitution was adopted at the General Committee Meeting of the Parent Council on 26 May 2022 after a period of consultation with the Parent Forum.



Parent Council

Broomlands Primary School Parent Council

Environmental & Sustainability Policy

Aims of this Policy	The aim of this policy inform the members of the Parent Council our commitments and our expectations on the implementation of this policy.
Our Commitment	Broomlands Primary School Parent Council is committed to minimising the impact of its activities on the environment and taking appropriate actions as practical to ensure a sustainable future.
Policy Implementation	The Broomlands Primary School Parent Council is committed to the development of policies to promote acceptable working practices to ensure there is no negative impact on the environment and to ensure steps are taken to maintain a sustainable future in all aspects of its work. We will work to ensure that all our services, events and activities are provided in a way that promotes acceptable environmental and sustainable working practices, including the below. ENVIRONMENTAL FACTORS • The Parent Council will comply with environmental legislation. • Minimise waste by evaluating operations and ensuring they are as efficient as possible. • Actively promote recycling both internally and externally. • Assess working practices to ensure they have limited impact on the environment. • Purchase products that minimise the environmental impact of both production and distribution. • Work with external agencies as appropriate. • Work closely with the school to support their environmental plans. SUSTAINABILITY FACTORS • Ensure successful recruitment, retention and succession planning. • Forge and maintain links with the community and other community organisations. • Embrace technology and up-skilling. • Create a safe and inclusive environment. • Work closely with the school to support their sustainability plans. IN GENERAL • The Broomlands Primary School Parent Council will take practical steps that are necessary to enforce the Policy • The General Committee will bring to the attention of all members, helpers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy. • The General Committee shall have responsibility for the operation of the Policy, however, all committee members, helpers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice. • The Parent Council will consider and act upon, if appropriate, any feedback regarding its working practices.
Our Expectations	We expect everyone associated with the Parent Council to be familiar with this Policy and do everything reasonable to ensure that it is implemented. We expect that every representative of the Parent Council will take the appropriate steps where possible to ensure that there is no negative impact on the environment. We expect others to positively promote the Parent Council and to promote a successful and sustainable future. We expect that appropriate feedback given to the Parent Council about its working practices will be fully considered and if appropriate this policy to be reviewed.

Violations	Incidents of violations will be taken seriously and will be fully investigated to see what has taken place. The person in violation of this Policy will be requested to attend a meeting of The General Committee to explain their actions and to give their point of view. Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued. In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease. In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn. Any directly involved person has the right to appeal against a decision made by the General Committee who will consider that appeal before a decision is made and that decision will be final.
Complaints and Reports of Violations	Complains or reports of violations should be made to the Chairperson of the Broomlands Primary School Parent Council. If the complaint is about the Chairperson, the complaint may be made to The Vice Chair Person, Secretary/Clerk to the Parent Council or the School Head Teacher. The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment. The Broomlands Primary School Parent Council will take learnings from any complaints made.
This Policy & Its Review	This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose.



Broomlands Primary School Parent Council

Equality & Inclusion Policy

Parent Council

Aims of this Policy	The Broomlands Primary School Parent Council fully accept and welcome that society consists of many diverse groups and individuals and this diversity is an asset to the community, we also recognise that certain groups and individuals are discriminated against and we are opposed to this. We recognise that we have a moral, social and legal responsibility to promote equal opportunities and we will pursue equality in all of our work. We aim to create a safe, inclusive and welcoming atmosphere & environment for everyone. We will challenge all forms of oppression including those based on race, ethnicity, nationality, creed, gender, sex, class, sexuality, gender reassignment, learning ability, physical impairment, mental illness, age, occupation, income, and wealth. We aim to design our events, activities, services and decision-making processes specifically to encourage and support participation from people from all walks of life.
Our Commitment	The Broomlands Primary School Parent Council is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Policy Implementation	The Broomlands Primary School Parent Council is committed to the development of policies to provide for equality of opportunity in all aspects of its work. We will work to ensure that all our services, events and activities are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to access to them. The Broomlands Primary School Parent Council will take practical steps that are necessary including, if appropriate, use of the disciplinary mechanisms laid out in the code of conduct, to enforce the Policy. In addition, anyone connected to our organisation, committee member, helper or volunteer who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the committee's attention for action. The General Committee will bring to the attention of all members, helpers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy. The General Committee shall have responsibility for the operation of the Policy, however, all committee members, helpers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice.
Code of Conduct & What We Expect	People will be treated with dignity and respect regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. At all times people's feelings will be valued and respected. Actions, language or humour that people find offensive will not be used, e.g. sexist or racist humour or terminology that is deemed derogatory. No one will be discriminated, harassed, abused, victimised, excluded or intimidated on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Foul, insulting, abusive or racist remarks will not be tolerated from anyone associated with The Broomlands Primary School Parent Council and behaviour of this type may lead to expulsion from the organisation.
Violations	Incidents of violations will be taken seriously and will be fully investigated to see what has taken place. The person in violation of this Policy will be requested to attend a meeting of The General Committee to explain their actions and to give their point of view. Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.

	In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease. In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn. Any directly involved person has the right to appeal against a decision made by the General Committee who will consider that appeal before a decision is made and that decision will be final.
Complaints and Reports of Violations	Complains or reports of violations should be made to the Chairperson of the Broomlands Primary School Parent Council. If the complaint is about the Chairperson, the complaint may be made to The Vice Chairperson, Secretary/Clerk to the Parent Council or the School Head Teacher. The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment. The Broomlands Primary School Parent Council will take learnings from any complaints made.
This Policy & Its Review	This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose.



Broomlands Primary School Parent Council

Data Protection & Privacy Policy

Parent Council

The Aims of This Policy	Broomlands Primary School Parent Council needs to keep certain information about Members, Helpers, Guests, Associates, Co-opted Members & Third-Party Agencies in order to keep them up-to-date with Parent Council matters. Broomlands Primary School Parent Council is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018. The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.
Information Held	Broomlands Primary School Parent Council handles the following personal information: • Names. • Addresses. • Post Codes. • Telephone Numbers (Inc. Mobiles). • Email Addresses. • Dates of Membership. The reasons why we hold and share this information are: • For effective communication and the distribution of information. • Notifying authorised agencies about our membership. The information we hold may also be shared with: • Broomlands Primary School Leadership Team. • Scottish Borders Council (The Local Authority). • Those who have a legal right to access it. • Elected members of the General Committee. • The General Public (Please see below). The General Public will have access to certain personal data in the following circumstances: • Meeting Minutes and Agendas are available for public inspection but will only include the names of the Members. • Agreed information about key Office-bearers are on the School Website and or the School Facebook page, this information will only be included at the express permission of the Office-bearer concerned. • Names and Contact details of Office-bearers are displayed on Letter Head Stationary. Personal information is kept in the following forms: • Electronically. • Paper Documents. The length of time that personal information shall be held will be: • For as long as the individual or associate is a member of the Parent Council. • Until the individual requests it to be deleted or destroyed. People within the Parent Council who will handle personal information are: • Elected Members of the General Committee. • An Appointed Clerk.
Specific Data Not Held	Specific Data that will NOT be held by the Broomlands Primary School Parent Council will include: • Parents and Carers of Children who attend Broomlands Primary School automatically become members of the Parent Forum whom the Parent Council represents. On occasion it is necessary for the Parent Council to communicate with the Parent Forum. Personal Information of Parent Forum Members will NOT be held by Broomlands Primary School Parent Council. If the need arises to

	communicate or to distribute information to the Parent Forum the Parent Council will rely on the School to execute the delivery of this. - Any data regarding the children at the school. - Any CCTV, audio or visual data.
Policy Implementation	In order to meet our responsibilities Broomlands Primary School Parent Council will - Ensure any personal data is collected in a fair and lawful way; - Explain why personal data is needed at the start, how it will be used, and how long it will be kept; - Ensure that only the minimum amount of information needed is collected and used; - Ensure the information is up-to-date and accurate; - To hold personal data only as long as initially stated at the time of gathering consent; - Make sure it is kept safely; - Update the information we hold every year, asking people to confirm the details are correct and to give permission for us to hold the information for another year. - Ensure any disclosure of personal data is in line with our procedures; - Deal with any queries about handling personal information quickly.
Security	Broomlands Primary School Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: - Non Required Documents to be shredded. - Electronic Databases and Spreadsheets to be Password Protected. - Ensure that computers have reputable and up to date Security Software. - Computers used to have Password Access only. - Passwords regularly changed. - Paper Documents to be kept in a locked environment. - Passwords and Keys to be kept secure. - Report security issues/breaches immediately to the Chairperson(s). - Information should not be accessed/viewed in public places. - External Storage Devices should be kept secure at all times. - Only use reliable secure internet and network connections. - Ensure that emails are sent to the correct recipients. - Ensure that files being sent are the correct files. - Computer and storage devices/equipment are properly decommissioned.
Unauthorised Disclosure	Any unauthorised disclosure of personal data to a third party by a Parent Council Member or Representative must be reported to the Chairperson(s) immediately. Any unauthorised disclosure of personal data to a third party by a Parent Council Member or Representative may result in re-briefing of this Policy or Termination of their Membership from the Parent Council. The individual(s) concerned will be informed of the unauthorised disclosure of their personal data.
Requests for Access	Anyone whose personal information we handle has the right to know and has access to the following: - What information we hold and process on them. - How to gain access to this information. - How to keep it up-to-date. - What we are doing to comply with GDPR. Requests for access should be made to the Chairperson of the Parent Council.
Rights	Anyone whose personal information we handle has the right to: - The right to be informed - The right of access - The right to rectification - The right to erasure - The right to restrict processing - The right to data portability - The right to object

	• Rights in relation to automated decision making and profiling.
This Policy & Its Review	This Policy was created on 11 May 2018 and will be reviewed annually to ensure it remains up to date and is compliant with the Law.



Parent Council

Broomlands Primary School Parent Council

Child Protection & Safeguarding Policy

The Aims of This Policy	To ensure that the Health, Safety and Welfare of all Children that come in to contact with the members, services and events operated by Broomlands Primary School Parent Council
The Purpose of This Policy	The purpose of this policy statement is: - To protect children and young people who receive Broomlands Primary School Parent Council services from harm. This includes the children of adults who use our services - To provide Parent Council members and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
This Policy Applies To	This policy applies to anyone working or acting on behalf of Broomlands Primary School Parent Council, including the Executive Committee, members of the General Committee, members of any sub-groups, appointed persons and volunteer helpers, either paid or unpaid.
Policy Implementation	This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in Scotland. Further guidance and direction will be supplied as appropriate by Broomlands Primary School, Scottish Borders Council and any relevant external agencies. We believe that: - Child protection is everyone's responsibility. - Children and young people should never experience harm and abuse of any kind - We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We recognise that: - The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse. - Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, restricted development, lack of access to opportunity and or any other issues. - Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare. We will seek to keep children and young people safe by: - Valuing, listening to and respecting them. - Appointing a nominated child protection contact(s) for children and young people - Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for Parent Council Members and volunteers. - Providing effective management for Parent Council Members and volunteers through supervision, support, training and quality assurance measures so that all members and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently. - Recruiting and selecting Parent Council Members and volunteers safely, ensuring all necessary checks are made as and when appropriate. - Recording, storing and using information professionally and securely, in line with data protection legislation and guidance. - Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions as and when required. - Making sure that children, young people and their families know where to go for help if they have a concern using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately. - Using our procedures to manage any allegations against Parent Council members and volunteers appropriately.

	• Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise. • Ensuring that we have effective complaints and whistleblowing measures in place. • Ensuring that we provide a safe physical environment for children, young people, Parent Council members and volunteers, by applying health, safety and welfare measures in accordance with the law and regulatory guidance • Building a safeguarding culture where Parent Council members and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
Reporting a Concern	It's everyone's responsibility to protect children. Any concerns about the Protection, Health, Safety and Welfare of Children should be reported without delay to: • The Chairperson of the Parent Council or in their absence, the Vice Chairperson. • Any Member of the Leadership Team of Broomlands Primary School: 01573 227477 • Scottish Borders Council during office hours: 01896 662787 and out of office hours: 01896 752111 • If you consider a child or young person to be in immediate danger, please call the Emergency Services on 999 immediately.
Violations	Incidents of violations will be taken seriously and will be fully investigated to review what has taken place. • The person in violation of this Policy will be requested to attend a meeting of The Executive Committee to discuss the matter and to give their point of view. Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued. • In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease. • In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn. • Any directly involved person has the right to appeal against Executive Committee's to the General Committee who will consider that appeal before a decision is made and that decision will be final.
Complaints	Complains or reports of violations should be made to the Chairperson of the Broomlands Primary School Parent Council. If the complaint is about the Chairperson, the complaint may be made to The Vice Chairperson, Secretary/Clerk to the Parent Council or the School Head Teacher. The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment. The Broomlands Primary School Parent Council will take learnings from any complaints made.
This Policy & Its Review	This Policy and will be reviewed annually to ensure it remains fit for purpose and is compliant with the Law.

24/02/2022