



Parent Council

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 24 March 2022.

Present: Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Sonya Nairn, Vice Chair (SN), Adam Lindsay, Head Teacher (AL), Avril Gibson, Depute Head Teacher/Parent (AG), Julie Fleming, Treasurer (JF), Joanne Ayling (JA), Gemma Douglas (GD), Cllr Tom Weatherston (TW), Cllr Simon Mountford (SM) & James Thom, Clerk (JT) who took the minutes. (12)

Parent Forum:

Minute	Business	Action By
1	Welcome The joint Chairpersons opened the meeting, which was held remotely via Zoom, at 7.08pm. They welcomed and thanked everyone for their attendance.	
2	Apologies Apologies were submitted on behalf of Christine Riley, Sandra Scott, Tracie Patterson, Lucy Wendt, Ellie Henderson & Leri Payne (PF) (6).	
3	Minutes from the Last Meeting The Minutes from the last General Committee Meeting, which was held remotely via Zoom on 20 May 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 Sonya Nairn 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	Chairperson's Business Pam reported that there had not been any recent meetings with the Council and the other PC Chairs, therefore, had nothing to report at this stage. Jennifer reported that the Christmas Fair, which was held in the Cross Keys Hotel, had been a great success with a good attendance. £1, 300 was raised on the evening which the committee was pleased with. Jennifer gave special thanks to Christine who helped organise the event. Jennifer reported that there were a number of concerns about the drop off area. Some less considerate drivers are stopping, leaving their vehicles and walking into the school to collect their children and it has been witnessed that other vehicles were mounting the grassed area, where pedestrians are, to get past. Councillor Tom Weatherston suggested that this issue should be formally escalated upwards to the appropriate authorities. It was highlighted that there is still no change with regard to non-essential visitors accessing the school. Adam was hopeful that some of the restrictions would be eased soon but had no confirmed date.	
6	Head Teachers Update (attached) Adam was keen to gather feedback from parents regarding the use of the iPads with a view to better interaction with the technology. It was intimated that parents were unsure of some of the functionality. Pam thanked Adam and the school staff for their continued hard work and effort.	ALL

	Adam enquired if it would be possible for the Parent Council to top up the "Class Purse" fund and provide a donation to help subsidise trips. Julie reported that £300 was available for the Class Purse but would check the accounts with regard and additional payment for help with school trips. On the proposal of Jennifer Redpath, which was seconded by Sonya Nairn, it was agreed to give £300 for the Class Purse Fund and a further discretionary amount for school trips on the approval of the Treasurer.	JF
7	Clerk's Business & Correspondence The Clerk that he had received the Lottery Licence from Scottish Borders Council. The Clerk had no other business.	
8	Treasurers Business (attached) Due to a delay with the Independent External Examiner, the annual accounts for year ending September 2021 had not been signed off in time for the AGM last year. The accounts have since been signed off and approved. They were adopted as a true and accurate account of the financial affairs of the Parent Council for the term under review on the proposal Pam Guthrie which was seconded by Joanne Ayling. It should be noted that the accounts were made available to the Parent Council and Parent Forum Members prior to the meeting. Notification was sent advising that this was on the agenda tonight. Julie Fleming proposed that Sheryl Macauley be appointed as our Independent External Examiner. This was seconded by Pam Guthrie. Julie reported that the funds available in the bank was about £1300.	
9	Recruitment of Treasurer It was noted that Julie's term as treasurer would come to an end in the Summer. It was suggested to send an email to the General Committee to see if anyone was keen to take up the role, if there were no responses, it was agreed that an advert should be drafted and sent to members of the Parent Forum to see if there was interest. The Clerk agreed to send out the initial email and draft an advert.	JT
10	Adoption of Parent Council Policies Further to applying SBC for funding towards Project Playground, there was a requirement to have the following policies, which were emailed to the members prior to the meeting for review, Child Protection and Safeguarding Policy, Equality Policy and Environmental and Sustainability Policy. It was agreed to adopt these policies on the proposal of Pam Guthrie which was seconded by Julie Fleming.	
11	Changes to BPSPC Constitution It was agreed at the AGM in September that the Clerk should rewrite the Parent Council's Constitution to ensure it was fit for purpose and to adjust the end of the financial year end to give the Independent External Examiner to sign off the accounts in plenty of time before the AGM. The Clerk created a draft constitution which was emailed to the members in advance for their review. It was agreed that the new constitution be sent to the Parent Forum for approval on the proposal of Pam Guthrie which was seconded by Joanne Ayling. The Clerk agreed to consult with the Parent Forum by sending out (via the school) copies of the current and proposed constitution. Should there be no objections and or counter proposals, the new constitution would be adopted at the next General Committee Meeting to come into effect immediately after.	JT
12	Parent Forum Business The Clerk reported that there was no business submitted from the Parent Forum	
13	Sub-group Update <ul style="list-style-type: none"> • Events and Social – Will consider a Summer Fair • Gardening – Matthew Fleming had spent some time in the Garden. Pam asked Julie to pass on our thanks • Healthy Tuck Shop – Still suspended 	
14	Project Playground Update. The Parent Council is raising funds to purchase and install a piece of play equipment for the school and local community to use and enjoy. It will benefit over 250 local school children and out-with school hours could be made accessible to the local community as an additional play resource, giving them access to a fun, active piece of equipment that will benefit their health and wellbeing and meet a need the children themselves have identified. Senior pupils at the school, as part of the ongoing work that the school does to seek their views and listen to their ideas, have made it clear that they would	

	<p>appreciate and value something they can play with. In discussion with school staff, they were asked to survey the rest of the children to gauge demand and find out what the kind of play equipment they would prefer.</p> <p>The results clearly identified that the children were highly enthusiastic about the idea. More specific survey questioning demonstrated that the most popular idea was that of a climbing frame and monkey bars as children felt they don't have anything quite like this in the immediate vicinity. The children have so far led fundraising efforts towards this project, including producing a promotional video (shared on the school website and social media), organising a fundraising Pyjama Day, and liaising with the school Head Teacher and ourselves as Parent Council. We want to listen to their voice and respond to the need the children are expressing. Initial costs were thought to be around £3, 000, however, further research by the school found that to get the appropriate specification for school and public use, the costs would be £8, 200. The Clerk reported that an application for £2, 500 submitted to Cheviot Community Fund had been successful on the condition that the remainder of the £8, 200 could be raised by the Parent Council and that the project can be completed within 12 months of their contribution. Julie reported that the Parent Council has raised and reserved £2, 700 (inc. a contribution from the school) leaving shortfall of £3, 000. The Clerk advised that an application had also be submitted to Charity Begins At Home (decision expected early April). Cllr Tom Weatherston suggested applying to the Kelso Common Good Fund. It was also suggested that a small subgroup be created to consider appealing to larger businesses in the town. The Chairpersons, Clerk, Treasurer and Gemma Douglas agreed to form the Subgroup.</p>	<p>JT/PG/JR JF/GD</p>
15	<p>Diary Dates, Agenda Items & Notes for the Next Agenda/Meeting</p> <p>The next General Committee Meeting will be on 26 May 2022 at 7pm. Further details will be provided nearer the time. Agenda items will include feedback from Constitution Consultation and an update about funding for Project Playground.</p> <p>Date of the 2022 AGM will be 15 September</p>	<p>ALL</p>
16	<p>Close</p> <p>The Chairs thanked the participants for joining and supporting the meeting and gave special mention to Adam and his team at the school, our Councillors and the Clerk. There being no other business to discuss, the meeting was closed at 8.10pm</p>	
<p>E & O E :: J. Thom :: 05 April 2022</p>		



Head Teacher's Report to Parent Council

Head Teacher's Report

Though we have had a number of Covid-related challenges with staff absence over recent weeks, we have generally speaking come through this recent period quite well. A number of teachers and nursery staff, along with Mr Dryden and kitchen staff, have been absent for their self-isolation period, but I have been delighted by the flexibility and team support of the wider staff team. With some additional supply cover we have managed not to send any classes home and to keep fully open and functioning.

Teaching & Learning

We have continued to use the Cheviot Teaching & Learning Toolkit to moderate and improve what we offer and have seen very good approaches to creating and promoting our positive learning ethos, creating an environment where our children feel safe and cared for. We are also seeing good examples of plenaries, helping the children reflect on and explain their learning in their own words, and effective questioning to improve the children's thinking and teacher's capacity to effectively assess learning. This process of supporting the children to reflect on their learning has been built into our reporting process – more on that shortly.

We are also seeing positive use of digital technologies, including Showbie, to support teaching, learning and assessment, and improve parental engagement. This is a really exciting development in school. We have recently been asked to apply for 'Apple Distinguished School' status as we are making good use of the resources we have been provided with. If successfully, we would be only the 2nd primary school in Scotland to achieve this. If not, we're not worried as it still reflects the good practice going on at Broomlands.

White Rose Maths has become a regular part of our approach to numeracy, and our attainment in numeracy is strong across the school. Staff like the resource as an additional tool for them to use. Children's feedback is that they also like working with the resource.

At our recent Inset day (Feb) we discussed at length how we provide and support nurture, considering where we already see nurturing approaches, what our part in this is as individuals, how we see children responding to nurturing messages, how we can re-frame behaviour to help us understand what it might be telling us, and how we better attune to children.. This work will continue over the next 2 years.

Reporting

We have a new report format that provides a broader range of information for parents. We still feel a written report is important in keeping you informed about progress in learning. The new format that will provide an overview of your child as a learner with comment on learning strengths & qualities, key areas of progress, individual attributes, character qualities, capabilities etc. This will sit alongside recommendations of next steps in learning. The report will also give details of attendance, behaviour and homework, together with a comment from the child themselves and from one of our leadership team. One of our main changes as a result of the pandemic is that we have enjoyed more conversation/discussion with many of you, via email, phone or virtual parents night. We will follow the reports in April with a parent conversation in May, giving the chance to discuss successes/next steps with you.

Website & Digital

Reminder that the new website is live – people can access curriculum overviews and newsletters on there, along with news and events from the school. We had an issue with YouTube which we have been unable to access our videos – we have moved to Vimeo for future videos.

Can we gauge interest in a Digital Skills Café? Can PC provide tea and cake? What would you like from us in terms of supporting parents to know how to use the iPad's. Feedback recently was that we haven't shown people, so we'd be keen to plug this gap.

Covid-19

We are seeing a gradual reduction in the demands placed on us by Covid restrictions. Bubbles and playground zones have gone and children's learning is benefiting from being able to mix across classes.

Staff continue to wear masks if less than 2 metres from children, and in all communal areas of the school. The staff room is open only to a limited number of staff and we continue to meet virtually. Across SBC levels of Covid remain high, although we have seen a drop-off here in the last 10 days. Mr Dryden continues touch point cleaning (door handles, bannisters, etc.) daily and the school is regularly 'fogged'.

If a case is identified, we continue to follow SBC protocol and send out 'Warn and Inform' letters to keep families aware and ensure they're vigilant re symptoms and testing.

Pupils and staff

Pupil numbers have continued to increase, with new children arriving in P2, P6 and P7 in recent weeks. We've a new start due with us in P6/7 shortly, and another in P5. We have welcomed 36 new Primary 1. At the start of the year the school role was 243 – we're now at 248, with a further 51 children in the nursery. We'll know more about class numbers and class composition for next session nearer the summer.

There is only one staffing change since our last meeting, with Mrs Kate Allan joining our team of ANA's.

Finance

We appreciate the offer of financial support from PC for trips as we are now able to make visits out and about again. Can we clarify what the offer is? A percentage, or an amount per class, or something else? Also, Mrs Pettigrew wonders if the £1 per pupil could be topped up to support the ongoing resources that class teachers are funding for their classes. We are at 299 children altogether.

Property

We are continuing to develop our garden area with recent tree planting to create an orchard, creation of a path, and next we are looking to plant up our sensory garden area. Thanks for EKLES Groundworks and Landscaping and Inveroy Crisis Management for their support.

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

We recently invested in a range of resources to support children with social/emotional skills. This included:

- Games focused on 'Time to Talk', resilience and social speaking.
- Story books with a clear message, eg bullying, growth mindset, fidgeting, etc.
- Social stories for children with autism
- Teaching guides – 101 Games for social skills & better behaviour, Teaching Mindfulness in Schools, Time to talk resource books.

BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting
Broomlands Primary School Parent Council
Thursday 24 May 2022 at 7pm Remotely via Zoom

Joining Instructions

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

<https://us06web.zoom.us/j/88100259697?pwd=R3ArdmJVNmxGamlNRWR2TXJoblRwQT09>

Meeting ID: 881 0025 9697 :: Passcode: 438205

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
- Clerks Business & Correspondence
 - Seek permission to conduct routine business until the next meeting
- Treasurer's Business
 - Financial Update
 - Adoption of Year End Accounts ending 31 August 2021
 - Appointment of an Independent External Examiner
 - Seek permission to conduct routine business until the next meeting
- Recruitment of Treasurer
- Adoption of Policies (Child Protection & Safeguarding Policy/Environmental & Sustainability Policy/Equality Policy)
- Changes to the BPSPC Constitution
- Parent Forum Business
- Sub-group Reports
- Project Playground (Update/Corporate Appeals)
- Diary Dates and Next Meeting Agenda Items
- Close

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

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