



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 25 February 2021

Present: Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Sonya Nairn, Vice Chairperson (SN), Adam Lindsay, Interim Head Teacher (AL), Avril Gibson, Depute Head Teacher/Parent (AG), Julie Fleming, Treasurer (JF), Joanna McNulty (JM), Christine Riley (CR), Sandra Scott (SS), Ellie Henderson (EH), Gemma Douglas (GD), Cllr Tom Weatherston (TW) & James Thom, Clerk (JT) who took the minutes. (13)

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. 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>NPFS (National Parent Forum of Scotland) Update. https://www.npfs.org.uk/</p> <p>Parent Council Member Gemma Douglas, who is also the Chairperson of the Kelso High School Parent Council, is the Scottish Borders Representative of the NPFS. Gemma gave a brief introduction and an insight to the NPFS and highlighted her role and potential areas of support. Gemma advised that the organisation has available a number of resources to benefit parents. The Forum works in partnership between Parents and Carers with National and Local Government as well as other organisations involved in education and child wellbeing issues to ensure that parents play a full and equal role in education. The overall aim is to help every child to maximise their potential through their school life. Should anyone need further information Gemma can be contacted via email at: scottish.borders@npfs.org.uk Gemma left the meeting after her introduction to Chair the Parent Council Meeting at the High School.</p>	
3	<p>Apologies</p> <p>Apologies were submitted on behalf of Cllr Euan Robson, Cllr Simon Mountford and Joanne Ayling. (3)</p>	
4	<p>Minutes from the Last Meeting</p> <p>The Minutes from the last General Committee Meeting, which was held remotely via Zoom on 05 November 2020, 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 Julie Fleming.</p>	
5	<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>	
6	<p>Chairperson's Business</p> <p>Pam reported that she had been participating in remote meetings with Members of SBC. These were held every two weeks but are now held monthly. Pam reported that there were no issues from these meetings. Pam was pleased to report that that they will now be held in the evenings when possible which will make them more accessible. The next meeting is on 11 March 2021.</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
7	<p>Head Teachers Update (attached)</p> <p>Adam gave an update about the school activities and thanked the Parent Council for their continued support. Adam also placed on record his sincere thanks to all of his team at the school and congratulated them for facing the issues presented to them and commended their use of technology.</p>	

8	<p>Clerk's Business & Correspondence The Clerk submitted the following updates.</p> <ul style="list-style-type: none"> • Lottery License received from SBC • Reminder of an emergency decision which was approved on 21 January 2021 to give a donation to the school for £683.30 to purchase Twinkl Resources. • All outstanding member's details have been received. • Website – Moonfruit (Hosting Service Provider) has been experiencing technical difficulties with their Website Building Software further to the decommission of “Adobe Flash Player” and that any updates needed are being sent to Moonfruit who would amend the website from their back office system. This issue is ongoing and will be monitored. • The Clerk sought and was granted permission to carry out routine essential business as and when required until the next meeting. 	
9	<p>Treasurers Business (attached) 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 and advised that most of the items on the School's wish list had been paid for. Julie congratulated everyone that was involved with the Christmas Fundraiser which was held via Zoom which raised £987.10</p> <p>Julie reported that the 2019-2020 year end accounts had now been formally signed off by our Independent External Examiner. Due to unavoidable circumstances these accounts were not approved at the AGM and were submitted to the General Committee Meeting on 05 November 2020 and were further submitted to this meeting for approval. The Treasurer confirmed that they had now been examined by our Independent External Examiner and had been signed off as an accurate account of the financial affairs of the Parent Council. The accounts were approved and adopted on the proposal of Jennifer Redpath which was seconded by Joanna McNulty.</p> <p>The Treasurer sought and was granted permission to carry out routine essential business as and when required until the next meeting.</p>	
10	<p>Parent Forum The Clerk reported that he had not received any matters from the Parent Forum</p>	
11	<p>Sub Groups Fundraising & Events: Pam thanked and congratulated Jennifer for arranging the Christmas Fundraiser via Zoom which had demonstrated a successful degree of teamwork, innovation and generosity. Adam also added his thanks. Santa was also thanked for making an COVID-19 compliant appearance. Garden: Matthew Fleming was thanked for taking some time to do what he could in the school garden. Healthy Eating Tuck Shop: No activity at this stage.</p>	
12	<p>Diary Dates, Agenda Items & Notes for the Next Agenda/Meeting</p> <ul style="list-style-type: none"> • Next General Committee Meeting - 20 May 2021 at 7pm via Zoom, any suggestions for Agenda items should be emailed to the Clerk. 	ALL
13	<p>Other Business Cllr Tom Weatherston highlighted that he was pleased to hear such positive feedback and attitudes and also thanked and congratulated the school and the staff for their much appreciated efforts.</p>	
14	<p>Close 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!! Before closing the meeting at 7.55pm The Chairs also thanked the participants for joining and supporting the meeting.</p>	
E & O E :: J. Thom :: 02 March 2021		



Head Teacher's Report to Parent Council

COVID-19

School has recently reopened to ELC and P1-3 and so far, this has been very successful. We have tighter bubble requirements than previously, reflecting SBC being in Tier 4. This has meant a re-zoning of the playground and change of lunch routines, both of which seem to be working very well. PE restrictions are also in place, but we continue to be able to deliver specialist PE input for almost all children outdoors.

Pupils and Staff

Pupil numbers have changed a little with 2 families leaving us for various reasons, losing 4 children from ELC to P7 as a result of this. We have gained a child in Primary 6. I want to put on record my appreciation of how hard all the staff have worked through this latest lockdown. We have done our best to support learning, support families and keep in regular touch with as many as possible. Mrs Orde has been successful in her application to lead in Kelso cluster on Inspire. She has begun this role, which will have benefits for all our learning and development as a school. Mrs Chloe Douglas has stepped in to fill the gap on a Monday and Tuesday, and is on a steep remote learning curve.

Staff have, by necessity, developed a wide range of ICT skills and learning since Christmas. Everything from Teams meetings, to video and audio feedback, to delivery of teaching and learning remotely has been embraced and developed wonderfully. Details of our learning can be found below. They continue to attend a range of training opportunities for supporting the Inspire programme.

Teaching & Learning

As a result of the year that we have experienced, we are keen to capture and build on all the learning this has provided us with. At our February In-service we agreed that, as we move forward, we want to continue to develop the following:

Technology – feedback	Use of iPad to provide feedback for work. For example, uploading pictures of jotter, giving verbal feedback to all, audio/video feedback eg 'Mark up' and voicemail feedback. Recording oral feedback has been more time efficient and effective than writing comments. Giving feedback using the technology improves and complements how we do this and the impact it has on our learners – it is more effective than previous methods in some curricular areas. Better use of technology is reducing feedback time.
Technology - teaching	Video tutorials can be used to have groups working more independently in the classroom. Teachers are re-thinking how they set work during class time. Chn can use iPads more in the classroom for working on tasks/uploading work. Teachers can use video tutorials for instruction and modelling in rotations and groups. Consider using keynote presentations within the class teaching. In music GarageBand tasks can be used for assessment. We will make use of Accessibility features as an aid for developing writing/reading skills. Build on the children's iPad skills within small group work as a tool to enhance learning.
Technology - homework	Setting homework - using teams and assignments to reduce sending jotters back and forth. Teams - could this save jotters going back and forward? Possible use of iPads for music homework.
Technology - communication	Continue using GLOW to get feedback from parents and share what is happening in school with parents. Have pupils or parents upload sporting/wider achievements from in and out of school - a folder specifically for this then the pupils would be able to upload everything they achieve; this would build up a profile of achievement. Continue to use the direct contact with families; build on how we involve parents as partners in their child's learning and how we keep sharing learning and progress. Support staff to continue to upskill themselves in their interactions with families. Staff have less inhibitions about phoning parents and talking directly about their chn's learning. By working as a team we've produced home learning and communicated to parents/chn on a more regular basis. The GLOW page has certainly been a central point of contact and is a useful tool to take forward. Keep families involved and included in partnerships with us. Save time in organising meetings, and improve instant communication.
Technology - CPD	Staff have embraced the technology and improved their IT skills and use of technology in learning. We will use this to further develop our practice - e.g in Nursery best practice, promoting numeracy/ literacy/ confidence in observation skills. GLOW - keeping engaged with online updates, feedback etc. is really important. Retain platforms for staff engaging with each other to provide answers and support. Continue to develop use of iPad's as a teaching tool in P1-3 and ELC.

Teamwork	Continue to work/support our colleagues - we have all really helped each other and learned so much from one another. Been a really positive team experience - want to continue to build on the strong team ethos we have. We always had this but this experience has made us even stronger. Staying connected with staff team is very important, supporting others where possible, sharing skills, ideas etc.
Pastoral Care	Continue to give quick, responsive communication to reduce anxiety and ensure small issues don't grow into big ones. We have learned how flexible and resilient we can all be in difficult times. Remember to understand and look after our own wellbeing and that of others, and continue to engage, communicate with and support each other effectively in alternative ways, learning to be confident whilst living through these uncertain times.

Finance

We are appreciative of the Parent Council Support and have been able to acquire the Twinkl subscription which will continue to be helpful in delivering both home learning and in school. Thank you.

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 so on.

Adam Lindsay
Interim Head Teacher
Broomlands Primary School
25 February 2021

Treasurers Report 25 February 2021

Income and Expenditure Account

	Period	Year to
	01.09.20 - 25.02.21	Date
	£	£
INCOME		
SBC Grant	300.00	300.00
Easy Fundraising	35.66	35.66
Clerk Contribution	130.00	172.00
Christmas Fair	987.10	987.10
	-	-
	-	-
- TOTAL INCOME	1,452.76	1,452.76
EXPENDITURE		
Clerk Fees	130.00	130.00
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
	-	-
TOTAL EXPENDITURE	2,832.49	2,832.49
- SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE	(1,379.73)	(1,379.73)
FUNDS HELD AT 1st September 2020		3,733.76
FUNDS HELD AT 25th February 2021		2,354.03
Represented by:-		
Balance per bank at 25th February 2021		2,354.03

Julie Fleming
Treasurer
Broomlands Primary School Parent Council
25 February 2021

Notes to accompany income and expenditure account

Forecast Expenditure for 2020-21

Money held for P7 Dance £ 194.58

Fundraising analysis 2020-21

	Income	Expenses	Profit / (loss)
Christmas Fair	987.10		987.10
Easy Fundraising	35.66	-	35.66
	-	-	-
	-	-	-
	TOTAL		<u>1,022.76</u>

Analysis of donations made to School

Twinkle	683.30
P1/P2 Toys	58.00
Christmas Trees	34.50
Wish Lists	970.41
Class Purse - top up	150.00
	<u>1,896.21</u>

2019 Dance

Balance brought forward	£ 194.54
	<u> -</u>
	<u>194.54</u>
Expenses paid	
	<u> -</u>
Balance carried forward for use at 2021 Dance	<u>£ 194.54</u>

Julie Fleming
Treasurer
Broomlands Primary School Parent Council
25 February 2021



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Year End Accounts 2019/2020

For the year ended 31st August 2020

As you can see from the attached income and expenditure account at 31st August 2020 the Parent Council had funds in the bank totalling £3733.76 which is a much likeness to last years balance.

It should be noted that Broomlands Primary School Parent council hold money on behalf of the Primary 7 dance. At 31st August 2020 this amounted to £228.94 and is included within the closing bank account balance.

As you are all aware, the parent council income is purely raised through fundraising events, so 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 through these events:

Easy Fundraising	44.26
Discos	155.00
Christmas Fair	2,114.01

2,313.27

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:

Please note there are extra expenses to come off P7 leavers gift etc but due to Covid did not get money to the school before this financial year

Class purse top up	284.00
Little Tykes Kitchen	40.00

324.00

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.

Income & Expenditure Account for the year ended 31st August 2020

Year ended
31.08.19

	£
INCOME	
1,062.00 Christmas cards	
3,113.03 Christmas fair	2,340.45
1,511.40 Summer fun night	
470.47 Discos	171.00
179.00 P7 dance	
78.59 Easy fundraising	44.26
Uncashed Cheque	25.00
300.00 SBC involvement grant	300.00
<hr style="width: 100%; border: 0.5px solid black;"/>	
6,714.49 TOTAL INCOME	<hr style="width: 100%; border: 0.5px solid black;"/> 2,880.71
 EXPENDITURE	
Raffle Tickets	115.00
Insurance	30.00
Domain Renewal	20.38
Licences	20.00
260.00 Clerk payments	260.00
Kelso Life Advert	35.00
Christmas fair	226.44
896.25 Summer fun night	-
37.41 Discos	16.00
181.24 P7 Dance costs	-
9.95 Gifts	95.00
72.00 Website costs	72.00
1,866.74 School donations	324.00
<hr style="width: 100%; border: 0.5px solid black;"/>	
3,323.59 TOTAL EXPENDITURE	<hr style="width: 100%; border: 0.5px solid black;"/> 1,213.82
 3,390.90 EXCESS OF EXPENDITURE OVER INCOME	 1,666.89
 2,066.87 FUNDS HELD AT 1ST SEPTEMBER 2019	 2,066.87
<hr style="width: 100%; border: 0.5px solid black;"/>	
FUNDS HELD AT 31ST AUGUST 2020	<hr style="width: 100%; border: 0.5px solid black;"/> 3,733.76
 Represented by:-	
<hr style="width: 100%; border: 0.5px solid black;"/>	
Balance per bank at 31st August 2020	<hr style="width: 100%; border: 0.5px solid black;"/> 3,733.76

I have checked the above income and expenditure account for Broomlands Primary School Parent Council for the year ended 31st August 2020 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
02/02/2021



Parent Council

BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting
Broomlands Primary School Parent Council
Thursday 25 February 2021 at 7pm Remotely via Zoom

AGENDA

Chairpersons: Pam Guthrie & Jennifer Redpath

- Welcome
- Roll Call
- Update Re Scottish Borders Representative for The National Parent Forum Scotland
- Apologies
- Minutes from the last General Committee Meeting (05 November 2020)
- Matters arising from the above (if any)
- Chairperson's Business
- Head Teacher's Update
- Clerks Business & Correspondence
 - Lottery Licence Received from SBC
 - Emergency Decisions: 21/1/2021 Ex AL Re Twinkl Resources £683.30 - Approved
 - Outstanding Members Details JA
 - Website
 - Seek permission to conduct routine business until the next meeting
- Treasurer's Business
 - Update on Annual Accounts 2019-2020 & Bank Balances etc.
 - Seek permission to conduct routine business until the next meeting
- 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 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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