

Broomlands Primary School Parent Council



AGM & Annual Report

25 September 2025

AGM AGENDA

Outgoing Chair: Pam Guthrie

- Welcome & Introductions
- Apologies
- Minutes from the 2024 AGM
- Matters Arising from the above
- Chairperson's Annual Report
- Head Teacher's Update
- Treasurers Report & Presentation of the Balance Sheet
- Appointment of Examiner for 2025 - 2026
- Election of Office Bearers, Clerk & Members for 2025 – 2026
- Appointment of Persons to oversee the Lottery License (Chair, Clerk & Treasurer)
- Confirmation of Membership
- Review of Constitution
- Review of Policy Documents
- Subgroups Reports
- Date of 2025 AGM (Thursday 17 September 2026)
- Vote of Thanks
- Close

Further information available from: James Thom (Clerk) on 01573 223 976

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 McInture, 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 202 AGM

The date of the 202 AGM will be Thursday 17 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. Little 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.

Avril Gibson – Acting Headteacher
Broomlands Primary School
25 September 2025

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 among 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
	<hr/>
	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><u>3,391.08</u></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 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.