

BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL



Parent Council

AGM & Annual Report

15 September 2022



Broomlands Primary School Parent Council

Broomlands Primary School, Ednam Road, Kelso, Roxburghshire. TD5 7SW.
www.broomlandsprimaryschool.com

2022 AGM Agenda

AGM

The Annual General Meeting of the Broomlands Primary School Parent Council
Thursday 15 September 2022 at 7pm held 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://us06web.zoom.us/j/86948194165?pwd=UHNTN29KU25LSkRZUTdaaFFYeDV1UT09>

Meeting ID: 869 4819 4165 :: Passcode: 598457

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 2021 AGM
- Matters Arising from the above
- Chairperson's Report
- Head Teacher's Update
- Treasurers Report & Presentation of the Balance Sheet
 - Acknowledge Funding from SBC for Project Playground
- Appointment of Examiner for 2022 - 2023
- Election of Office Bearers, Clerk & Members for 2022 – 2023
- Appointment of Persons to oversee the Lottery License (Chair, Clerk & Treasurer)
- Confirmation of Membership
- Review of Constitution
- Review of Policy Documents
- Subgroups Reports
- Date of 2023 AGM (Thursday 21 September 2023)
- Vote of Thanks
- Close

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



Parent Council

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2022 AGM Minutes

**Minutes from the Annual General Meeting
of the Broomlands Primary School Parent Council.
Held on 15 September 2022 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), James Thom (JT), Clerk, who took the minutes, Joanna McNulty (JM), Gemma Douglas (GD), Christine Riley (CR) and Cllr. Simon Mountford (SM). (10)

Parent Forum & Guests Annette, Emma Davis, Ashley Wilson, Isaac Andoh-Kesson. (4)

Minute	Business	Action By
1	Welcome & Introductions Jennifer opened the meeting at 7pm, welcomed everyone and thanked the members for their attendance.	
2	Apologies Apologies were given on behalf of Sandra Scott, Lucy Wendt, Julie Fleming, Cllr Euan Robson and Cllr. Tom Weatherston. (5).	
3	Minutes from the 2021 AGM The minutes from the 2021 AGM were adopted as a true and accurate record on the proposal of Gemma Douglas which was seconded by Joanna McNulty.	
4	Matters & Action Points from the 2021 AGM There were no matters arising from the above.	
5	<p>Chairpersons Remarks</p> <p>Jennifer's Report: Jennifer reported there had been a lot of communication back and forth in regards of getting 'Project Playground' up and running in regards of funding. Adam will give us an update with his report.</p> <p>There had been a summer fair organised this year which was a huge success. The weather was lovely and there was a good sense of community with the amount of people who attended. The Fundraising group are busy in the background organising events for the year ahead.</p> <p>Pam's Report: Pam reported minutes from the SBC meetings which are held every 6 weeks for chairs from the other Borders Schools – Secondary and Primary. Here are minutes from their meeting on the 18th August 2022.</p> <p>Transport Issues: Apology for the negative start to the term. Issue caused by third party provider of passes receiving data file with errors. Transport team recognise the impact on young people and wider families and have worked very hard in the past week on a solution. Lessons are being recorded and once the issue is resolved there will be a review of process and improvement introduced for future processes (parent groups will have opportunity to feed into this process). There was a query re PVG requirements and it was confirmed that transport contracts are awarded on the basis of all drivers having PVG certificates, random audits are carried out on suppliers and if found to have used a non PVG certified driver they will lose the contract (this happened to a supplier last year who failed to check status of a driver providing supply cover from another company).</p>	

	<p>SQA Results: Comparable to 2019 across the region which was a great achievement.</p> <p>Interim Head of Schools: Justin Sinclair was introduced and gave a brief background to his career. He has identified 2 areas where he's hoping to make improvements in partnership with parents and schools: Raising attainment through high quality learning, teaching & assessment in schools (aiming for best range of qualifications for each pupil rather as simply increasing attainment of traditional routes). Be as inclusive as possible - reviewing practice to ensure all young people reach their potential and their wellbeing is supported.</p> <p>Budget Changes: Total increase of over £5m in DSM to schools - partly due to school roll increases but also formula increases. Spirit of empowerment to Headteachers, allowing more resources for school level control/decision making. Elected members voting on new DSM scheme next week (papers on website).</p> <p>Parent Council Chairs Training: SBC sessions in September on Dyslexia information and class size/composition policy/process. Connect membership also provides access to a range of training opportunities.</p> <p>Future Meeting schedule: Approx every 6 weeks alternating between 1pm and 6pm start, next meeting 29 September at 1pm. Chairs have an opportunity to submit topics for future agendas and suggested a balance per meeting of parent raised, SBC and national issues being discussed.</p>																									
6	<p>Head Teachers Update (attached) Adam gave the Headteacher's report which included an update on the school, Teaching & Learning, Staff & Pupils, Property and Finance.</p> <p>Adam concluded by thanking all the staff at the School, The Parent Council and Councillors for their continued support.</p>																									
7	<p>Treasurers Report (attached) In the absence of Julie Fleming, our outgoing treasurer, the Clerk presented the Treasurers Report along with the Accounts and Balance Sheet. This was adopted as a true and accurate record of the Parents Council's Financial position on the proposal of Jennifer Redpath which was seconded by Joanna McNulty.</p>																									
8	<p>Appointment of an Examiner Pam Guthrie proposed that Sheryl Macaulay FCCA should continue as the Independent External Examiner for the period 2022 – 2023. This proposal was seconded by Sonya Nairn.</p>																									
9	<p>Nomination and Election of Office-bearers, Treasurer and Members & Appointment of Clerk The Clerk reported that both Julie Fleming and Joanne Ayling had completed their terms of office and were not eligible for re-election as their children have now left the school.</p> <p>The following were nominated & elected or appointed as appropriate:</p> <table border="1" data-bbox="220 1570 1374 1765"> <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>Joanna McNulty</td> <td>Sonya Nairn</td> </tr> <tr> <td>Joint Chair Person</td> <td>Jennifer Redpath</td> <td>Joanna McNulty</td> <td>Sonya Nairn</td> </tr> <tr> <td>Vice Chair Person</td> <td>Sonya Nairn</td> <td>Jennifer Redpath</td> <td>Pam Guthrie</td> </tr> <tr> <td>Treasurer</td> <td>Vacant</td> <td>----</td> <td>----</td> </tr> <tr> <td>Committee Members</td> <td>As Detailed Below</td> <td>Sonya Nairn</td> <td>Pam Guthrie</td> </tr> </tbody> </table> <p>Re-election of Paula Lowrie, Ashley Allan, Lucy Wendt, Christine Riley, Jenna Mathewson, Ellie Henderson, Joanna McNulty, Sandra Scott, Gemma Douglas, Tracie Patterson. Along with new members, Ashley Wilson and Isaac Andoh-Kesson.</p> <p>It was agreed that the above would be Elected as Members of the General Committee "En Bloc" on the proposal of Sonya Nairn which was seconded by Pam Guthrie.</p> <p>James Thom was re-appointed as Clerk on the proposal of Pam Guthrie which was seconded by Sonya Nairn</p>	Role/Office	Nomination	Proposed By	Seconded By	Joint Chair Person	Pam Guthrie	Joanna McNulty	Sonya Nairn	Joint Chair Person	Jennifer Redpath	Joanna McNulty	Sonya Nairn	Vice Chair Person	Sonya Nairn	Jennifer Redpath	Pam Guthrie	Treasurer	Vacant	----	----	Committee Members	As Detailed Below	Sonya Nairn	Pam Guthrie	
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	Further to advertising, it was sadly noted that there had not been the appointment of a Treasurer to fill the vacancy further to Julie Fleming's completion of term. It was noted that Julie would continue to oversee the role until such times a suitable candidate had been found. The Chairpersons are confident that they would be able to recruit someone to fill the vacancy.	CHAIRS
10	Appointment of Persons to Oversee the SBC Lottery License On the proposal of Christine Riley, which was seconded by Joanna McNulty, it was agreed that The Chairpersons, Clerk and Treasurer would be the appointed persons to oversee the management of the SBC Lottery Licence.	
11	Review of Constitution The current Constitution was 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.	
12	Review of Policy Documents Having been distributed to the members prior to the meeting, it was agreed that there were no changes to any of the Parent Councils Policy Documents required at this stage.	
13	Subgroups Reports Fundraising & Events: Planning is underway for a Halloween Disco and a Christmas Fayre. Jennifer appealed for new members to participate in this subgroup. Gardening & Eco Group: There was no update with regard to this group. Healthy Tuck Shop: Sonya gave a brief update and noted that she was looking for someone to takeover running this group. It was also noted that a new supplier of fruit is being sought. It was agreed that the cost to pupils should remain at 20p.	
14	Diary Dates The date of the 2023 Annual General Meeting will be 21 September 2023 at 7pm which will be the Third Thursday in September. This meeting will be open to all General Committee Members and the Parent Forum. Halloween Disco: 26 October 2022 Christmas Fayre: 25 November 2022	
15	Other Business <ul style="list-style-type: none"> Adam reported that the school was happy to send out Parent Council messages via Expressions and Facebook but requested that any communications sent to the school were in a format that could be simply copied and pasted into the appropriate platforms. The Clerk recorded his thanks Councillors Simon Mountford, Euan Robson and Tom Weatherston for their guidance and support with regard to applying to SBC for funding (Cheviot Community Fund and Small Schemes Fund) for Project Playground. James also requested that the school take some before, during and after photographs of the project which could be sent to the council. James also reminded the members that a condition of the funding was that the project needs to be completed within 12 months. Adam was aware of this condition and agreed to supply photographs. The Parent Council is very appreciative of the generosity of Scottish Borders Council for the grants of £2, 500 from the Cheviot Community Fund and £3, 000 from the Council's Small Scheme Fund. It should be noted that these amounts were received after the financial year end and will show in the next financial year's accounts 	ALL AL
16	Vote of Thanks Jennifer and Pam kindly gave a vote of thanks.	
17	Close There being no other business, Jennifer thanked everyone for their attendance and support and closed the meeting at 8pm.	

J. Thom - E & O E – 26 September 2022



Broomlands Primary School Parent Council

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Chairpersons Annual Report 2022

Chairpersons Remarks

Jennifer's Report: Jennifer reported there had been a lot of communication back and forth in regards of getting 'Project Playground' up and running in regards of funding. Adam will give us an update with his report.

There had been a summer fair organised this year which was a huge success. The weather was lovely and there was a good sense of community with the amount of people who attended. The Fundraising group are busy in the background organising events for the year ahead.

Pam's Report: Pam reported minutes from the SBC meetings which are held every 6 weeks for chairs from the other Borders Schools – Secondary and Primary. Here are minutes from their meeting on the **18th August 2022**.

Transport Issues:

Apology for the negative start to the term. Issue caused by third party provider of passes receiving data file with errors. Transport team recognise the impact on young people and wider families and have worked very hard in the past week on a solution. Lessons are being recorded and once the issue is resolved there will be a review of process and improvement introduced for future processes (parent groups will have opportunity to feed into this process). There was a query re PVG requirements and it was confirmed that transport contracts are awarded on the basis of all drivers having PVG certificates, random audits are carried out on suppliers and if found to have used a non PVG certified driver they will lose the contract (this happened to a supplier last year who failed to check status of a driver providing supply cover from another company).

SQA Results:

Comparable to 2019 across the region which was a great achievement.

Interim Head of Schools:

Justin Sinclair was introduced and gave a brief background to his career.

He has identified 2 areas where he's hoping to make improvements in partnership with parents and schools: Raising attainment through high quality learning, teaching & assessment in schools (aiming for best range of qualifications for each pupil rather as simply increasing attainment of traditional routes).

Be as inclusive as possible - reviewing practice to ensure all young people reach their potential and their wellbeing is supported.

Budget Changes:

Total increase of over £5m in DSM to schools - partly due to school roll increases but also formula increases. Spirit of empowerment to Headteachers, allowing more resources for school level control/decision making. Elected members voting on new DSM scheme next week (papers on website).

Parent Council Chairs Training:

SBC sessions in September on Dyslexia information and class size/composition policy/process.

Connect membership also provides access to a range of training opportunities.

Future Meeting schedule:

Approx every 6 weeks alternating between 1pm and 6pm start, next meeting 29 September at 1pm.

Chairs have an opportunity to submit topics for future agendas and suggested a balance per meeting of parent raised, SBC and national issues being discussed.

Jennifer Redpath & Pam Guthrie

Joint Chairpersons

Broomlands Primary School Parent Council

15 September 2022



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Head Teachers Report 2022

Head Teacher's Report

Welcome back everyone. We have had a positive, busy 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. It has been noticeable how willingly and happily, they have come into school, testament to the extensive transition process we have in place for them.

Already we are up and running with all sorts of learning opportunities. We have rugby coaches coming to school to work with P4, P4/5 and P5. The whole P5 year group are also in the process of planning a visit to a Kelso Music Society concert with Connaught Brass next month; this includes a pre-visit by the musicians to work with the children here in school. We are continuing our support of Opportunities Zambia, and all the citizenship opportunities that this brings.

Netball club is up and running for P6 and 7 and swimming resumes shortly for children P4-P7 (we've included P7 following feedback from the pool about the number of children who have missed swimming development over the course of the pandemic). In February, swimming will be for P3-6. We have a Planetarium visiting 29th September, supporting the learning about space ongoing in school – thanks to those parents who have donated to support this. School photographer is due on 19th October for individual and family photos. Finally, we have started a Glee Club, led by Mrs Liddle, on a Thursday lunchtime. P7 Residential is arranged for Ford Castle from May 3rd to May 5th.

Pupil groups are to be announced tomorrow. Children have applied digitally for this first time, giving them a life-skill that will be required in the future. Our JRSO's attend a conference next week to prepare them for their role.

Teaching & Learning

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

1. Currently attainment in Writing at P1, P4 and P7 is, on average, 7% below that of reading. We want to close this gap. Staff have been consulted about what would be most helpful in developing this. The focus will include embedding technical aspects of writing, developing a clear handwriting expectation, exploring how we use scaffolding and modelling effectively, developing writing across the curriculum, and how digital technology can supplement and support the writing process. The work of Stephen Graham will help inform this development.
2. Research, devise and implement a platform for recording and celebrating achievement of all kinds, with a view to better signposting children and families toward opportunities, and providing these within school, as required. We would appreciate parent feedback on what you think is the easiest, most convenient way to share achievements with school.
3. Further develop our use of Showbie, to ensure it is a more 2-way resource. Supplement this with further Digital Skills Events to inform and involve parents and families in this. In ELC, develop the key worker system to ensure up to date information on wellbeing and learning is recorded and shared via Showbie, alongside traditional means of sharing this.
4. Staff will use the Walkthrus resource to support a practitioner enquiry approach, linked to our T&L toolkit, to challenge and develop their teaching and learning, in collaboration with colleagues across the cluster. They are already engaging well with this process.
5. Revisit the Glasgow Motivation and Wellbeing Profile tool, to track changes in how children feel in relation to autonomy, agency, affiliation, health and safety. We will respond at an individual, small group, class or whole school level, as appropriate.

Agency: Children need to gain mastery of tasks and learn different skills. When people feel that they have the skills needed for success, they are more likely to take actions that will help them achieve their goals.

Affiliation: People need to experience a sense of belonging and attachment to other people.

Autonomy: People need to feel in control of their own behaviours and goals. This sense of being able to take direct action.

Pupils and Staff

Pupil numbers have continued to increase. We have welcomed 31 new Primary 1's. The current school role is 248, with a further 45 children in the nursery, due to rise to 60 as the year progresses. This means our setting is currently full. We were delighted to have stayed at 10 classes for this year.

As always there have been a few changes in staffing since last year. We welcome one new member of teaching staff to the team; Miss Robertson (P6/7) has settled in very well and has established positive relationships with children and colleagues. In the nursery, we have welcomed Natalie Luke to our ELC team on a permanent basis, and will shortly have Rachael Horsburgh (permanent) and Louise Andrews (temporary) join the team. We warmly welcome them. Miss Lyons has rejoined us for a day a week to cover the PT management time, and we have Miss Lees back providing ANA cover on a short-term basis. We're pleased to also welcome Jackie Davidson who has joined our catering team from Kelso High School.

We have welcomed a number of S6 students into school on work-placements, and are also preparing to host teaching and nursery students from University of Edinburgh, University of Highlands & Islands, Queen Margaret University and Edinburgh College.

Finance

Due to the levels of Covid-related absence, which were often covered internally by Mrs Gibson and myself, we have been able to save money and have an carry-forward of just over £5,000 to support school spending this year.

We received an interim budget to but essentials prior to the summer break and will receive the rest of our devolved school management budget shortly.

Property

We are at the point of being ready to order the much-anticipated playground structure, with huge thanks to all the people and organisations that have supported this. We are currently waiting on an amended final quotation from SchoolScapes, given the length of time between our original quote and raising the necessary funds. The company will have the up to date quote with us next week and we'll be place the order then. We hope to invite the children who have moved up to S1, and representatives from the groups who have helped us, to a formal opening once the installation in complete.

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 also been given access to the mothballed school at Eccles, which has provided us with a range of new books, tables & chairs, art and maths resources, litter pickers, games and a number of other items useful to us. Our thanks to properties for opening the old school up to us yesterday so we could return and collect more items.

Adam Lindsay
Headteacher
Broomlands Primary School
15 September 2022



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Treasurers Report 2022

Broomlands Primary School Parent Council Treasurers Report

for the year ended 31st July 2022

As you can see from the attached income and expenditure account at 31st July 2022 the Parent Council had funds in the bank totalling £4413.80 which is a lot higher 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 July 2022 this amounted to £228.94 and is included within the closing bank account balance. We are also holding funds of £2190 that is going towards the new playground equipment

As you are all aware, the parent council income is purely raised through fundraising events, and the fundraising committee done an excellent job with the Xmas and summer 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 have been able to raise the following:

Easy Fundraising	57.79
Summer Fair	930.39
Christmas Fair	1,366.10
Playground	1,130.00
	<hr/>
	3,484.28

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 2022	362.83
Class purse top up	300.00
School Trip Help	200.00
	<hr/>
	862.83

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
15 September 2022



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Income & Expenditure Account 2022

Broomlands Primary School Parent Council Income and Expenditure Account

for the year ended 31st July 2022

Year ended
31.08.21

	£
INCOME	
260.00 Clerk Donation	260.00
987.10 Christmas fair	1,366.10
86.40 Website Refund	
Summer Fair	930.39
Body Shop Fundraiser	430.00
68.19 Easy fundraising	57.76
Masons Donation	700.00
300.00 SBC involvement grant	300.00
<u>1,701.69</u> TOTAL INCOME	<u>4,044.25</u>
EXPENDITURE	
Class Purse	300.00
30.00 Insurance	
P7 Leaver Gifts	362.83
20.00 Licences	20.00
260.00 Clerk payments	260.00
683.30 Twinkle Subscription	
School Trip Help	200.00
43.50 Gifts	
238.77 Website costs	207.59
2,439.91 School donations	
<u>3,715.48</u> TOTAL EXPENDITURE	<u>1,350.42</u>
(2,013.79) EXCESS OF EXPENDITURE OVER INCOME	2,693.83
1,719.97 FUNDS HELD AT 1ST SEPTEMBER 2021	1,719.97
<u>FUNDS HELD AT 31ST July 2022</u>	<u>4,413.80</u>
Represented by:-	
<u>Balance per bank at 31st July 2022</u>	<u>4,413.80</u>

I have checked the above income and expenditure account for Broomlands Primary School Parent Council for the year ended 31st July 2022 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

Julie Fleming
Treasurer
Broomlands Primary School Parent Council
15 September 2022



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Accompanying Notes 2022

Broomlands Primary School Parent Council for the year ended 31st July 2022

Notes to accompany income and expenditure account

Fundraising analysis 2021-2022

	Income	Expenses	Profit / (loss)
Clerk Donation	260.00	-	260.00
Christmas Fair	1,366.10	-	1,366.10
Easy Fundraising	57.76	-	57.76
Playground Fundraising	1,130.00	-	1,130.00
Parent Council Grant	300.00	-	300.00
Summer Fair	930.39	-	930.39
			TOTAL 4,044.25

Analysis of donations made to School

Class purse top up	300.00
School Trip Donation	200.00
P7 Leaver Gifts	362.83

862.83

Analysis of Playground Money

Clerk Donation	390.00
Body Shop Fundraiser	430.00
Masons Money	700.00
Christmas Fair - Donation	670.00
	<u>2,190.00</u>

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

15 September 2022



Parent Council

Broomlands Primary School Parent Council Environmental & Sustainability Policy

<p>Aims of this Policy</p>	<p>The aim of this policy inform the members of the Parent Council our commitments and our expectations on the implementation of this policy.</p>
<p>Our Commitment</p>	<p>Broomlands Primary School Parent Council is committed to minimising the impact of its activities on the environment and taking appropriate actions as practical to ensure a sustainable future.</p>
<p>Policy Implementation</p>	<p>The Broomlands Primary School Parent Council is committed to the development of policies to promote acceptable working practices to ensure there is no negative impact on the environment and to ensure steps are taken to maintain a sustainable future in all aspects of its work. We will work to ensure that all our services, events and activities are provided in a way that promotes acceptable environmental and sustainable working practices, including the below.</p> <p>ENVIRONMENTAL FACTORS</p> <ul style="list-style-type: none"> • The Parent Council will comply with environmental legislation. • Minimise waste by evaluating operations and ensuring they are as efficient as possible. • Actively promote recycling both internally and externally. • Assess working practices to ensure they have limited impact on the environment. • Purchase products that minimise the environmental impact of both production and distribution. • Work with external agencies as appropriate. • Work closely with the school to support their environmental plans. <p>SUSTAINABILITY FACTORS</p> <ul style="list-style-type: none"> • Ensure successful recruitment, retention and succession planning. • Forge and maintain links with the community and other community organisations. • Embrace technology and up-skilling. • Create a safe and inclusive environment. • Work closely with the school to support their sustainability plans. <p>IN GENERAL</p> <ul style="list-style-type: none"> • The Broomlands Primary School Parent Council will take practical steps that are necessary to enforce the Policy • The General Committee will bring to the attention of all members, helpers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy. • The General Committee shall have responsibility for the operation of the Policy, however, all committee members, helpers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice. • The Parent Council will consider and act upon, if appropriate, any feedback regarding its working practices.

<p>Our Expectations</p>	<p>We expect everyone associated with the Parent Council to be familiar with this Policy and do everything reasonable to ensure that it is implemented.</p> <p>We expect that every representative of the Parent Council will take the appropriate steps where possible to ensure that there is no negative impact on the environment.</p> <p>We expect others to positively promote the Parent Council and to promote a successful and sustainable future.</p> <p>We expect that appropriate feedback given to the Parent Council about its working practices will be fully considered and if appropriate this policy to be reviewed.</p>
<p>Violations</p>	<p>Incidents of violations will be taken seriously and will be fully investigated to see what has taken place.</p> <p>The person in violation of this Policy will be requested to attend a meeting of The General Committee to explain their actions and to give their point of view.</p> <p>Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.</p> <p>In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.</p> <p>In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn.</p> <p>Any directly involved person has the right to appeal against a decision made by the General Committee who will consider that appeal before a decision is made and that decision will be final.</p>
<p>Complaints and Reports of Violations</p>	<p>Complains or reports of violations should be made to the Chairperson of the Broomlands Primary School Parent Council. If the complaint is about the Chairperson, the complaint may be made to The Vice Chair Person, Secretary/Clerk to the Parent Council or the School Head Teacher.</p> <p>The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.</p> <p>The Broomlands Primary School Parent Council will take learnings from any complaints made.</p>
<p>This Policy & Its Review</p>	<p>This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose.</p>



Broomlands Primary School Parent Council

Equality & Inclusion Policy

Parent Council

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

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



Broomlands Primary School Parent Council

Data Protection & Privacy Policy

Parent Council

<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

	<p>School to execute the delivery of this.</p> <ul style="list-style-type: none"> • 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	Anyone whose personal information we handle has the right to: <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	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.



Broomlands Primary School Parent Council

Child Protection & Safeguarding Policy

Parent Council

<p>The Aims of This Policy</p>	<p>To ensure that the Health, Safety and Welfare of all Children that come in to contact with the members, services and events operated by Broomlands Primary School Parent Council</p>
<p>The Purpose of This Policy</p>	<p>The purpose of this policy statement is:</p> <ul style="list-style-type: none"> To protect children and young people who receive Broomlands Primary School Parent Council services from harm. This includes the children of adults who use our services To provide Parent Council members and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
<p>This Policy Applies To</p>	<p>This policy applies to anyone working or acting on behalf of Broomlands Primary School Parent Council, including the Executive Committee, members of the General Committee, members of any sub-groups, appointed persons and volunteer helpers, either paid or unpaid.</p>
<p>Policy Implementation</p>	<p>This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in Scotland. Further guidance and direction will be supplied as appropriate by Broomlands Primary School, Scottish Borders Council and any relevant external agencies.</p> <p>We believe that:</p> <ul style="list-style-type: none"> Child protection is everyone’s responsibility. Children and young people should never experience harm and abuse of any kind We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. <p>We recognise that:</p> <ul style="list-style-type: none"> The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, restricted development, lack of access to opportunity and or any other issues. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare. <p>We will seek to keep children and young people safe by:</p> <ul style="list-style-type: none"> Valuing, listening to and respecting them. Appointing a nominated child protection contact(s) for children and young people Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for Parent Council Members and volunteers. Providing effective management for Parent Council Members and volunteers through supervision, support, training and quality assurance measures so that all members and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently. Recruiting and selecting Parent Council Members and volunteers safely, ensuring all necessary checks are made as and when appropriate. Recording, storing and using information professionally and securely, in line with data protection legislation and guidance. Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions as and when required. Making sure that children, young people and their families know where to go for help if they have a concern using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately. Using our procedures to manage any allegations against Parent Council members and volunteers appropriately.

	<ul style="list-style-type: none"> • Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise. • Ensuring that we have effective complaints and whistleblowing measures in place. • Ensuring that we provide a safe physical environment for children, young people, Parent Council members and volunteers, by applying health, safety and welfare measures in accordance with the law and regulatory guidance • Building a safeguarding culture where Parent Council members and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
Reporting a Concern	<p>It's everyone's responsibility to protect children. Any concerns about the Protection, Health, Safety and Welfare of Children should be reported without delay to:</p> <ul style="list-style-type: none"> • The Chairperson of the Parent Council or in their absence, the Vice Chairperson. • Any Member of the Leadership Team of Broomlands Primary School: 01573 227477 • Scottish Borders Council during office hours: 01896 662787 and out of office hours: 01896 752111 • If you consider a child or young person to be in immediate danger, please call the Emergency Services on 999 immediately.
Violations	<p>Incidents of violations will be taken seriously and will be fully investigated to review what has taken place.</p> <ul style="list-style-type: none"> • The person in violation of this Policy will be requested to attend a meeting of The Executive Committee to discuss the matter and to give their point of view. Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued. • In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease. • In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn. • Any directly involved person has the right to appeal against Executive Committee's to the General Committee who will consider that appeal before a decision is made and that decision will be final.
Complaints	<p>Complains or reports of violations should be made to the Chairperson of the Broomlands Primary School Parent Council. If the complaint is about the Chairperson, the complaint may be made to The Vice Chairperson, Secretary/Clerk to the Parent Council or the School Head Teacher.</p> <p>The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.</p> <p>The Broomlands Primary School Parent Council will take learnings from any complaints made.</p>
This Policy & Its Review	<p>This Policy and will be reviewed annually to ensure it remains fit for purpose and is compliant with the Law.</p>

24/02/2022



Broomlands Primary School Parent Council

Broomlands Primary School, Ednam Road, Kelso, Roxburghshire. TD5 7SW.
www.broomlandsprimaryschool.com

CONSTITUTION

1. NAME

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

2. AIMS & OBJECTIVES

The objectives of the Parent Council are:

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

3. POWER & AUTHORITY

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

4. MEMBERSHIP

The membership will be a minimum of 10 members which must include a minimum of six parents/carers of children attending the school. The maximum size will be 25. Five qualified members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 5 or more Qualified Voting Members present). Each and every Parent/Carer of a child at the school is automatically a member of the Parent Forum. Any Parent/Carer can become a Qualified Voting Member of the Parent Council after being nominated and seconded at the AGM and may be re-elected annually at the AGM until such time as their Children leaves the school. To become nominated, potential members can show an interest of intent to the school or any Member of the Parent Council. Becoming a qualified member will give the Parent/Carer a place of the General Committee and shall have one vote. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by vote at the AGM. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Parent Council. Any member of a sub-group may attend the Parent Council Meetings as long as they have Children at the school. The Head Teacher of the School (and/or his/her representative) has a right and a duty to attend Parent Council Meetings but does not have any Voting Rights. Anyone wishing to resign from the Parent Council should do so in writing to the Chairperson(s) giving at least 30 days' notice. A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council and their membership withdrawn. Members are expected to familiarise themselves and comply with the Parent Council's Constitution, Policies and Codes of Conduct

5. OFFICE-BEARERS

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

The Role of the Chairperson(s) is to lead the Parent Council, successfully manage the meetings, liaise with the school, local authority and any other any external agencies as required, promote all aspects of the Parent Council including its aims and objectives and to prepare a Chairperson's Annual Report/Statement to be presented at the AGM. The Role of the Vice Chairperson shall be to deputise in the absence of the Chairperson(s). The Secretary/Clerk shall be responsible for keeping

accurate minutes of all meetings which must be made available upon request to any member of the Parent Forum and to complete all administrative tasks to ensure the smooth operation of the Parent Council. The Treasurer shall be responsible for all financial affairs of the Parent Council, applying for and sourcing funding, managing the bank accounts, keeping accurate records of all the financial transactions, preparing financial updates and forecasts of expenditure for each Parent Council Meeting and preparing, along with an Independent External Examiner, the annual accounts to be presented at the AGM. Should any Office-bearer leave office prior to the next AGM, the Parent Council may appoint a replacement to carry out the duties without having to arrange an EGM. Office-bearers will be nominated and elected annually at the AGM.

6. EXECUTIVE COMMITTEE

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

7. CO-OPTED/APPOINTED MEMBERS

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

8. SUBGROUPS

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

9. MEETINGS

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

10. VOTES AND RESOLUTIONS

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

11. FINANCIAL MATTERS

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

expenses on the production of a completed expenses claim form along with a valid receipt. Any high value purchases (over £50) that require to be reclaimed as an expense must be approved by the Treasurer in advance.

12. POLICIES/GUIDELINES/CODES OF CONDUCT

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

13. INSURANCE

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

14. THIS CONSTITUTION & MAKING CHANGES

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

15. DEFINITIONS

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

16. DISSOLUTION

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

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