

BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL



Parent Council

AGM & Annual Report

16 September 2021



Parent Council

Broomlands Primary School Parent Council

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

2021 AGM Agenda

AGM

The Annual General Meeting of the Broomlands Primary School Parent Council
Thursday 16 September 2021 at 7.00pm remotely via Zoom

Joining Instructions

When it's time to join the Meeting click on the link below or copy and paste it into your browser

<https://eu01web.zoom.us/j/5358922310>

Meeting ID: 535 892 2310

If you are unfamiliar with or need a refresher on Zoom please click> <https://support.zoom.us/hc/en-us>

A great opportunity to come along to find out about "your" Parent Council and our progress over the past 12 months. This is also an opportunity for interested Parents/Carers to become involved with our friendly and successful Parent Council.

All Parents & Carers Welcome

AGENDA

Chairs: Pam Guthrie & Jennifer Redpath

- Welcome & Introduction
- Apologies
- Minutes from the 2020 AGM
- Matters Arising from the above
- Chairperson's Report
- Head Teacher's Update
- Treasurers Report & Presentation of the Balance Sheet
- Appointment of Examiner for 2021 - 2022
- Election of Office Bearers, Clerk & Members for 2021 – 2022
- 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 2022 AGM (Thursday 15 September 2022)
- Vote of Thanks
- Close

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



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2021 AGM Minutes

**Minutes from the Annual General Meeting
of the Broomlands Primary School Parent Council.
Held on 16 September 2021 remotely via Zoom**

Present: Jennifer Redpath (JR), Joint Chairperson, Pam Guthrie (PG), Joint Chairperson, Sonya Nairn (SN), Vice Chairperson, Adam Lindsay (AL), Head Teacher, Avril Gibson (AG) DHT, Julie Fleming (JF), Treasurer, James Thom (JT), Clerk, who took the minutes, Ellie Henderson (EH), Joanna McNulty (JM), Gemma Douglas (GD), Tracie Patterson (TP), Sandra Scott (SS), and Cllr. Simon Mountford (SM). (13)

General Committee, Parent Forum & Guests

Minute	Business	Action By
1	<p>Welcome & Introductions</p> <p>Jennifer opened the meeting at 7pm, welcomed everyone and thanked the members for their attendance.</p>	
2	<p>Apologies</p> <p>Apologies were given on behalf of Lucy Wendt, Christine Riley, Joanne Ayling, Cllr Euan Robson and Cllr. Tom Weatherston. (5)</p>	
3	<p>Minutes from the 2020 AGM</p> <p>The minutes from the 2020 AGM were reviewed and adopted as a true and accurate record on the proposal of Jennifer Redpath which was seconded by Julie Fleming.</p>	
4	<p>Matters & Action Points from the 2020 AGM</p> <p>There were no matters arising from the above.</p>	
5	<p>Chairpersons Remarks (attached)</p> <p>The Joint Chairpersons, delivered the Chair's Annual Report. Pam continues to participate in the SBC Meetings of Parent Council Chairs which gives guidance and an opportunity to raise any issues. In her contribution, Jennifer, reported that the school is raising money for a Climbing Frame & Monkey Bars and asked everyone to have a think about how to contribute to the funds.</p> <p>Jennifer also confirmed that the last day of Term would be 23rd December 2021 and the return to school date would be 10 January 2022</p>	ALL
6	<p>Head Teachers Update (attached)</p> <p>Adam gave the Headteacher's report which included an update on the school, staffing, transitions and Teaching & Learning activities. Adam also reported that some of the lunchtime and after school clubs had resumed which is welcomed progress. The school has been updating their website and Adam asked if members could please have a look at it at their convenience and provide feedback of what could be added, removed or improved etc. >> broomlandsprimaryschool.com</p> <p>Adam concluded by thanking all the staff at the School, The Parent Council and Councillors for their continued support.</p> <p>Avril highlighted that that Adam's position of Interim Headteacher has now become permanent.</p>	ALL
7	<p>Treasurers Report (attached)</p> <p>Julie reported that the year-end accounts have been finalised and are with the Independent External Examiner, but due to unforeseen circumstances they had not been returned yet. This was not due to issues with the accounts but due to the Examiner not fully completing her inspection. It was agreed that the accounts would be reviewed and adopted after the examination was complete at the next General Committee Meeting.</p>	JF

	<p>Julie highlighted that the balance in the bank as at 31 August 2021 was £1, 719.79. This amount is considerably less than the same time last year but this is due to over £3, 000 being donated to the school and the opportunity to hold any fundraising events being heavily curtailed due to the Coronavirus (COVID-19) Crisis.</p> <p>It was agreed that the Clerk would send out a preliminary copy of the accounts via email.</p>	<p>JF</p> <p>JT</p>																								
8	<p>Appointment of an Examiner The Treasurer reported that it was hoped that Sheryl Macaulay FCCA would continue as the Independent External Examiner for the period 2021 – 2022 but this was not yet confirmed. It was agreed an appointment be deferred to the next General Committee Meeting.</p>	JF																								
9	<p>Nomination and Election of Office-bearers, Treasurer and Members & Appointment of Clerk The Clerk reported that there are no retirements due, no resignations and no interests of intent to join the Parent Council.</p> <p>The following were nominated & elected or appointed as appropriate:</p> <table border="1"> <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>Sonya Nairn</td> <td>Joanna McNulty</td> </tr> <tr> <td>Joint Chair Person</td> <td>Jennifer Redpath</td> <td>Sonya Nairn</td> <td>Joanna 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>Pam Guthrie</td> <td>Jennifer Redpath</td> </tr> <tr> <td>Committee Members</td> <td>As Detailed Below</td> <td>Pam Guthrie</td> <td>Jennifer Redpath</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 would be Elected as Members of the General Committee “En Bloc” on the proposal of Pam Guthrie which was seconded by Jennifer Redpath.</p> <p>James Thom was re-appointed as Clerk on the proposal of Pam Guthrie which was seconded by Jennifer Redpath.</p> <p>Julie reported that this would be her last year as a member of the General Committee and Treasurer. Pam suggested that it would be beneficial to appoint an Assistant Treasurer with a view to taking over as Treasurer when Julie finishes. It was agreed that this would be added to the agenda of the next General Committee.</p>	Role/Office	Nomination	Proposed By	Seconded By	Joint Chair Person	Pam Guthrie	Sonya Nairn	Joanna McNulty	Joint Chair Person	Jennifer Redpath	Sonya Nairn	Joanna McNulty	Vice Chair Person	Sonya Nairn	Jennifer Redpath	Julie Fleming	Treasurer	Julie Fleming	Pam Guthrie	Jennifer Redpath	Committee Members	As Detailed Below	Pam Guthrie	Jennifer Redpath	Gen Comm
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10	<p>Appointment of Persons to Oversee the SBC Lottery License On the proposal of Joanna McNulty which was seconded by Gemma Douglas, 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>Review of Constitution The current Constitution was distributed to the members prior to the meeting. The Clerk reported that he had received no proposals to alter the Constitution at this stage. The Clerk suggested that it may be beneficial to review and make some amendments to the Constitution, in particular, to change the financial year end to give the Treasurer and Independent External Examiner more time to prepare the accounts for presentation at the AGM. The Clerk agreed to make some suggestions to be considered by the Chairpersons.</p>	JT																								
12	<p>Review of Policy Documents Having been distributed to the members prior to the meeting, it was agreed that there were no changes to the Data Protection Policy required at this stage.</p>																									
13	<p>Sub Groups Reports Fundraising & Events: Members were asked to consider ideas for fundraising. A meeting of the sub group will be arranged in the next few weeks to consider options. “Grow a Pound” was suggested. Joanne suggested an outside disco, however, Adam was unable to confirm if the school would be able to be used as a venue for any Parent Council activities at this stage.</p> <p>The Clerk suggested that Connect’s Website usually has some fundraising ideas. Gemma agreed to have a look as well as using her connections with regard to her involvement with the NPFS</p>	<p>Gen Comm</p> <p>GD</p>																								

	<p>Gardening & Eco Group: Julie reported that the fruit trees had produced some apples and plums.</p> <p>Healthy Tuck Shop: No updates to report.</p>	
14	<p>Diary Dates The date of the 2022 Annual General Meeting will be 15 September 2022 at 7pm which will be the Third Thursday in September. This meeting will be open to all General Committee Members and the Parent Forum.</p>	
16	<p>Vote of Thanks Jennifer and Pam kindly gave a vote of thanks.</p>	
17	<p>Close There being no other business, Jennifer thanked everyone for their attendance and support and closed the meeting at 8.05pm.</p>	



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Chairpersons Annual Report 2021

I have been keeping an eye on the subject of Christmas Holidays and that the Scottish Borders Council recently undertook a consultation on school Christmas holiday dates for this session. This followed feedback that for some families finishing on 23 December 2021 and not returning until 10 January 2022 was causing some concern.

The Council has subsequently taken the decision that the school Christmas holiday dates for 2021/22 will remain as published on the [SBC website](#). The final day of school will therefore be Thursday 23 December, with a return date of Monday 10 January.

Mr Lindsay emailed Pam and myself a recently regarding the playground project and fundraising. I will share with you the link to the little video the children have made to promote our playground project. >> <https://youtu.be/hZZN-ft48rc>

I was asked to share this at the next PC meeting to raise awareness and help the PC consider how they can support it? Adam was going to bring some costings and proposals along to the next meeting.

Jennifer Redpath
Joint Chairperson
Broomlands Primary School Parent Council
16 September 2021



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Head Teachers Report 2021

Welcome everyone. We have had a really good start back to life at Broomlands following the summer break. The children have generally settled brilliantly, and our new P1's have transitioned really well from both BPS ELC and Castlegate. They have done so well and already feel like they've always been here.

Teaching & Learning

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

1. Use of the Cheviot Teaching & Learning Toolkit to moderate and improve practice. We are working with other local schools to focus on 3 key areas.
 - How we improve our learning ethos and create an environment
 - How we use plenaries to help children reflect on and explain their learning in their own words.
 - Use of effective questioning to improve the children's thinking and teacher's capacity to effectively assess learning.
2. Use of digital technologies, including Showbie, to support teaching, learning and assessment, and improve parental engagement. This is a really exciting development in school.
3. Introduction of a core numeracy resource (White Rose Maths) to support better learning experiences for all our children. This resource will provide greater breadth and depth in our maths and numeracy offer.
4. Nurture – as a local authority we are looking at how the 6 principles of nurture can guide and improve what we do. This session we will be developing our response to 2 principles: *“All behaviour is communication”* and *“The Classroom offers a safe base”*.
5. We are looking closely at our progressions and teaching of reading in the school, in particular the development of the 'Journey of a Reader' from ELC to P7

A number of lunchtime and after school clubs have been able to re-start, including netball for a range of ages. Pupil groups are up and running with Eco Team, JRSO, Pupil Council and Positive Press planning for the year ahead and have started to meet already, or will do so very shortly.

New website live: www.broomlandsprimayschool.com Please have a look and feel free to feedback before we launch it to the wider school community. It contains 'Supporting Learning at Home' guides for all ages.

COVID-19

There has been some relaxation of the rules –class bubbles and playground zone rules have changed - which is already having a positive benefit on learning and the children's experiences. P1 and P7 buddies have been able to have several indoor and outdoor sessions together, including Friday playtime together and paired reading time. Similarly, it has allowed for shared learning in the middle and upper school.

Staff continue to wear masks if less than 2 metres from children, and in all communal areas of the school. The staff room remains shut and we continue to meet virtually. The flowchart of guidance is regularly updated and amended to reflect the latest SG messaging. We are following this advice. We are being asked to be especially vigilant for symptoms and are aware that there may be times this is frustrating and inconvenient for parents. But, our priority is to avoid and/or contain any outbreaks within school. The evidence is that transmission remains a largely community issue and is very limited between primary aged children. Mr Dryden continues touch point cleaning (door handles, bannisters, etc.) daily and the school is regularly 'fogged'.

If a case is identified, we have now been provided with 'Warn and Inform' letters to be sent to identified close contacts and/or classmates. NHS Test & Protect also work to identify and inform contacts.

Pupils and staff

Pupil numbers have continued to increase. We have welcomed 36 new Primary 1. The current school role is 243, with a further 38 children in the nursery, with more due to join as the year progresses. We have moved from 9 to 10 classes which is working out well.

As always there have been a few changes in staffing since last year. Mrs Turnbull retired at the end of last session and wish her well in her retirement.

We welcome four new members of teaching staff to the team. Miss Schmidt (P4), Miss Lyons (P6/7), Miss Fraser (P6) and Miss Henderson (P1/2) have all joined the team and we warmly welcome them. Having taught two of the staff myself I'm now feeling thoroughly ancient! All these staff members have settled well, are building good relationships with their children and I am pleased to see some innovative and creative approaches to teaching and learning in all their classes.

We are also delighted to welcome Miss Lees into our support staff team, providing additional class and playground support as required.

Finance

We continue to have all we need to ensure we meet the Covid-19 challenges. Whilst we are aware PC funds are somewhat depleted given the limitations on fundraising, we would like to work with you for some financial support for a playground development initiated by the children. (see video >> <https://youtu.be/hZZN-ft48rc>).

As yet our budget for this school year has not been released to us, so spending is tight – essentials only.

Property

We are working with David Payne (Cerys P7's Dad) on behalf of Inverroy Crisis Management, who have kindly offered to fund some tree planting and the creation of a sensory garden at school, as they look to offset their carbon footprint. The Eco-Team will work to prepare the area, research the benefits of a sensory garden, and look at plant and decoration options, as part of their learning. Then, in the Spring P1/2 and P2 will take over and take the planting and creation on as part of their learning about plants and the weather.

We continue to receive all the PPE equipment we require to ensure we keep staff and children safe during this time – masks, gloves, wipes, sprays, visors, aprons and so on. We remain well provided for and have quick access to anything we are running short of.

All our usual art and stationery requisitions were made prior to the summer and we are well supplied with most of what we need. We have invested in new sets of loose parts play which the children have been enjoying since we came back to school. We also have some new PE equipment available to use.

Adam Lindsay
Headteacher
Broomlands Primary School
16 September 2021



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Treasurers Report 2021

Broomlands Primary School Parent Council Treasurers Report

for the year ended 31st August 2021

As you can see from the attached income and expenditure account at 31st August 2021 the Parent Council had funds in the bank totalling £1719.97 which is a lot lower than previous years balance. This is due to Covid and hopefully we will be able to start the fundraising again soon.

It should be noted that Broomlands Primary School Parent Council hold money on behalf of the Primary 7 dance. At 31st August 2021 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, even during the circumstances the fundraising committee done an excellent job with the Xmas fair. 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

Easy Fundraising	68.19
	-
Christmas Fair	987.10
	<u>1,055.29</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:

P7 Leaving Gifts 2020 + Donation	550.00
Wish Lists	970.41
Christmas Trees	34.50
P7 Leaving Gifts 2021	249.00
P1/P2 Toys	58.00
Class purse top up	578.00
Twinkle Subscription	683.30
	<u>3,123.21</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 for another year in my role as treasurer.

Julie Fleming
BPSPC Treasurer

Julie Fleming
Treasurer
Broomlands Primary School Parent Council
16 September 2021



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Income & Expenditure Account 2021

Broomlands Primary School Parent Council Income and Expenditure Account

for the year ended 31st August 2021

Year ended
31.08.20

	£
INCOME	
Clerk Donation	260.00
2,340.45 Christmas Fair	987.10
Website Refund	86.40
171.00 Discos	
P7 Dance	
44.26 Easy Fundraising	68.19
25.00 Uncashed Cheque	
300.00 SBC Involvement Grant	300.00
<u>2,880.71</u> TOTAL INCOME	<u>1,701.69</u>
EXPENDITURE	
115.00 Raffle Tickets	-
30.00 Insurance	30.00
20.38 Domain Renewal	-
20.00 Licences	20.00
260.00 Clerk Payments	260.00
35.00 Kelso Life Advert	-
226.44 Christmas Fair	-
Twinkle Subscription	683.30
16.00 Discos	-
P7 Dance Costs	-
95.00 Gifts	43.50
72.00 Website Costs	238.77
324.00 School Donations	2,439.91
<u>1,213.82</u> TOTAL EXPENDITURE	<u>3,715.48</u>
1,666.89 EXCESS OF EXPENDITURE OVER INCOME	(2,013.79)
2,066.87 FUNDS HELD AT 1ST SEPTEMBER 2020	3,733.76
<u>FUNDS HELD AT 31ST AUGUST 2021</u>	<u>1,719.97</u>
Represented by:-	
<u>Balance per bank at 31st August 2021</u>	<u>1,719.97</u>

Julie Fleming
Treasurer
Broomlands Primary School Parent Council
16 September 2021



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Accompanying Notes 2021

Broomlands Primary School Parent Council for the year ended 31st August 2021

Notes to accompany income and expenditure account

Fundraising analysis 2020-2021

	Income	Expenses	Profit / (loss)
Clerk Donation	260.00	-	260.00
Christmas Fair	987.10	-	987.10
Easy Fundraising	68.19	-	68.19
Website Refund	86.40	-	86.40
Parent Council Grant	300.00	-	300.00
		-	-
		TOTAL	<u>1,701.69</u>

Analysis of donations made to School

Class purse top up	2,439.91
Twinkle Subscription	683.30

3,123.21

Analysis of Gifts

Christmas gifts for Elaine & Johnny	43.50
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43.50

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

16 September 2021

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>



Parent Council

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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.