

**Broomlands Primary School Parent Council** 

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

## MINUTES

#### Minutes from the Meeting of the General Committee of the Broomlands Primary School Parent Council. Held remotely via Zoom on Thursday 23 February 2023.

Present:	Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Sonya Nairn (SN), Vice Chair, Adam Lindsay, Head Teacher (AL), Avril Gibson, Depute Head Teacher/Parent (AG), Alicja McIntyre, Treasurer (AM), Joanna McNulty (JM), Sandra Scott (SS), Cllr Simon Mountford (SM), Cllr Tom Weatherston (TW) & James Thom, Clerk (JT) who took the minutes. (11)
Parent	Emma Davies & Louise Hewison (2)

Forum:

Minute	Business	Action By
1	<b>Welcome</b> The joint Chairpersons opened the meeting, which was held remotely via Zoom, at 7pm. They welcomed and thanked everyone for their attendance.	
2	<b>Apologies</b> Apologies were submitted on behalf of Christine Riley, Lucy Wendt, Ashley Wilson and Ellie Henderson (4).	
3	Minutes from the Last Meeting The Minutes from the last General Committee Meeting, which was held remotely via Zoom on 26 May 2022, 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 by Pam Guthrie.	
4	Matters Arising from the Minutes of the Last Meeting There were no matters arising from the minutes of the last meeting.	
5	<ul> <li>Chairperson's Business</li> <li>Pam attended the SBC Parent Council Chair's meeting on 12 January 2023. Outputs from the meeting were that Parent Councils need to ensure that they are applying to the council for appropriate licenses for any events organised events. This may include Alcohol &amp; Market Operators Licenses; a full list of potential licenses will be sent at some point from the council. There will also be a consultation on the "Respectful Relationships" Policy.</li> <li>Jennifer thanked everyone for their support with the Christmas fair in November 2022 which raised over £1, 500. Jennifer reported that it was a success but there was a need for more helpers at such events.</li> </ul>	PG
	Jennifer again, raised the issue of people parking in the Drop Off Circle. Adam advised that the school have done all they can to prevent issues, including confronting offenders which has sometime resulted in abuse from them. Adam reported that he would get in touch with the Police again for further help. Tom suggested that the councillors would enquire about double yellow lines. Worst case, Adam suggested closing access to this area.	AL TW

6	<b>Head Teachers Update</b> Adam delivered the headteacher's report, from which it was reported that the school is preparing for an inspection by HMIE w/c 6 March 2023. Adam also reported that The School Administrator, Elaine Pettigrew, will be retiring at the end of March. The Chairs wanted it recorded that the Parent Council sent their congratulations and thanked Elaine for all her help and support.		
	Adam reported that Project Playground would be back on track again after some issues. The original service provider has gone into administration; however, the successors have agreed to honour all commitments.		
	The school had enquired if it would be possible for the Parent Council to replenish the "Class Purse" which would be School Roll x £1 and also, to contribute 50% of the cost of the Levers Hoodies? This was approved on the proposal of Pam Guthrie which was seconded by Sonya Nairn. The Treasurer will provide the appropriate funds.	School AM	
7	Clerk's Business & Correspondence The Clerk reported that he had received the 2023 Lottery Licence from SBC. The Clerk was granted to permission to conduct all routine business until the next meeting.		
8	<b>Treasurers Business</b> The Chairs welcomed Alicja McIntyre who has taken on the role of treasurer. Ali is familiarising herself with the Parent Council and dealing with any business as appropriate.		
	Ali reported that we have received a payment of £72 from Easy Fundraising.		
9	Parent Forum Business The Clerk reported that there was no business submitted from the Parent Forum.		
10	<ul> <li>Sub-group Update         <ul> <li>Events and Social – Jen reported that planning for a Summer Fair was in the early stages and appealed for more helpers.</li> <li>Healthy Tuck Shop – It was reported that this continues to be a success with no issues. The cost to the pupils remains at 20p.</li> </ul> </li> </ul>		
11	<ul> <li>Diary Dates, Agenda Items &amp; Notes for the Next Agenda/Meeting         <ul> <li>The date of the next General Committee meeting will be 25 May 2023 at 7pm.</li> <li>The AGM will be on 21 September 2023 at 7pm, full arrangements TBC.</li> </ul> </li> </ul>	ALL	
12	AOCB & Close The clerk reported that he had still not received contact details for Isaac Andoh-Kesson and therefore, has not been included in any Parent Council communication. Adam agreed to find out if Isaac is still happy to be a member of the General Committee.	AL	
	The chairs gave a vote of thanks and the meeting was closed at 7.55pm.		
E & O E :: J. Thom :: 26 February 2023			



Adam Lindsay - Head Teacher Broomlands Primary School 23 February 2023



# BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

#### General Committee Meeting Broomlands Primary School Parent Council Thursday 23 February 2023 at 7pm, held remotely via Zoom

#### Joining Instructions

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

https://us06web.zoom.us/j/82563992111?pwd=Sk1IVHIWRkY1dDVEWUNoVHBzait6Zz09

Meeting ID: 825 6399 2111 :: Passcode: 188899

If you are unfamiliar with Zoom or need a refresher, click the link below <u>https://support.zoom.us/hc/en-us</u>

# AGENDA

#### Chairpersons: Pam Guthrie & Jennifer Redpath

- Roll Call, Welcome & Housekeeping
- Apologies
- Minutes from the last General Committee Meeting
- Matters arising from the above
- Chairperson's Business
- Head Teacher's Update
  - Project Playground Update
- Clerks Business & Correspondence
  - o Lottery License Receipt
  - $\circ$   $\;$  Seek permission to conduct routine business until the next meeting.
- Treasurer's Business
  - Welcome to our new Treasurer.
  - Financial Update
  - $\circ$  ~ Seek permission to conduct routine business until the next meeting
- Parent Forum Business
- Sub-group Reports
- Diary Dates and Next Meeting Agenda Items (Dates of future Meeting) (AGM: 21 September 23)
- Close

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

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