



Parent Council

# Broomlands Primary School Parent Council

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

## MINUTES

### Minutes from the Meeting of the General Committee of the Broomlands Primary School Parent Council. Held Remotely via Zoom on Thursday 5 November 2020

**Present:** Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Adam Lindsay, Interim Head Teacher (AL), Avril Gibson, Depute Head Teacher (AG), Julie Fleming, Treasurer (JF), Joanna McNulty (JM), Christine Riley (CR), Sandra Scott (SS), Ellie Henderson (EH), Cllr Euan Robson (ER), Cllr Simon Mountford (SM), Cllr Tom Weatherston (TW) & James Thom, Clerk (JT) who took the minutes. (13)

**Parent**

**Forum:** Leri Payne (1)

| Minute | Business  | Action By |
|--------|---|-----------|
| 1      | <p><b>Welcome</b></p> <p>The joint Chairpersons opened the meeting, which was held remotely via Zoom, at 7pm. They welcomed and thanked everyone for their attendance. It should be noted that as there were business matters that were unable to be concluded at the AGM additional invitations were sent out to the Parent Forum to attend this meeting if they so desired.</p>   |           |
| 2      | <p><b>Apologies</b></p> <p>Apologies were submitted on behalf of Gemma Douglas, Ashely Allan, Tracie Patterson and Lucy Wendt. (4).</p>   |           |
| 3      | <p><b>Minutes from the Last Meeting</b></p> <p>The Minutes from the last General Committee Meeting held on 21 November 2019 were reviewed (also distributed to members prior to the meeting), it was agreed that these were a true and accurate record on the Proposal of Julie Fleming which was Seconded by Jennifer Redpath. Due to the ongoing Coronavirus (COVID-19) Crisis this was the first Regular General Committee Meeting since then and was the first opportunity to formally approve those Minutes.</p>   |           |
| 4      | <p><b>Matters Arising from the Minutes of the Last Meeting</b></p> <p>There were no matters arising from the minutes of the last meeting.</p>   |           |
| 5      | <p><b>Chairperson's Business</b></p> <p>Pam reported that she had been participating in remote meetings with Members of SBC, including Lesley Munro, (Service Director - Young People Engagement and Inclusion, Scottish Borders Children and Young People's Leadership Group Chair), along with other Parent Council Chairs to learn of updates from the Local Authority, these meetings will be ongoing. Pam reported that these meetings have been useful and reported that she had been impressed by the SBCs response to the Coronavirus (COVID-19) Crisis and how it is affecting Education in the Authority.</p> |           |

|   |  |    |
|---|--|----|
|   | <p>Jennifer referred to correspondence from SBC with regard to the financial support they provide to Parent Councils with a view to potentially only providing financial assistance to Parent Councils if they pay for the services of an External Clerk and or Treasurer. It was reported that SBC were advised that our Parent Council does employ the services of a Clerk to whom a Fee is paid. Jennifer further reported that the Clerk had kindly donated his last fee of £130 back to the Parent Council (General Fund) as a gesture of good will as the fundraising activities of the Parent Council had been significantly reduced due to the ongoing Coronavirus (COVID-19) Crisis. The Chairs thanked the Clerk for his generosity.</p>   |    |
| 6 | <p><b>Head Teachers Update (attached)</b><br/>Adam gave an update about the school activities and thanked the Parent Council for their continued support.</p>  |    |
| 7 | <p><b>Clerk's Business &amp; Correspondence</b><br/>The Clerk submitted the following updates.</p> <p>Further to Correspondence from SBC the clerk had advised them that the Parent Council continues to pay for the services of a Clerk and would welcome their Financial Support if possible.</p> <p>The Clerk confirmed that all Membership &amp; Insurance documents had been received from Connect (which is paid by SBC) along with the upgraded membership which the Parent Council pays for.</p> <p>The Clerk advised that he still required contact and address details for Sandra Scott and Joanne Ayling. Sandra agreed to email her details to the Clerk.</p> <p>The Clerk sought permission to conduct routine business as required until the next meeting, there were no objections.</p>   | SS |
| 8 | <p><b>Treasurers Business (attached)</b><br/>An updated balance sheet had been distributed to the members via email prior to the meeting. Julie gave an update of the finances and was happy with the condition of the balances at this stage. Julie has been successfully collaborating with the school to ensure that agreed donations and funds are being paid to them as appropriate.</p> <p>Julie reported that due to unforeseen circumstances the 2019-2020 year end accounts had still not been signed off by our External Independent Examiner which had been referred to this meeting from the AGM. These will be need to be submitted for approval at the next General Committee Meeting.</p> <p>Also, the appointment of an Independent External Examiner was unable to be concluded at the AGM, further to this, Julie Proposed that Sheryl Macauley should remain as our Examiner, this was Seconded by Joanna McNulty, there were no counter proposals or objections so it was agreed to reappoint Sheryl.</p> <p>The Treasurer sought permission to conduct routine business as required until the next meeting, there were no objections.</p> |    |

|    |   |     |
|----|---|-----|
| 9  | <p><b>Scottish Borders Representative for The National Parent Forum Scotland</b></p> <p>Pam advised that as well as being a member of our Parent Council and being the Chair of the Kelso High School Parent Council, Gemma Douglas is the Scottish Borders Representative for The National Parent Forum Scotland. Pam reported that Gemma has been very proactive in her new role and is a great asset to have on the Parent Council. Sadly, Gemma was unable to join the meeting tonight.</p>   |     |
| 10 | <p><b>Review of Constitution &amp; Policy Documents</b></p> <p>Sadly, Lucy Wendt was unable to join the meeting tonight to give an update about Connect’s Information Session on Parent Council Constitutions. There were no proposals to change either the Constitution or the Data Protection Policy at this stage.</p> <p>The Clerk suggested that at the next review it may be worth considering changing either the date of the Financial Year End and or the date of the AGM as there was very little time to get the Year End Accounts prepared, examined and signed off before the AGM at which they would get approved. This suggestion was noted by the Chairs.</p> | ALL |
| 11 | <p><b>Parent Forum</b></p> <p>The Clerk reported that he had not received any matters arising from the Parent Forum</p>   |     |
| 12 | <p><b>Sub Groups</b></p> <p><b>Fundraising &amp; Events:</b> It was reported that although there would not be a Physical Christmas Fayre Fundraiser this year, plans are in place to hold an auction and other activities via Zoom – further details to follow. Sandra Scott asked if there were donations of prizes required which Jennifer confirmed that any donation would be welcomed from anyone.</p> <p><b>Garden:</b> Matthew Fleming has agreed to do a general tidy up as and when convenient when there is no one at the school.</p> <p><b>Healthy Eating Tuck Shop:</b> No activity at this stage.</p>  |     |
| 13 | <p><b>Diary Dates, Agenda Items &amp; Notes for the Next Agenda/Meeting</b></p> <ul style="list-style-type: none"> <li>• 27 November 2020 – Fundraiser Via Zoom – further details to follow!</li> <li>• 25 February 2021 – General Committee Meeting Remotely via Zoom at 7pm.</li> </ul> <p>Any suggestions for Agenda items or people to invite to the meetings should be emailed to the Clerk.</p> <ul style="list-style-type: none"> <li>• Approval of 2019 - 2020 Year End Accounts</li> </ul>   | ALL |
| 14 | <p><b>Close</b></p> <p>On closing, The Chairs thanked Julie and James for their continued support and thanked Adam and all the School Staff for their tremendous efforts during these difficult and challenging times. Well Done!!</p>  |     |



## Head Teacher's Report to Parent Council

### **COVID-19**

School continues to operate in a safe, calm way. Staff are all continuing to be vigilant for any Covid-19 symptoms and any concerns are dealt with accordingly. The protocols and cleaning regime remain the same. In the last few days we have responded to Scottish Government advice on the wearing of face masks in communal areas (corridors, etc.) and the wider school grounds. Thanks to parents who continue to, largely, behave well and respect the rules and requests. We are also looking to restart indoor PE as the guidance has changed on this. Jotters and library books no longer require to be quarantined.

### **Pupils and Staff**

Pupil numbers have stayed the same since the last meeting. House Captains have been elected in Primary 7 following excellent video presentations. Well done to them. Also, big thanks to Mrs E Murray and Mrs Woodcock who have produced an excellent assembly on the resilience theme of 'Look on the Bright Side', which it feels to me is entirely helpful in the current climate!

We have said farewell to Mrs Arnold, ANA, who is embarking on a new business venture in the town. We wish her every success – she will be sorely missed at Broomlands. We do however, in the interim, have the expertise of Mrs Kate Allan and Mrs Jennifer Fairbairn who will be supporting in our Primary 1 and 2 classes, along with Mrs Fortune. We are currently looking to fill the post on a longer-term basis, exploring a redeployment option.

We have a post-graduate student due to start with us next Monday, in our primary 3 class with Mrs C Murray. We look forward to welcoming Rachel Fraser to the team for the next few weeks.

Mrs Karen Jamieson has taken on the role of RICCT support, ensuring classes receive high quality Health and Wellbeing teaching and providing other teachers with their non-contact planning and preparation time. We welcome her to the Broomlands team.

Staff developments over the last few weeks have included contingency planning for an approach to a possible blended learning scenario, self-evaluation of our recovery curriculum with a view to ensuring we continue to 'get it right' in this phase of school life. Staff continue to attend a range of training opportunities for supporting the Inspire programme.

Mrs Gibson is working with other Depute Head Teachers across Scotland in the 'Depute Connect' course, bringing new and innovative ideas to the school. I am working with Head Teachers at a national level on the 'Excellence in Headship' course. Mrs E Murray is in the early stages of planning a professional reading group for school staff; Mrs Orde is leading our Inspire developments in school; Mrs Davenport continues as our Literacy Champion; Miss Scott will be developing nurturing approaches in the year ahead. Mrs Woodcock and Mrs E Murray continue to develop our approach to 'Building Resilience'. All staff remain extremely busy and hard-working and I wish to thank them for their continued efforts.

### **Teaching & Learning**

Building on the detail I gave in the last report, our School Improvement Priorities for 2020-21 include:

- Parental Engagement – how we support families to learn with us and understand more about our approaches. This will include seeking your views on how we best keep in touch and use digital technology to overcome the hurdles posed by Covid-19

- Inspire – how we make the most of the learning potential of the iPad resource, both through staff training, confidence raising, and the creation of a ‘digital fixers’ team within school.
- Data & Moderation – we will use ongoing assessment, standardised assessment and holistic assessments to develop our skills in interrogating and interpreting data to ensure we focus teaching and learning and continue to ensure appropriate pace and challenge for in the learning of all our children.
- Development of reading approaches – consistency, methodology and engaging learners in reading, with a clear focus on teaching the skills of reading as well as encouraging reading for pleasure.
- Outdoor learning – how we use the outdoors to facilitate ‘everyday’ learning.
- Nurture – how we work with the 6 principles of nurture to ensure we support learners fully.

### **Finance**

We are appreciative of the Parent Council Support and have been able to acquire the ‘red list’ items discussed at the last meeting. Thank you.

As a school, the staff are making a donation to Poppy Scotland – children will receive poppies on Wednesday 11<sup>th</sup> and we will hold an online, whole school Remembrance assembly together.

### **Property**

We have recently- managed to acquire a huge number of sets of good quality, brand new reading book sets for Primary 1-4, along with a number of maths games, flashcards, counters, dice and other resources.

We continue to be well supplied with PPE equipment to ensure we keep staff and children safe during this time – masks, gloves, wipes, sprays, visors, aprons and so on. We have also purchased two new coat racks for Primary 1/2, allowing them to repurpose space in the shared area to provide more access to learning resources.



# Broomlands Primary School Parent Council

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## Treasures Report & Accounts

### Income & Expenditure Account

#### Income and Expenditure Account

|   | Year to Date<br>£      |
|---|------------------------|
| <b>INCOME</b>                                       |                        |
| SBC Grant   | 300.00                 |
| Easy Fundraising                                    | 35.66                  |
| Clerk Contribution                                  | 130.00                 |
| <b>TOTAL INCOME</b>                                 | <u>465.66</u>          |
| <b>EXPENDITURE</b>                                  |                        |
| Clerk Payments                                      | 130.00                 |
| <b>School Contribution</b>                          | 691.80                 |
| Insurance   | 30.00                  |
| Class Purse   | 290.00                 |
| Website   | 22.78                  |
| P1/P2 Toys  | 58.00                  |
| P7 Gifts  | 550.00                 |
| <b>TOTAL EXPENDITURE</b>                            | <u>1,772.58</u>        |
| <b>SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE</b> | (1,306.92)             |
| <b>FUNDS HELD AT 1ST SEPTEMBER 2020</b>             | 3,733.76               |
| <b>FUNDS HELD AT 5th NOVEMBER 2020</b>              | <u>2,426.84</u>        |
| <b>Represented by:-</b>                             |                        |
| Balance per bank at 5th November 2020               | <u><u>2,426.84</u></u> |

Julie Fleming  
Treasurer  
Broomlands Primary School Parent Council  
05 November 2020

**Forecast Expenditure for 2020/21**

Money held for P7 Dance £ 171.70

**Fundraising analysis 2020/21**

|                  | Income | Expenses     | Profit / (loss) |
|------------------|--------|--------------|-----------------|
|                  |        |              | -               |
| Easy Fundraising | 35.66  | -            | 35.66           |
|                  |        | <b>TOTAL</b> | <b>35.66</b>    |

**Analysis of donations made to School**

|                  |                |
|------------------|----------------|
| Class Purse      | £290.00        |
| P1/P2 Toys       | 58.00          |
| P7 Gifts         | £550           |
| School Wish List | <u>£691.80</u> |
|                  | £1,589.80      |

**2021 Dance**

Balance brought forward £ 171.70

Tickets

Expenses paid

171.70

Balance carried forward for use at 2021 Dance

£ 171.70

£ 171.70



Parent Council

# BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting  
Broomlands Primary School Parent Council  
Thursday 5 November 2020 at 7pm Remotely via Zoom

## AGENDA

**Chairpersons: Pam Guthrie & Jennifer Redpath**

- Welcome
- Apologies
- Minutes from the last General Committee Meeting (21 November 2019)
- Matters arising from the above (if any)
- Chairperson's Business
- Head Teacher's Update
- Clerks Business & Correspondence
  - SBC Funding
  - Connect Insurance
  - Outstanding Members Details JA/SS
  - Seek permission to conduct routine business until the next meeting
- Treasurer's Business
  - Update on Annual Accounts 2019-2020/External Examiner 2020-2021 & Bank Balances etc.
  - Seek permission to conduct routine business until the next meeting
- Update Re Scottish Borders Representative for The National Parent Forum Scotland?
- Review of Constitution & Policy Documents
  - Update from Lucy Wendt Re Connect's Information Session on PC Constitutions
- Parent Forum Business
- Sub Groups Reports
- Diary Dates and Next Meeting Agenda Items
- Close

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



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- Click on Support a Cause
- Click on “Search for a Cause”
- Type in and Select Broomlands Primary School Parent Council – Kelso
- Click on “Support this Cause”
- Create an account
- Start Shopping!! Easy!!
- **THANK YOU!!**



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