



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 20 May 2021.

Present: Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Adam Lindsay, Interim Head Teacher (AL), Avril Gibson, Depute Head Teacher/Parent (AG), Joanna McNulty (JM), Lucy Wendt (LW), Cllr Tom Weatherston (TW), Cllr Simon Mountford (SM), Cllr Euan Robson (ER) & James Thom, Clerk (JT) who took the minutes. (11)

Parent Forum:

Minute	Business	Action By
1	<p>Welcome</p> <p>The joint Chairpersons opened the meeting, which was held remotely via Zoom, at 7pm. They welcomed and thanked everyone for their attendance.</p>	
2	<p>Apologies</p> <p>Apologies were submitted on behalf of Gemma Douglas, Christine Riley, Sandra Scott, Julie Fleming and Ellie Henderson (5)</p>	
3	<p>Minutes from the Last Meeting</p> <p>The Minutes from the last General Committee Meeting, which was held remotely via Zoom on 25 February 2021, were reviewed (these were distributed to members via email prior to the meeting), it was agreed that these were a true and accurate record on the Proposal of Jennifer Redpath which was Seconded Joanna McNulty.</p>	
4	<p>Matters Arising from the Minutes of the Last Meeting</p> <p>There were no matters arising from the minutes of the last meeting.</p>	
5	<p>Chairperson's Business</p> <p>Pam reported that she had been participating in remote meetings with Members of SBC. Discussion points included COVID-19 recovery road map, transition work, composite classes, school lunches and Christmas Planning, it was suggested that there could be a Parental Consultation with regard to Christmas Holidays.</p> <p>Jennifer reported that there had been some enquires from Parents with regard to reporting of Children's progress. Adam confirmed that Parents will be telephoned with a progress report and that Parents will be fully briefed.</p> <p>Jennifer also highlighted that there had been some enquiries from Parents with regard to the hand soap being used in the school which was not agreeing with some pupils which the school immediately rectified. Lucy thanked and commended the school on the urgency this issue was dealt with.</p> <p>Avril reported that some pupils had been involved in a discussion group about school lunches with the catering staff which proved to be a successful and worthwhile session.</p> <p>Pam asked Adam to thank all the staff at the school on behalf of the Parent Council for their continuous hard work, dedication and commitment under the challenging circumstances of the Coronavirus (COVID-19) Crisis.</p>	AL

6	<p>Head Teachers Update (attached)</p> <p>Adam gave an update about the school activities including COVID-19 response, Staff & Pupils, Teaching & Learning, Finance, Property and thanked the Parent Council for their continued support.</p> <p>Further to enquiry from the school it was agreed to top up the "Class Purse" fund and also for Elaine to purchase Scientific Calculators for the P7s leavers gift on behalf of the Parent Council.</p> <p>Jennifer suggested that it may be worth looking at other alternatives to Calculators in the future as Mobile Apps have now become readily available. This will be considered ongoing.</p>	<p>AL/JF</p> <p>ALL</p>
7	<p>Clerk's Business & Correspondence</p> <p>The Clerk reported that the School Website http://www.broomlandsprimary.co.uk/ has now been updated and moved from Moonfruit to Go Daddy and that the last payment to made to Moonfruit had been refunded to the Parent Council.</p> <p>Pam thanked the Clerk for his kind donation to the Parent Council.</p>	
8	<p>Treasurers Business (attached)</p> <p>Julie was unable to participate in the remote meeting tonight, however, a copy of the Balance Sheet was distributed to the members via email prior to the meeting. The Clerk suggested if anyone had any questions regarding the Balance Sheet they should contact the Treasurer Direct.</p>	
9	<p>Update Ex Scottish Borders Representative for The National Parent Forum Scotland</p> <p>Sadly, Gemma Douglas was unable to participate in the remote meeting tonight.</p>	
10	<p>Parent Forum</p> <p>The Clerk reported that he had not received any matters from the Parent Forum</p>	
11	<p>Sub Groups</p> <p>Fundraising & Events: No updates to report.</p> <p>Garden: No updates to report.</p> <p>Healthy Eating Tuck Shop: No updates to report.</p>	
12	<p>Diary Dates, Agenda Items & Notes for the Next Agenda/Meeting</p> <p>The next meeting will be the Annual General Meeting (AGM) which is held on the third Thursday in September (16th September 2021) at 7pm. Details will follow nearer the time.</p>	<p>ALL</p>
13	<p>AOB</p> <p>It was suggested that the Parent Council be included with the Transition Programmes (New Nursery intake and New P1s Intake) to encourage more Parental Involvement.</p> <p>Lucy also suggested that it would be useful if additional reminders of Parent Council Meetings were sent out by the school including one in the morning of the meeting to remind and encourage more parents/carers to attend. Adam agreed that this is something that the school could do.</p>	<p>ALL</p> <p>AL</p>
14	<p>Close</p> <p>The Chairs thanked the participants for joining and supporting the meeting which was closed at 8.05pm</p>	



Head Teacher's Report to Parent Council

COVID-19

As everyone is aware, we have now been open to all children for a number of weeks. We continue to be required to bubble the classes, to zone the playground and to ensure strict protective measures in terms of social distancing, mask-wearing (adults) and hand-hygiene. I am delighted to report that we still have not experienced any cases of Covid-19 within the school community. My thanks to everyone for continuing to observe the rules and regulations on this. PE restrictions continue to be in place, with the focus being on delivering specialist PE input outdoors wherever possible. We are still extremely limited in terms of visitors into school, with only essential professional visits allowed. This means that Sports Day, scheduled for the 31st May, will unfortunately need to be a closed event this year, in line with all other SBC schools. We will do all we can to ensure the children have an enjoyable, competitive sports day.

Pupils and Staff

Pupil numbers have increased with children joining us, or about to join us in Primary 2, Primary 4 and Primary 6. As our numbers continue to grow and we see a total of 36 new Primary 1's joining us next session, the great news is that we will be growing from 9-10 classes next session. This is excellent news allowing us to slightly reduce class sizes overall. It will mean significant changes in the make-up of composite and straight classes. We are still finalising the class splits, and will work to SBC's policies on class composition wherever possible. Any exceptions to this will be to ensure the wellbeing of the children involved. We will aim to let all children and families know their teacher for the coming year by no later than 14th June.

Mrs Orde has will take up her Inspire role on a full-time basis in the coming year. She will continue to be based here at the school, so we will benefit from her experience and leadership of delivering good quality teaching and learning involving the iPad's where relevant. We are still waiting on information centrally from the council as to how vacancies will be filled in the year ahead. We will certainly benefit from at least one NQT next session.

The nature of the Head Teacher position for next session is still unclear as Mrs Matthews secondment comes to an end in September. As a result, I will start the new school year at Broomlands, but am not clear what will happen after this.

Staff have continued to develop teaching and learning skills and we look forward to as much more 'normal' year to come, in which we can prioritise our core business of teaching, learning and assessment. This will be through use of a 'toolkit', guiding and measuring our success and identifying next steps and better practice together.

Teaching & Learning

We felt as a staff that the chance to talk directly with parents was more productive and beneficial than sending out a written report this session. As a result, we will be having phone consultations in the week beginning 7th June.

To help P7 end their time at Primary school well, we are continuing to busily plan a Staycation week. The only disappointment is that it seems unlikely we will be able to sleep over on the night of Thursday 10th June, due to a blanket ban on sleeping over throughout SBC. We remain hopeful that this might be changed in time for the event, but if not, we will unfortunately have to give this aspect of the week a miss. Plans and risk assessments are in place for everything else and we are very much looking forward to the

Finance

We are appreciative of continued Parent Council Support. Mrs Pettigrew is keen to know if you wish her to purchase scientific calculators for P7 and also would you be willing to top up the £1 per pupil fund as it is empty.

Property

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

Adam Lindsay - Interim Head Teacher
Broomlands Primary School
20 May 2021



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Treasurers Report 20 May 2021

Income and Expenditure Account

	Period 01.09.20 - 20.05.21 £	Year to Date £
INCOME		
SBC Grant	300.00	300.00
Easy Fundraising	35.66	35.66
Clerk Contribution	130.00	130.00
Christmas Fair	987.10	987.10
Refund - Website	86.40	86.40
Donation - Clerk	130.00	130.00
	-	-
- TOTAL INCOME	1,669.16	1,669.16
EXPENDITURE		
Clerk Fees	260.00	260.00
School donations- Wish List	691.80	691.80
Insurance	30.00	30.00
School Donation - Class Purse	290.00	290.00
Website	22.78	22.78
P1/P2 Toys	58.00	58.00
P7 Gifts	550.00	550.00
Gifts	43.50	43.50
Lottery Liscence	20.00	20.00
School Donation - Wish List 2	278.61	278.61
Christmas Trees	34.50	34.50
School Donation - Twinkle	683.30	683.30
School Website	215.99	215.99
TOTAL EXPENDITURE	3,178.48	3,178.48
- SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE	<u>(1,509.32)</u>	(1,509.32)
FUNDS HELD AT 1st September 2020		3,733.76
FUNDS HELD AT 20th May 2021		<u>2,224.44</u>
Represented by:-		
Balance per bank at 20th May 2021		<u>2,224.44</u>

Julie Fleming - Treasurer
Broomlands Primary School Parent Council
20 May 2021



Parent Council

BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting
Broomlands Primary School Parent Council
Thursday 20 May 2021 at 7pm Remotely via Zoom

Joining Instructions

When it's time to join the Zoom Meeting click on the link below:

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

Meeting ID: 535 892 2310

AGENDA

Chairpersons: Pam Guthrie & Jennifer Redpath

- Roll Call
- Welcome & Housekeeping
- Apologies
- Minutes from the last General Committee Meeting (25 February 2021)
- Matters arising from the above (if any)
- Chairperson's Business
- Head Teacher's Update
- Clerks Business & Correspondence
 - Update on BPS Website
 - Seek permission to conduct routine business until the next meeting
- Treasurer's Business
 - Financial Update
 - Seek permission to conduct routine business until the next meeting
- Update Re Scottish Borders Representative for The National Parent Forum Scotland
- Parent Forum Business
- Sub Groups Reports
- Diary Dates and Next Meeting Agenda Items
- Close

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

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Click on the below and register as a supporter:

<http://www.easyfundraising.org.uk/causes/broomlandspc>

or search for: [easyfundraising.org.uk](http://www.easyfundraising.org.uk)

- 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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Click here to get started >>> <http://www.easysearch.org.uk/>
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