



**Parent Council**

**Broomlands Primary School Parent Council**

**AGM & Annual Report**

**17 September 2020**



Parent Council

## Broomlands Primary School Parent Council

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

# 2020 AGM Agenda

# AGM

The Annual General Meeting of the  
Broomlands Primary School Parent Council  
Thursday 17 September 2020 at 7.00pm  
Remotely via Zoom

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 2019 AGM
- Matters Arising from the above
- Chairperson’s Report
- Head Teacher’s Update
- Treasurers Report & Presentation of the Balance Sheet
- Appointment of Examiner for 2020 - 2021
- Election of Office Bearers, Clerk & Members for 2020 – 2021
- Appointment of Persons to oversee the Lottery License (Chair, Clerk & Treasurer)
- Confirmation of Membership
- Review of Constitution
- Review of Policy Documents
- Sub Groups Reports
- Date of 2021 AGM (Thursday 16 September 2021)
- Vote of Thanks
- Close

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



Parent Council

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## 2020 AGM Minutes

### Minutes from the Annual General Meeting of the Broomlands Primary School Parent Council. Held on 17 September 2020 remotely via Zoom

**Present:** Jennifer Redpath (JR) Joint Chairperson, Adam Lindsay (AL), Head Teacher, Avril Gibson (AG) DHT, Julie Fleming (JF) Treasurer, James Thom (JT), Clerk, who took the minutes, Lucy Wendt, Christine Riley, Ellie Henderson, Joanna McNulty, Sonya Nairn, Gemma Evans, Gemma Douglas, Sandra Scott, Tracie Patterson, Joanne Ayling, Lily Wy Kelly, Cllr. Simon Mountford and Cllr. Euan Robson. (18)

**General Committee, Parent Forum & Guests**

Minute	Business	Action By
1	<p><b>Welcome &amp; Introductions</b></p> <p>Jennifer opened the meeting at 7pm, welcomed everyone and thanked them for their attendance. This year the AGM was held remotely via Zoom for the first time due to the Global Coronavirus (COVID-19) Pandemic which has caused widespread disruption to normal life and which has up to now sadly caused over 41, 500 deaths in the UK. Our thoughts are with those who have been affected by this affliction.</p>	
2	<p><b>Apologies</b></p> <p>Apologies were given on behalf of Pam Guthrie (Joint Chair) and Cllr. Tom Weatherston. (2)</p>	
3	<p><b>Minutes from the 2019 AGM</b></p> <p>The minutes from the 2019 AGM were adopted as a true and accurate record on the proposal of Julie Fleming which was seconded by Lucy Wendt.</p>	
4	<p><b>Matters &amp; Action Points from the 2019 AGM</b></p> <p>There were no matters arising from the above.</p>	
5	<p><b>Chairpersons Remarks (attached)</b></p> <p>Jennifer Redpath, Joint Chairperson, delivered the Chair's Annual Report.</p>	
6	<p><b>Head Teachers Update (attached)</b></p> <p>Adam gave the Headteacher's report which included an update on the school, staffing and highlighting the challenges caused by the Coronavirus which forced Pupils to learn from home for a period of time. In his report, Adam included a number of items on a wish list which the school would like to purchase to aid learning and enquired if the Parent Councils would be able to contribute to the cost. Adam concluded by thanking all the staff at the School, The Parent Council and Councillors for their continued support.</p>	
7	<p><b>Treasurers Report (attached)</b></p> <p>The Treasurer's report and statement of accounts were displayed to those present and were sent out to members prior to the meeting. The Treasurer reported that the balance in the bank year ended 31 August 2020 was £3, 773.76 which included an amount of £228.94 which was held on behalf of the P7's Leavers Dance. Julie highlighted that there was money also due to be paid to the school for the payment of the P7's leavers gift which the amount had yet to be confirmed. Julie agreed to liaise with the school to get this paid.</p> <p>Julie reported that due to delays caused by the Coronavirus (COVID-19) Crisis the annual accounts had not been signed off by the Independent External Examiner and that this was work in progress. The Examined accounts will then be represented to the Parent Council for approval at the earliest opportunity.</p>	<p style="text-align: right;"><b>JF</b></p> <p style="text-align: right;"><b>JF</b></p>

8	<p><b>Appointment of an Examiner</b> The Treasurer reported that it was hoped that Sheryl Macaulay FCCA would continue as the Independent External Examiner for the period 2020 – 2021 but this was not yet confirmed. It was agreed an appointment be deferred to the next General Committee Meeting.</p>	JF																												
9	<p><b>Election of Office-bearers, Clerk, Treasurer and Members</b> The following Office-bearers, Clerk and Members were nominated and elected as follows:</p> <table border="1" data-bbox="220 304 1375 528"> <thead> <tr> <th>Role/Office</th> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Joint Chair Person</td> <td>Pam Guthrie</td> <td>Jennifer Redpath</td> <td>Lucy Wendt</td> </tr> <tr> <td>Joint Chair Person</td> <td>Jennifer Redpath</td> <td>Lucy Wendt</td> <td>Joanne McNulty</td> </tr> <tr> <td>Vice Chair Person</td> <td>Sonya Nairn</td> <td>Jennifer Redpath</td> <td>Julie Fleming</td> </tr> <tr> <td>Treasurer</td> <td>Julie Fleming</td> <td>Jennifer Redpath</td> <td>Sonya Nairn</td> </tr> <tr> <td>Clerk</td> <td>James Thom</td> <td>Jennifer Redpath</td> <td>Julie Fleming</td> </tr> <tr> <td>Committee Members</td> <td>As Detailed Below</td> <td>Jennifer Redpath</td> <td>Julie Fleming</td> </tr> </tbody> </table> <p>Paula Lowrie, Ashley Allan, Lucy Wendt, Christine Riley, Jenna Mathewson, Ellie Henderson, Joanna McNulty, Sandra Scott, Gemma Douglas, Tracie Patterson and Joanne Ayling.</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 Jennifer Redpath which was seconded by Julie Fleming.</p> <p>James asked new members to email <a href="mailto:bpspckelso@gmail.com">bpspckelso@gmail.com</a> to confirm contact email addresses.</p> <p>Gillian White was the only retiring member, to whom, the Clerk will send a letter of thanks. 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	Jennifer Redpath	Lucy Wendt	Joint Chair Person	Jennifer Redpath	Lucy Wendt	Joanne McNulty	Vice Chair Person	Sonya Nairn	Jennifer Redpath	Julie Fleming	Treasurer	Julie Fleming	Jennifer Redpath	Sonya Nairn	Clerk	James Thom	Jennifer Redpath	Julie Fleming	Committee Members	As Detailed Below	Jennifer Redpath	Julie Fleming	<p><b>New Members</b> JT</p>
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10	<p><b>Appointment of Persons to Oversee the SBC Lottery License</b> On the Proposal of Sonya Nairn which was Seconded by Lucy Wendt it was agreed that The Chairpersons, Clerk and Treasurer would be the appointed persons to oversee the management of the SBC Lottery Licence.</p>																													
11	<p><b>Review of Constitution</b> The current Constitution was distributed to the members prior to the meeting. The Clerk informed the members that Connect were due to run an Information &amp; Advice Session via Zoom on Parent Council Constitutions on 1 October 2020 at 8pm and suggested that before making amendments to the Constitution that a member of the Committee may wish to participate in the session. Lucy Wendt agreed to participate in this session and report back at the next General Committee Meeting.</p>	LW																												
12	<p><b>Review of Policy Documents</b> It was agreed to defer the review of the Data Protection Policy just in case that there were changes made to the Constitution which would have an impact on this policy. This will be reviewed as soon as possible should any changes to the Constitution be proposed.</p>	All																												
13	<p><b>Sub Groups Reports</b> <b>Fundraising &amp; Events:</b> Due to the ongoing Coronavirus (COVID-19) Crisis there will be no Christmas Fayre this year. As this is our main fundraiser it was agreed for interested parties to have a remote meeting via Zoom to discuss alternative and innovative methods of fundraising on <b>24 September 2020</b>. Lucy Wendt agreed review our Easy Fundraising activities to see income from this stream could be enhanced. James will provide the Login Details.</p> <p>Lucy Wendt proposed that funds be released to the school to purchase all the Items on their “Wish List” amounting to £1, 770.93. This was seconded by Gemma Douglas and Julie agreed to liaise with the school to process the payment.</p> <p><b>Gardening &amp; Eco Group:</b> No updates to report.</p> <p><b>Healthy Tuck Shop:</b> No updates to report.</p>	<p>All LW JT  JF</p>																												

14	<p><b>Diary Dates</b></p> <p>The date of the 2020 Annual General Meeting will be <b>16 September 2021 at 7pm</b> which will be the Third Thursday in September. This meeting will be open to all General Committee Members and the Parent Forum.</p> <p>The date of the next General Committee Meeting will be held remotely via Zoom on <b>8 October 2020 at 7pm.</b></p>	
15	<p><b>Other Business</b></p> <ol style="list-style-type: none"> <li>1. Gemma Douglas, who is also the Chair Person of the Kelso High School Parent Council, recently participated in a meeting with the SBC Parent Council Chairs Forum and gave a brief summary of this meeting and highlighted that there are some exciting opportunities for people to get more involved at both Local and National Level. It was agreed that the Clerk would distribute these notes to the members.</li> <li>2. Joanne Ayling reported that the Drop Off Circle at the school becomes very congested at busy times as drivers do not go all the way around. Adam reported that the school is aware of this issue and will continue to monitor it.</li> <li>3. Joanna McNulty raised concerns about poor social distancing practices by parents at drop off and collection times and protective facemasks not being worn. It was highlighted that the Coronavirus (COVID-19) is still very much an issue. Adam reported that focus will be given to this and that clear reminders will be sent via the lines of communication.</li> </ol>	<p><b>GD/JT</b></p> <p><b>AL</b></p> <p><b>AL</b></p>
16	<p><b>Vote of Thanks</b></p> <p>Jennifer kindly gave a vote of thanks.</p>	
17	<p><b>Close</b></p> <p>There being no other business, Jennifer thanked everyone for their attendance and support and closed the meeting at 8.25pm.</p>	



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# Chairpersons Annual Report 2020

We have had a very different 12 months since we last held our AGM on the 19th September 2019. I feel Broomlands has gone from strength to strength, we still have the welcoming and inclusive school for all parents, pupils and staff. I quote my sons statement from only last week that he would "be so sad if he had to go to another school somewhere else as he loves Broomlands" He supports his school with a fierce pride that I know only children from a great school would. I know so many other children who feel that way about our school too.

We haven't done a huge amount this year because of reasons out with our control, but just before Christmas we held the Christmas Fair that was extremely successful. It was a lovely relaxed evening which is what we always strive to do with our events at the school. We went all out for the raffle and the town were so generous with their donations and I feel this was the highlight of the evening especially with Avril as the compere. It was a very successful evening and we made £2114 for the school.

We lost Michelle Matthews as head teacher at the end of last year because she took on the post of Quality Improvement Officer for the South Eastern Improvement Collaborative. However, we have been very lucky to be given Mr Adam Lindsay in her place whilst she is away. He has come into our school and as far as I am concerned has fitted in so well and made such a difference. Particularly when COVID came along and threw all our worlds into confusion and chaos. Mr Lindsay and Mrs Gibson stoically took control and put plans in place in order to make this, life changing pandemic, something we could deal with and try to get through together as a school and a community.

As we all know this has been a very difficult time for everyone, but the staff at Broomlands, headed by Mr Lindsay and Mrs Gibson have tried so hard to make it easier for us all. All the teachers kept in touch with the pupils every day using the GLOW page and sending work over to them using this platform. As a parent, it has not been an easy journey trying to home school whilst trying to work. When I spoke to the school about this, Mrs Orde was very kind and reassured me that actually things would be fine, my boys would catch up. She explained that even if some days they didn't feel like doing work I could perhaps give the boys different types of learning activities that would perhaps make learning at home seem a bit more fun for them. Basically, all the teachers and staff have been such a support not only to the pupils but to all of us as parents too.

As one half of the Chair, I know I speak for Pam too that we couldn't ask for a better school for our children to have been at whilst we all struggled through this horrendous time. Both of you and your staff have made a very confusing time for our children, a far nicer and easier experience for them and for us as parents too. We would also, both, just like to thank all the staff at Broomlands for their professionalism and commitment to the school and to all their pupils and parents too. It's a wonderful school and we thank you for being there through this difficult time.

I would also like to thank all our local councillors that come to our meetings every time we have them, you are a great asset to our Parent Council and we thank you for the continued support you provide.

I would finally, just like to inform any of you who may be interested in Connect's Information Sessions, they support parents and parent groups on the journey through early learning, primary and secondary schools. Connect is an independent parents' organisation and charity funded primarily by member subscriptions. They are good forums for giving you ideas and practical advice about things like bringing the school community together in these difficult times. They are looking at ways to help PC members fulfil their role in these times too. There are a few sessions outlined for October on Constitutions for Parent Councils on the 1st Oct, Parent Councils what our role is now on the 6th Oct. So if any of you are interested in being part of this forum James Thom has been sending out the emails to all parent committee members.

Once again, thank you for your continued support on the parent council and fingers crossed the next 12 months are a lot calmer and our children can stay in the school setting to do what they do best.

**Jennifer Redpath**  
**Joint Chairperson**  
**Broomlands Primary School Parent Council**  
**17 September 2020**



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# Chairpersons Annual Report 2020

Firstly, I would like to send my apologies for not attending tonight's meeting. For those who don't know me I am a full-time student and I am currently on placement and I don't get to choose my shifts.

I would like to say a huge thank you to everyone who has managed to join the very first zoom parent council meeting – it certainly is very strange times but at least there are still opportunities to meet.

I would like to thank my 'other half' Jennifer on her report and agree that we have a wonderful school where all the staff have gone above and beyond to make sure our children still got learning opportunities during this pandemic, it is very much appreciated.

Lesley Munro (SBC's Service Director Young People, Engagement and Inclusion Officer) has offered weekly meetings (via teams) with Parent Council chairs to communicate with us that everyone is working hard to ensure we have all the relevant up to date information in relation to current government guidelines. These have been very useful meetings and have reassured parents/carers that the council are working hard with a multidisciplinary team and with schools to make sure our children are safe. She has taken on board any concerns and questions and addressed these appropriately. If anyone has any questions, they would like to put forward please feel free to email one of us to pass on at our next meeting. ([pammyg@hotmail.co.uk](mailto:pammyg@hotmail.co.uk))

I would personally like to thank all the staff in the school for all their hard work and commitment during lockdown and appreciate the communication they gave parents/carers, via phone calls, GLOW etc. I know it must have been very challenging, but you have all done an amazing job. Thank you also for the fab video of the children's learning at Broomlands – they all look very happy and engaged.

As it is the AGM it is that time that we have our election of office bearers, clerk and members.

Previously the Chairperson's role has been difficult to fill so I would like to say that if no one wishes to take this role on then I am still happy to continue as the chairperson, alongside Jennifer.

I would like to say a massive thank you to James for doing such a fantastic job as clerk and I would also like to thank Julie for being the PC treasurer.

As Jennifer said in her report our last event was the Christmas Fair which we raised an amazing amount of money – well done everyone who supported this.

I am not sure what we can all achieve during these strange times in regards of organising events, but we will hopefully get a chance to 'meet' sometime very soon and discuss ways in which we can raise funds virtually/social distance. We will look at dates soon to welcome all parents/carers to help come up with some ideas.

**Pam Guthrie**  
**Joint Chairperson**  
**Broomlands Primary School Parent Council**  
**17 September 2020**



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## Head Teachers Report 2020

I want to place on record my appreciation for the hard work of staff and the understanding of families over the recent difficult months. I also appreciate the messages of encouragement and thanks from PC members. The Joint Chairs and Clerk were particularly kind and encouraging as they continued to fully support the school over this difficult period. Children have largely settled very well back into the new routines and new expectations at school. Feedback has been generally very positive from parents. Staff are adjusting work approaches and habits to ensure safe working practices and are building good relationships with the children in their new classes.

### COVID-19

Update: We continue to follow Scottish Government and Scottish Borders Council advice regarding COVID-19. All staff wear masks when appropriate, notably if in any close contact less than 2 metres from children. The flowchart of guidance for reacting to COVID-19 is clear about symptoms to be aware of and what action to take if required. We are following this advice. I have asked SBC for further information about reacting and advising re common cold symptoms, some of which overlap with COVID-19 symptoms. Mr Dryden spends from 11am to 1pm every day doing touch point cleaning (door handles, bannisters, etc.) This is followed up and repeated by the cleaning team later in the day

Electro-static fogging occurs on a rota basis:

- Monday – Offices & Nursery
- Tuesday – P1/2C, P1/2, P2, Wet area
- Wednesday – PE cupboard, Music Room, Rooms 6, 7, 8 & 9
- Thursday – Staff room & adjacent meeting room, Rooms 5, 11, 12

All normal cleaning will continue to take place on top of this.

### Pupils and staff

Pupil numbers have increased. We have taken in 31 new Primary 1 children along with a number of other children across other year groups. The current school role is 241, with a further 48 children in the nursery, with more due to join as the year progresses.

We said goodbye to Mrs King at the end of last session and wish her well in her next stage of life. She has been a great servant of the school for many years and will be hugely missed by both children and colleagues. Miss Nicol has finished her year as a newly qualified teacher and has secured a post as additional teacher elsewhere during the COVID crisis. We also are pleased that our nursery Modern Apprentice, Miss Crombie has secured a full time position in a nursery – she has been well supported in her year with our ELC team and is ready for these next steps. We welcome our new Modern Apprentice, Rachel Horsburgh, to the team. She has made a very positive start. We have just found out that we are now entitled to an additional 56 hours of staffing in the nursery, and will be recruiting to these positions very shortly. We are delighted that Mrs Mutch is well and has returned to deliver music. Mrs Ward-Higgins is delivering our PE as before.

Mrs Currie continues to work alongside our nursery colleagues one morning/week which is going to be a supportive role and one where elements of early level practice are shared. The class will be covered by Miss Bays again. Mrs Currie will also mentor our new staff member Mrs Liddle, who is teaching Primary 2. We welcome her into Broomlands and wish her well.

During lockdown staff have all been continuing to learn, with a particular focus on gaining awards in understanding of dyslexia, exploring use of digital learning, starting to get to grips with the iPad's (many gaining the Apple Teacher qualification) and so on.

### Teaching & Learning

We have planned a number of priorities for the year ahead. These are:

- Parental Engagement – how we support families to learn with us and understand more about our approaches.
- Inspire – how we make the most of the learning potential of the iPad resource.
- Data & Moderation – how we use data to focus teaching and learning and how we work together to ensure consistency in all stages of the learning cycle.
- Development of reading approaches – consistency, methodology and engaging learners.
- Outdoor learning – how we use the outdoors to facilitate 'everyday' learning.
- Nurture – how we work with the 6 principles of nurture to ensure we support learners fully.



### **Finance**

We have felt very well supported to have all we need to ensure we meet the COVID-19 challenges. We have a 'wish-list' for parent council to consider – details shared with the PC chairs for consideration – total costs, organised by priority, would/could be:

*Red Priority Items £687.78*

*Red and Yellow Items £1080.39*

*All Items £1770.93*

### **Property**

We have an aim to develop a reading nook in the corner of the school garden, where classes can gather and enjoy a story with their teacher. Watch this space!

We have received a great deal of PPE equipment to ensure we keep staff and children safe during this time – masks, gloves, wipes, sprays, visors, aprons and so on. We feel very well provided for and have quick access to anything we are running short of.

All our usual art and stationery requisitions were made during lockdown and we are well supplied with most of what we need (some ordered equipment is still outstanding, but should be with us soon).

We have also fought for the replacement of equipment and materials damaged, used or lost during the time the school was used as a Childcare Hub. We are pleased that SBC have fully supported us in this, and are in the process of making a number of furniture, stationary, PE and other orders to ensure the school has all it needs and hasn't lost out.

**Adam Lindsay**  
**Interim Head Teacher (CP & LAAC Coordinator)**  
**Broomlands Primary School**  
**17 September 2020**



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## Treasurers Report 2020

### Broomlands Primary School Parent Council Treasurers Report

for the year ended 31st August 2020

As you can see from the attached income and expenditure account at 31st August 2020 the Parent Council had funds in the bank totalling £3733.76 which is in much likeness 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 2020 this amounted to £228.94 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 th

Easy Fundraising	44.26
Discos	155.00
Christmas Fair	2,114.01

2,313.27

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:

Please Note: there are extra expenses to come off P7 leavers gift etc but due to COVID-19 did not get money to the school before this financial year

Class purse top up	284.00
Little Tykes Kitchen	40.00

324.00

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 through

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

**Julie Fleming**  
Treasurer  
Broomlands Primary School Parent Council  
17 September 2020



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# Income & Expenditure Account 2019

For the Year Ended 31 August 2020

Year ended  
31.08.19

	£
<b>INCOME</b>	
1,062.00 Christmas cards	
3,113.03 Christmas fair	2,340.45
1,511.40 Summer fun night	
470.47 Discos	171.00
179.00 P7 dance	
78.59 Easy fundraising	44.26
Uncashed Cheque	25.00
300.00 SBC involvement grant	300.00
<u>6,714.49</u> <b>TOTAL INCOME</b>	<u>2,880.71</u>
<b>EXPENDITURE</b>	
Raffle Tickets	115.00
Insurance	30.00
Domain Renewal	20.38
Licences	20.00
260.00 Clerk payments	260.00
Kelso Life Advert	35.00
Christmas fair	226.44
896.25 Summer fun night	-
37.41 Discos	16.00
181.24 P7 Dance costs	-
9.95 Gifts	95.00
72.00 Website costs	72.00
1,866.74 School donations	324.00
<u>3,323.59</u> <b>TOTAL EXPENDITURE</b>	<u>1,213.82</u>
3,390.90 <b>EXCESS OF EXPENDITURE OVER INCOME</b>	1,666.89
2,066.87 <b>FUNDS HELD AT 1ST SEPTEMBER 2019</b>	2,066.87
<u>                    </u> <b>FUNDS HELD AT 31ST AUGUST 2020</b>	<u>3,733.76</u>
<b>Represented by:-</b>	
<u>                    </u> Balance per bank at 31st August 2020	<u>3,733.76</u>

Julie Fleming  
Treasurer  
Broomlands Primary School Parent Council  
17 September 2020



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## Accompanying Notes 2020

Broomlands Primary School Parent Council  
for the year ended 31st August 2020

Notes to accompany income and expenditure account

### Fundraising analysis 2019-2020

	Income	Expenses	Profit / (loss)
Halloween Disco	171.00	(16.00)	155.00
Christmas Fair	2,340.45	(226.44)	2,114.01
Easy Fundraising	44.26	-	44.26
		-	-
		-	-
		-	-
		<b>TOTAL</b>	<b><u>2,313.27</u></b>

### Analysis of donations made to School

Class purse top up 284.00

284.00

### Analysis of Gifts

Christmas gifts for Elaine & Johnny 95.00

95.00

### 2019 Dance

Balance brought forward £ 228.94

Tickets

No dance due to Covid

-

228.94

Expenses paid

-

Balance carried forward for use at 2020 Dance

£ 228.94

Julie Fleming  
Treasurer  
Broomlands Primary School Parent Council  
17 September 2020

## Data Protection Policy

<p><b>The Aims of This Policy</b></p>	<p>Broomlands Primary School Parent Council needs to keep certain information about Members, Helpers, Guests, Associates, Co-opted Members &amp; 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><b>Information Held</b></p>	<p>Broomlands Primary School Parent Council handles the following personal information:</p> <ul style="list-style-type: none"> <li>• Names.</li> <li>• Addresses.</li> <li>• Post Codes.</li> <li>• Telephone Numbers (Inc. Mobiles).</li> <li>• Email Addresses.</li> <li>• Dates of Membership.</li> </ul> <p>The reasons why we hold and share this information are:</p> <ul style="list-style-type: none"> <li>• For effective communication and the distribution of information.</li> <li>• Notifying authorised agencies about our membership.</li> </ul> <p>The information we hold may also be shared with:</p> <ul style="list-style-type: none"> <li>• Broomlands Primary School Leadership Team.</li> <li>• Scottish Borders Council (The Local Authority).</li> <li>• Those who have a legal right to access it.</li> <li>• Elected members of the General Committee.</li> <li>• The General Public (Please see below).</li> </ul> <p>The General Public will have access to certain personal data in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Meeting Minutes and Agendas are available for public inspection but will only include the names of the Members.</li> <li>• 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.</li> <li>• Names and Contact details of Office-bearers are displayed on Letter Head Stationary.</li> </ul> <p>Personal information is kept in the following forms:</p> <ul style="list-style-type: none"> <li>• Electronically.</li> <li>• Paper Documents.</li> </ul> <p>The length of time that personal information shall be held will be:</p> <ul style="list-style-type: none"> <li>• For as long as the individual or associate is a member of the Parent Council.</li> <li>• Until the individual requests it to be deleted or destroyed.</li> </ul> <p>People within the Parent Council who will handle personal information are:</p> <ul style="list-style-type: none"> <li>• Elected Members of the General Committee.</li> <li>• An Appointed Clerk.</li> </ul>
<p><b>Specific Data Not Held</b></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"> <li>• 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.</li> <li>• Any data regarding the children at the school.</li> <li>• Any CCTV, audio or visual data.</li> </ul>

<b>Policy Implementation</b>	<p>In order to meet our responsibilities Broomlands Primary School Parent Council will</p> <ul style="list-style-type: none"> <li>● Ensure any personal data is collected in a fair and lawful way;</li> <li>● Explain why personal data is needed at the start, how it will be used, and how long it will be kept;</li> <li>● Ensure that only the minimum amount of information needed is collected and used;</li> <li>● Ensure the information is up-to-date and accurate;</li> <li>● To hold personal data only as long as initially stated at the time of gathering consent;</li> <li>● Make sure it is kept safely;</li> <li>● 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.</li> <li>● Ensure any disclosure of personal data is in line with our procedures;</li> <li>● Deal with any queries about handling personal information quickly.</li> </ul>
<b>Security</b>	<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"> <li>● Non Required Documents to be shredded.</li> <li>● Electronic Databases and Spreadsheets to be Password Protected.</li> <li>● Ensure that computers have reputable and up to date Security Software.</li> <li>● Computers used to have Password Access only.</li> <li>● Passwords regularly changed.</li> <li>● Paper Documents to be kept in a locked environment.</li> <li>● Passwords and Keys to be kept secure.</li> <li>● Report security issues/breaches immediately to the Chairperson(s).</li> <li>● Information should not be accessed/viewed in public places.</li> <li>● External Storage Devices should be kept secure at all times.</li> <li>● Only use reliable secure internet and network connections.</li> <li>● Ensure that emails are sent to the correct recipients.</li> <li>● Ensure that files being sent are the correct files.</li> <li>● Computer and storage devices/equipment are properly decommissioned.</li> </ul>
<b>Unauthorised Disclosure</b>	<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>
<b>Requests for Access</b>	<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"> <li>● What information we hold and process on them.</li> <li>● How to gain access to this information.</li> <li>● How to keep it up-to-date.</li> <li>● What we are doing to comply with GDPR.</li> </ul> <p>Requests for access should be made to the Chairperson of the Parent Council.</p>
<b>Rights</b>	<p>Anyone whose personal information we handle has the right to:</p> <ul style="list-style-type: none"> <li>● The right to be informed</li> <li>● The right of access</li> <li>● The right to rectification</li> <li>● The right to erasure</li> <li>● The right to restrict processing</li> <li>● The right to data portability</li> <li>● The right to object</li> <li>● Rights in relation to automated decision making and profiling.</li> </ul>
<b>This Policy &amp; Its Review</b>	<p>This Policy was created on <b>11 May 2018</b> and will be reviewed annually to ensure it remains up to date and is compliant with the Law.</p>



Parent Council

# Broomlands Primary School Parent Council

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

## 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.