



Parent Council

Broomlands Primary School Parent Council

AGM & Annual Report

19 September 2019



Parent Council

Broomlands Primary School Parent Council

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

2019 AGM Agenda

A G M

**The Annual General Meeting of the
Broomlands Primary School Parent Council
Thursday 19 September 2019 in the School at 7.00pm**

**A great opportunity to come along to find out about “your” Parent Council
and our progress over the past 12 months.**

All Parents & Carers Welcome

**This is also an opportunity for interested Parents/Carers to
become involved with our friendly and successful Parent Council.**

AGENDA

- Welcome & Introduction
- Apologies
- Minutes from the 2018 AGM
- Matters Arising from the above
- Chairperson’s Report
- Head Teacher’s Update
- Treasurers Report & Presentation of the Balance Sheet
- Appointment of Examiner for 2019 - 2020
- Election of Office Bearers, Clerk & Members for 2019 – 2020
- Confirmation of Membership
- Review of Constitution
- Review of Policy Documents
- Sub Groups Reports
- Date of 2020 AGM (17 September 2020)
- Vote of Thanks
- Close

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



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2019 AGM Minutes

Minutes from the Annual General Meeting of the Broomlands Primary School Parent Council. Held in Broomlands Primary School on 19 September 2019

Present: Pam Guthrie (PM) Joint Chairperson, Michelle Matthews (MM), Head Teacher, Avril Gibson (AG) DHT, Julie Fleming (JF), and James Thom (JT), Clerk, who took the minutes. Paula Lowrie, Ashley Allan, Lucy Wendt, Christine Riley, Barbara Walker, Jenna Mathewson, Ellie Henderson, Joanna McNulty (13)

General Committee, Parent Forum & Guests

Minute	Business	Action By																								
1	<p>Welcome & Introductions Pam opened the meeting at 7pm, welcomed everyone and thanked them for their attendance.</p>																									
2	<p>Apologies Apologies were given on behalf of Jennifer Redpath, Sonya Nairn, Gillian White, Cllr Tom Weatherston, Cllr Euan Robson and Cllr Simon Mountford. (6)</p>																									
3	<p>Minutes from the 2018 AGM The minutes from the 2018 AGM were adopted as a true and accurate record on the proposal of Michelle Matthews which was seconded by Avril Gibson.</p>																									
4	<p>Matters & Action Points from the 2018 AGM It was reported that the Elm Tree referred to in Minute 11 was no longer causing an issue.</p>																									
5	<p>Chairpersons Remarks (attached) Pam Guthrie, Joint Chairperson, delivered the Chair's Annual Report.</p>																									
6	<p>Head Teachers Update (attached) Michelle gave the Headteacher's report which included an update on the new school, staffing and staff development, highlights over the past 12 months and the focus for the year ahead. Michelle reported that she will be taking up a 23-month secondment as a Quality Improvement Officer for the South Eastern Improvement Collaborative. The post of Acting HT for 23 months is currently being advertised. To aid the recruitment process Michelle suggested that it would be useful for the Parent Council to seek the views of the Parent Forum on what they consider to be the Attainments and Qualities of a Headteacher for Broomlands. James agreed to create a Survey Monkey which Avril will send to members of the Parent Forum for completion. Michelle concluded by thanking the Parent Council and Councillors for their continued support.</p>	JT/AG																								
7	<p>Election of Office-bearers, Clerk, Treasurer and Members The following Office-bearers, Clerk and Members were nominated and elected as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Role/Office</th> <th style="text-align: left;">Nomination</th> <th style="text-align: left;">Proposed By</th> <th style="text-align: left;">Seconded By</th> </tr> </thead> <tbody> <tr> <td>Joint Chair Person</td> <td>Pam Guthrie</td> <td>Julie Fleming</td> <td>Paula Lowrie</td> </tr> <tr> <td>Joint Chair Person</td> <td>Jennifer Redpath</td> <td>Julie Fleming</td> <td>Paula Lowrie</td> </tr> <tr> <td>Treasurer</td> <td>Julie Fleming</td> <td>Pam Guthrie</td> <td>Paula Lowrie</td> </tr> <tr> <td>Clerk</td> <td>James Thom</td> <td>Julie Fleming</td> <td>Paula Lowrie</td> </tr> <tr> <td>Committee Members</td> <td>As Detailed Below</td> <td>Pam Guthrie</td> <td>Julie Fleming</td> </tr> </tbody> </table> <p>Paula Lowrie, Ashley Allan, Lucy Wendt, Christine Riley, Barbara Walker, Jenna Mathewson, Ellie Henderson, Joanna McNulty.</p> <p>It was agreed that the above noted Parent Forum Members would be Nominated and Elected as Members of the General Committee "En Bloc" on the proposal of Pam Guthrie which was seconded by Julie Fleming.</p> <p>Retiring Members include Alison Jack, Jennifer Middlemiss and Susan Cessford. It was also reported that Gillian White wishes to remain on the General Committee but has ended her time as Joint Chair of the Fundraising & Events Sub Group. The Clerk confirmed the Parent Council Membership and advised that The Local Authority would be advised as usual.</p>	Role/Office	Nomination	Proposed By	Seconded By	Joint Chair Person	Pam Guthrie	Julie Fleming	Paula Lowrie	Joint Chair Person	Jennifer Redpath	Julie Fleming	Paula Lowrie	Treasurer	Julie Fleming	Pam Guthrie	Paula Lowrie	Clerk	James Thom	Julie Fleming	Paula Lowrie	Committee Members	As Detailed Below	Pam Guthrie	Julie Fleming	JT
Role/Office	Nomination	Proposed By	Seconded By																							
Joint Chair Person	Pam Guthrie	Julie Fleming	Paula Lowrie																							
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Treasurer	Julie Fleming	Pam Guthrie	Paula Lowrie																							
Clerk	James Thom	Julie Fleming	Paula Lowrie																							
Committee Members	As Detailed Below	Pam Guthrie	Julie Fleming																							

8	<p>Review of Constitution</p> <p>The current Constitution was distributed to the members prior to the meeting. As there were so many new members the Clerk suggested that the review of the Constitution should be deferred until the next General Committee Meeting so they had a chance to fully observe the content. It was agreed that this should be added on to the Agenda of the next general committee meeting.</p>	General Committee
9	<p>Review of Policy Documents</p> <p>The current Policy Documents was distributed to the members prior to the meeting. As there were so many new members the Clerk suggested that the review of the Policy Documents should be deferred until the next General Committee Meeting so they had a chance to fully observe the content. It was agreed that this should be added on to the Agenda of the next general committee meeting.</p>	General Committee
10	<p>Treasurers Report (attached)</p> <p>The Treasurer's report and statement of accounts were distributed to those present. Sheryl Macaulay FCCA had Independently Examined the accounts and the balance in the bank year ended 31 August 2019 was £2, 066.87 this included an amount of £171.70 which was held on behalf of the P7's Leavers Dance. Julie also included in her report her thanks to Sheryl Macauley for examining the books and the Fundraising & Events Sub Group for their fantastic fundraising efforts along with the rest of the Parent Council for supporting her in her role as Treasurer.</p> <p>The Balance Sheet was approved and accepted on the proposal of Lucy Wendt which was seconded by Paula Lowrie. Pam thanked Julie for her guidance, support and hard work.</p> <p>It was agreed that the "Class Purse" fund be topped up at £1 per pupil. Julie will confirm the School Roll with Elaine Pettigrew and make payment as appropriate.</p>	JF
11	<p>Appointment of an Examiner</p> <p>Julie Fleming proposed that Sheryl Macaulay FCCA be appointed as the Independent External Examiner for the period 2019 - 2020; this was seconded by Pam Guthrie. There were no objections or counter proposals and it was agreed to appoint Sheryl. The Clerk will write to Sheryl thanking her for her support.</p>	JT
12	<p>Sub Groups Reports</p> <p>Fundraising & Events: Further to Jennifer Middlemiss retiring from the Parent Council and Gillian White standing down from this sub group it was noted that a new leader was required. Pam suggested that a meeting of interested members be arranged to create a plan for the year ahead.</p> <p>Gardening & Eco Group: The members were pleased to learn that Matthew Fleming is still assisting in the garden as and when he can. It was reported that the Elm Tree referred to at the last AGM was no longer an issue.</p> <p>Healthy Tuck Shop: It was suggested and agreed to review the supplier of the fruit for the Tuck Shop. Pam will discuss with Sonya Nairn.</p>	All PG/SN
13	<p>Diary Dates</p> <p>The date of the 2020 Annual General Meeting will be 17th September 2020 at 7pm which will be the Third Thursday in September. This meeting will be open to all General Committee Members and the Parent Forum. The date of the next General Committee Meeting will be 21 November 2019 at 7pm. Agenda items will include the review of the Constitution and Policy Documents.</p>	
14	<p>Vote of Thanks</p> <p>Pam Guthrie kindly gave a vote of thanks.</p>	
15	<p>Close & Other Business</p> <p>There being no other business, The Chairpersons thanked everyone for their attendance and support and closed the meeting at 8.10pm.</p>	
<p>J. Thom - E & O E – 25 September 2019</p>		



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Chairpersons Annual Report 2019

We have been lucky enough to have had another successful 12 months within the Broomlands Primary School Parent Council. We feel we continue to achieve the main objective of creating a welcoming and inclusive school for all parents. We promote a partnership between the school, the pupils, its parents and all stakeholders with an interest in our school and we engage in the activities which support the education and welfare of the pupils. We feel we represent the views of parents on the education and services provided by the school.

The success of the Parent Council depends on these relationships and I hope this can continue for many years to come. We also want to thank all the sub groups that work tirelessly to give that little bit extra to the school.

We continue to have a good relationship with our local Councillors who are always a great asset to the Parent Council and we thank them for their continued support and guidance as they keep us up to date with any developments concerning the Council.

We would like to thank the wonderful staff at Broomlands for their professionalism and commitment to the school. We are extremely lucky to have such a knowledgeable, skilled and dedicated team at the School. Everyone works so well with the Parent Council under the leadership of Michelle Matthews who we will be very sad to part ways with for the next 23 months as she takes up a secondment post of Quality Improvement Officer for the South Eastern Improvement Collaborative. Congratulations and well done, we are sure she will do well and we wish her all the best of luck.

In conclusion we would just like to thank each and every one of you who attend the meetings of the Parent Council and give up your precious time to help in the many ways that you have. Many thanks to those members who are retiring from the Committee, all the best of luck for the future and thanks for all your hard work and support, it has been very much appreciated.

Let's make the next 12 months another successful time for us and I am very proud to be part of this wonderful Parent Council. Thank you.

Pam Guthrie & Jennifer Redpath
Joint Chairpersons
Broomlands Primary School Parent Council
19 September 2019



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Head Teachers Report 2019

We have now been in our new building for a whole school year and have grown into it very well, making adjustments as we go to meet the needs of our children. The building continues to be recommended for architectural awards and has already won SBC Best New Building Design and was a finalist in the Best Building in Scotland Award too.

In February we welcomed Ednam Primary to share our beautiful building whilst work was being carried out on their own school. They stayed with us until the summer but are now settled back into their own school. This was a positive experience for everyone, pupils and staff made new friends and enjoyed learning together.

Our school was chosen to be the Early Learning and Childcare Hub for Kelso. This has allowed us to extend our nursey opening times from August to provide care 50 weeks of the year, from 8am-6pm Monday to Friday. As a result of the extended hours we have appointed many new Early Years Practitioners as well as an Early Years Officer. We have been extremely fortunate to secure such an excellent team. They all share the vision for the school and have strong values supporting the work we already do at Broomlands. Despite not having worked together before the summer within a few days the nursery was running like clockwork and a visitor to the setting would not have believed the staff had not worked together for years. The new Early Years Officer, Mrs Agnes Anderson, has been key to this and her dedication in her new post is admirable, we are lucky to have her on our team! We are really excited about the potential of the whole Early Years Team. We are supported this year by Mr George Crawford an Early Years Teacher from the central Early Years Team. He will visit regularly and ensures consistency across settings within SBC.

In school we continue to have an extremely dedicated staff both teaching and support staff. Last term we said farewell to Mrs Deans who retired after more than 37 years as a teacher. We know she is enjoying a more relaxed approach to her new life! This term we have welcomed Mrs Turner to Broomlands, she is an experience PE Curriculum Support Teacher who has returned to SBC from a Sabbatical. We are fortunate to have her skill and experience. Mrs Davenport, who was on a secondment from her Support for Learning post to P5 class teacher last year, has been successful in interview and is now a permanent class teacher in the school. We are delighted to have her with us. Her post in Support for Learning continues to be covered on a temporary basis. Interviews for this permanent support for learning post took place this week and once checks are confirmed for the recommended candidate we will share details of the appointment with you. You will also now be aware that I will be taking up a 23-month secondment as a Quality Improvement Officer for the South Eastern Improvement Collaborative. The post of Acting HT is currently advertised but the school will be in good hands with Mrs Gibson and the rest of the team, who I know, will support the Acting HT in leading the school forward in my absence.

We have again led very successful developments last session- these have been measured through a calendar of quality assurance processes such as leadership observations of classroom practice, scrutiny of teachers' planning and discussions in consultations as well as through school data.

School Priority 1: Health and Wellbeing

Improvement in children's and young people's health and wellbeing – staff and children will have a better understanding of mental health and what they can do to help themselves deal with difficult situations.

School Priority 2: Learning Environments.

Effective learning environments were developed within the school and its grounds which will be used to support high quality learning opportunities that meet the needs of all children.

School Priority 3: Curriculum

Attainment in reading was improved. The attainment gap began to be reduced for those identified children not yet achieving the expected level. The way in which reading skills are taught was reviewed to create a whole school approach founded on educational research. Parents/carers attended an information session to help them understand how the school approaches reading and how they can also support their children. The way in which numeracy is taught was reviewed to create a whole school approach which is founded on educational research. A rolling programme for Numeracy and Mathematics was implemented to ensure depth of learning opportunities.

In the session 2019 to 2020 are school priorities are that

- Staff will become data literate and will be able to interpret data to improve teaching and learning.
- Staff will continue to develop approaches to literacy across the school to raise attainment. Emergent Literacy will be introduced in the lower school. A literacy rolling programme will be created to ensure depth and progression across and between levels. Current Literacy trackers will be reviewed and made more effective.
- Staff will further develop and increase their use of learning spaces particularly in the outdoor area to enhance learning experiences and meet needs of all children.
- Staff have a working knowledge of the Cheviot Learning and Teaching Toolkit and use this to actively improve their practice.

Thanks to Parent Council

We really couldn't function and provide the range of activities and experiences we do without your support. This is not only financial but also physical support in supporting learning at home and in school, volunteering time to take children to swimming and excursions. Once again this year you have been fantastic at fundraising for us – donations from the parent council has allowed continued support with school trips/excursions which are subsidised to make them accessible to everyone. We were also grateful that you funded gap in swimming costs after a price increase after the sale was set up in parents pay.

P7 pupils always receive a gift and this year were given a scientific calculator which will be of great use at High School. The class purse – allowing teachers to do activities such as specialist craft and cooking activities each year. Staff very much appreciate this and it is a real bonus to classroom activities.

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

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

We are extremely grateful to the support for gardening and supporting outdoor learning with classes. Hopefully as the year progresses you will see classes using this area regularly for outdoor learning as detailed in our SIP. Every year we aim to get children through level 1 and level 2 Bikeability and this would not be possible without the support of a dedicated team of parents who lead this independently of staff.

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

We take all P3-P6 pupils swimming each week throughout the year. Without support from parents and family members to walk us down and back with the correct ratio of adults to children we would not be able to offer this.

I would encourage all parents to get involved with the parent council, it gives an insight into the life of the school and also the vast range of experiences and opportunities provided to the children during their time with us. It is a great way to meet new people who don't necessarily have children in the same class as your own child. You can commit as much or as little time as you can, and this can vary through the year. The Parent Council are a great team and nobody is left to do things on their own. Many hands make light work!

Finally thank you to you all for the support from all family and friends/relatives for all the things they do in school which I may have missed!

Michelle Matthews
Headteacher
Broomlands Primary School
19 September 2019



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Treasurers Report 2019

for the year ended 31st August 2019

As you can see from the attached income and expenditure account at 31st August 2019 the Parent Council had funds in the bank totalling £2066.87 which is a small increase to last years balance.

It should be noted that Broomlands Primary School Parent council hold money on behalf of the Primary 7 dance. At 31st August 2019 this amounted to £171.70 and is included within the closing bank account balance.

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

Christmas Cards	£279.00
Discos	£505.00
Summer Fun night	565.15
Easy Fundraising	223.29
Christmas Fair	<u>1,965.77</u>
	<u>3,538.21</u>

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

Tables for Fairs etc	948.00
Crackers for xmas lunch	20.74
Swimming sub	76.40
P7 Leaving Gift	381.84
Class purse top up	150.00
School Trips	1,408.50
	<u>2,985.48</u>

Looking forward to the year ahead, I know that we have more than enough funds available to cover our definite expenses such as clerk payments, insurance and lottery licence, however it is important that we continue to support our fundraising group throughout the year as they have some super ideas in the offing that should help us to continue to make donations to the school.

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

Julie Fleming
BPSPC Treasurer

Julie Fleming
Treasurer
Broomlands Primary School Parent Council
19 September 2019



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Accompanying Notes 2019

Notes to accompany income and expenditure account

Fundraising analysis 2018-2019

	Income	Expenses	Profit / (loss)
Halloween Disco	172.00	(35.19)	136.81
Easter Disco	143.00	(37.41)	105.59
Shorts n Shades Disco	190.00	(34.53)	155.47
Christmas Cards	1,062.00	(783.00)	279.00
Summer Fun Night	916.40	(351.25)	565.15
Xmas Fair	2,373.03	(407.26)	1,965.77
Easy Fundraising	223.39	-	223.39
		TOTAL	<u>3,431.18</u>

Analysis of donations made to School

Office Tables for Fairs	948.00
Crackers	20.74
Class purse top up	150.00
School Trips and Swimming	1,866.74
	<u>2,985.48</u>

Analysis of Gifts

-

2019 Dance

Balance brought forward		£ 228.94
Tickets		
Broomlands	£ 63.00	
Ednam	£ 30.00	
Edenside	£ 76.00	
Morebattle		
Sprouston		
Door sales	£ -	
Yetholm		<u>169.00</u>
		<u>397.94</u>
Expenses		
11.06.19 Chq 010844 Noon Entertainments	£ 100.00	
0.09.19 Chq 010848 Seasons Balloons	£ 45.00	
12.06.19 Chq010846 Jennifer Redpath	£ 81.24	<u>(226.24)</u>
Balance carried forward for use at 2020 Dance		<u>£ 171.70</u>



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Income & Expenditure Account 2019

For the Year Ended 31st August 2019

Year ended 31.08.18		£
	INCOME	
1,352.50	Christmas cards	1,082.00
	Christmas fair	2,373.03
959.35	Summer fun night	916.40
200.00	Defibrillator donation	
453.00	Discos	505.00
282.00	P7 dance	169.00
47.25	Easy fundraising	223.39
300.00	SBC involvement grant	300.00
520.00	Enterprise loans repaid	
4,114.10	TOTAL INCOME	5,548.82
	EXPENDITURE	
20.00	Insurance	32.00
20.00	Licences	20.00
260.00	Clerk payments	280.00
	Tables	948.00
42.99	Parent council hard drive	
	Christmas fair	407.26
411.86	Summer fun night	351.25
985.50	Christmas cards	783.00
146.09	Discos	107.13
281.15	P7 Dance costs	226.24
-	Class Purse Top Up	150.00
520.00	Enterprise loans	
506.48	Gifts	95.74
89.97	Website costs	130.73
6,821.07	School donations	1,886.74
10,105.11	TOTAL EXPENDITURE	5,378.09
(5,991.01)	EXCESS OF EXPENDITURE OVER INCOME	170.73
6,905.51	FUNDS HELD AT 1ST SEPTEMBER 2018	1,896.14
1,896.14	FUNDS HELD AT 31ST AUGUST 2019	2,066.87
	Represented by:-	
1,896.14	Balance per bank at 31st August 2019	2,066.87

I have checked the above income and expenditure account for Broomlands Primary School Parent Council for the year ended 31st August 2019 from the books and records available to me. I can confirm to the best of my knowledge and belief that the account shows a true and fair view of the state of affairs of the Parent Council for the year then ended.

Sheryl MacAulay FCCA

Sheryl Macaulay FCCA
Independent External Examiner
31 August 2019



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Data Protection Policy

<p>The Aims of This Policy</p>	<p>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.</p> <p>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.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
<p>Information Held</p>	<p>Broomlands Primary School Parent Council handles the following personal information:</p> <ul style="list-style-type: none"> • Names. • Addresses. • Post Codes. • Telephone Numbers (Inc. Mobiles). • Email Addresses. • Dates of Membership. <p>The reasons why we hold and share this information are:</p> <ul style="list-style-type: none"> • For effective communication and the distribution of information. • Notifying authorised agencies about our membership. <p>The information we hold may also be shared with:</p> <ul style="list-style-type: none"> • 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). <p>The General Public will have access to certain personal data in the following circumstances:</p> <ul style="list-style-type: none"> • 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. <p>Personal information is kept in the following forms:</p> <ul style="list-style-type: none"> • Electronically. • Paper Documents. <p>The length of time that personal information shall be held will be:</p> <ul style="list-style-type: none"> • 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. <p>People within the Parent Council who will handle personal information are:</p> <ul style="list-style-type: none"> • Elected Members of the General Committee. • An Appointed Clerk.
<p>Specific Data Not Held</p>	<p>Specific Data that will NOT be held by the Broomlands Primary School Parent Council will include:</p> <ul style="list-style-type: none"> • 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	<p>In order to meet our responsibilities Broomlands Primary School Parent Council will</p> <ul style="list-style-type: none"> ● 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	<p>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:</p> <ul style="list-style-type: none"> ● 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	<p>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.</p> <p>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.</p> <p>The individual(s) concerned will be informed of the unauthorised disclosure of their personal data.</p>
Requests for Access	<p>Anyone whose personal information we handle has the right to know and has access to the following:</p> <ul style="list-style-type: none"> ● 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. <p>Requests for access should be made to the Chairperson of the Parent Council.</p>
Rights	<p>Anyone whose personal information we handle has the right to:</p> <ul style="list-style-type: none"> ● 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	<p>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.</p>



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Constitution

This is the Constitution for Broomlands Primary School Parent Council.

1. The objectives of the Parent Council are:
 - To create a welcoming school which is inclusive for all parents
 - To promote partnership between the school, its pupils and all its parents
 - To develop and engage in activities which support the education and welfare of the pupils
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
2. The membership will be a minimum of 10 members which must include a minimum of six parents/carers of children attending the School. The maximum size will be 25. Eight members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 8 or more Committee Members present).
3. The Parent Council will be selected for a period of three years, after which they may put themselves forward for re-selection if they wish. All the parents of children at the school can take part in the selection by post, text or email.
4. Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by vote at an open meeting of Forum members at the start of the school year
5. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council. Any member of a sub-group may attend the Council meeting.
6. The Parent Council may co-opt members as required to assist it with carrying out its functions. The number of parent members on the Parent Council must always be greater than Co-opted members. Co-opted members will be invited to serve for a period of up to three years after which time the Parent Council will review and consider requirements for co-opted membership.
7. Copies of the minutes of all meetings will be available to all parents of children at Broomlands Primary School and to all teachers at the school. Copies will be available from the school office.
8. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
9. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be examined by the examiner appointed at the previous Annual Meeting. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
10. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
11. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school (or schools), where this continues.