



# 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 in Broomlands Primary School on Thursday 9 May 2019

**Present:** Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Michelle Matthews, Head Teacher (MM), Julie Fleming, Treasurer (JF), Alison Jack (AJ), Cllr Euan Robson (ER), Cllr Simon Mountford (SM), Cllr Tom Weatherston & James Thom, Clerk (JT) who took the minutes. (9)

**Guests:** (0)

**Parent Forum:** (0)

Minute	Business	Action By
1	<b>Welcome</b> The joint Chairpersons opened the meeting at 7.05pm, welcomed and thanked everyone for their attendance.	
2	<b>Apologies</b> Apologies were submitted on behalf of Gillian White, Susan Cessford, Sonya Nairn, Jennifer Middlemiss, Ashely Allan, Avril Gibson and Julie Brotherston.	
3	<b>Minutes from the Last Meeting</b> The Minutes from the last General Committee Meeting held on 31 January 2019 were reviewed, it was agreed that these were a true and accurate record on the Proposal of Jennifer Redpath which was Seconded by Alison Jack.	
4	<b>Matters Arising from the Minutes of the Last Meeting</b> There were no matters arising from the minutes of the last meeting.	
5	<b>Chairperson's Business</b> <b>P7s Leavers Disco:</b> Arrangements are in place for Wednesday 12 June 7 - 8.30pm. It was agreed that Elaine could prepare a group call nearer the time and Michelle could remind the heads of the other schools the details. Additional Helpers Would Be Welcomed!!  <b>Succession Planning:</b> Due to changes in membership it was noted that succession planning is essential to ensure the smooth running of the Parent Council and its subgroups. Jennifer Middlemiss will stand down from both the Parent Council and the Social & Events sub group due to her daughter leaving the school to go to high school. Alison Jack will also finish at the end of term. Gillian White will stand down from chairing the Social and Events Subgroup at the Summer and Susan Cessford has intimated that she will step down from the Parent Council at the end of term  To raise some interest, it was agreed that representatives from the Parent Council will attend the Parent's Information Evenings for the New Nursery Parents (6 June) and the New P1 Parents (13 June). Alison Jack agreed to attend both and Pam will attend the P1s on 13 June.	ALL          AJ/PG
6	<b>Head Teachers Update (attached)</b> Michelle gave an update about the school activities and agreed to email her report on to the Clerk for inclusion with the Minutes.  <ul style="list-style-type: none"> <li>• Arrangements are being made to accommodate the new Early Learning &amp; Childcare Hub within the school.</li> <li>• Jennifer Redpath will make some enquiries about the P7s Leavers Gift of Calculators.</li> </ul>	MM

7	<p><b>Clerk's Business &amp; Correspondence</b> The clerk reported that the only correspondence he had was from Connect which had been distributed to the members via email.</p>	
8	<p><b>Treasurer's Business &amp; Updates (attached)</b> Julie presented the latest Balance Sheet which showed the balance at the bank was £2, 890.43. There are a few outgoings expected to come off this amount. The figure stated above includes an amount of £228.94 which is being held on behalf of the P7s Leavers Disco.</p>	
9	<p><b>Parent Forum</b> There was no business from the Parent Forum reported.</p>	
10	<p><b>Sub Groups Updates</b>  <b>Social &amp; Events Sub Group:</b> Plans are well underway for the Summer Fair on 7<sup>th</sup> June and the Shorts and Shades Disco on 26 June.  <b>Healthy Eating Fruit Tuck Shop:</b> Continues to be a success with no issues to report.  <b>Eco &amp; Gardening:</b> Nothing to report at this stage. The Chairs and Michelle thanked Matthew Fleming for his continued support.</p>	S & E Sub Group
11	<p><b>Diary Dates, Agenda Items &amp; Notes for the Next Agenda/Meeting</b> 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>• 6 June 2019 – Nursery Parents Information Evening.</li> <li>• 7 June 2019 – Summer Fair.</li> <li>• 12 June 2019 – P7s Leavers Disco.</li> <li>• 13 June 2019 – P1 Parents Information Evening.</li> <li>• 26 June 2019 – Shorts &amp; Shades Disco.</li> <li>• 19 September 2019 – BPSPC AGM in the School at 7pm.</li> </ul>	ALL
12	<p><b>Close</b> As this was Alison Jacks last meeting, Michelle and the Parent Council thanked her as well as the other members that were standing down for their help and support to the School and Parent Council.  There being no further business to discuss, the members were thanked for their attendance, engagement and support and the meeting was closed the meeting at 8.10pm.</p>	



# Head Teacher's Report to Parent Council

## 09 May 2019

### School Roll: 239

46 Nursery

30 = am ELCC 4 24 ELCC 3 6

25 = pm ELCC 4 11 ELCC 3 9 ELCC 2 5

P1 = 24

P1/2 = 25 (8+17)

P2/3 = 24 (9+15)

P3/4 = 25 (20+5)

P4 = 31

P5 = 33

P6 = 32

P7S = 22

P7T = 23

### Staffing

- Mrs Jo Pennington is the new post holder for additional Nursery Nurse hours.
- Mrs Ewan Donaldson (ANA and Lunch supervisor) has left as he secured a permanent post with SBC at Leadervalley School. The post is currently advertised and is covered on a supply basis by Mrs Elaine McFarlane.
- Miss Lynsey Walker the curriculum support teacher for PE has also left as she managed to secure a full time permanent post at Peebles High School. The post is being covered on a temporary contract by Mrs Carole Ward Higgins. The post will be recruited for centrally by SBC and appointed hopefully by the beginning of the new school session.

### Building

- We have now had a defib fitted to the front entrance for the school. This was arranged by Kelso Heartbeat and school will meet the cost of the fitting and connection.
- The school continues to be recommended for architectural awards for its design. It is currently in the finals for the "Best New Building in Scotland" award. Judges visited at the end of April. The winner should be announced by the end of this month. This had led to a visit by a BBC reporter who interviewed staff, pupils and parents about working and learning in a state of the art building!

### Playground/Grounds

- Drainage work.
- Evening damage

### In-service

- May – How we promote reading for enjoyment.

### Collegiate time/ Continued Professional Development/ School improvements

- Planning folders
- Teaching staff consultations –attainment, teaching strategies, PL
- Management and colleague observations –linked to SIP and classroom environments and reading
- Report writing
- Learning Community moderation – quality learning and teaching
- Reading and outdoor learning sessions
- Accelerated Reader training
- Numicon CPD
- QAMSO events
- Pupil Equity National Conference
- Self Harm Training
- SNSA training and support session

### School Visitors

- Sue Hamilton- EAL teacher
- Gillian McKenzie - Senior Lead Officer
- Claire Crawford/George Crawford- Early Years visiting teacher
- Rev Anna Rodwell - Minister
- Aran Ledsham – Speech & Language Therapist
- Ann Anderson Home School Visiting Teacher
- Marion Caracher – music therapy
- Sandra Dewar, Rebecca Robeson- School nurse and Health Visitor
- Laura Bell Action for Children – Young Carers Worker
- Marie Gillies and Colin Easton CLD workers
- Lorna Esson – Active Schools Coordinator
- PC Carin Logan Locality officer
- Parent helpers P3/4 support literacy.
- Angela Hinnigan – Grade 6 Admin support
- NHS Physio sessions – mums and tots- 6 week block in school hall

### Students

- Isla Henderson PGDE student
- Victoria Bridgewater
- Donna Townsend Borders College Students
- Various High School work placement students from S4-S6

### Outings/Events

	<b>Events/Visitors in school</b>	
Bikeability sessions	Parent volunteers	P6 and P7
Class assembly	Growing Confidence	P2/3
Class assembly	Growing Confidence	P4
Class assembly	Growing Confidence	P1/2
Author Visit	Author Visits – Main Street trading	P5-7
World Book Day Celebrations		Whole School
Red Nose day	Pupil Council	Whole School
Lady Busser Elections		P6 and P7
Easter Egg decorating		Whole School
	<b>Events out of School</b>	
Transition event	KHS	P7
Netball friendlies	KHS	P7 girls
Sports Leaders Festival	KHS	P4 and P5
Stable Life Groups		Identified Groups
Swimming	Kelso Swimming Pool	P3-6

### Still to come this term

- Parent Workshops – reading
- P1, 5, 6 Class Assembly
- P7 Leaver's Assembly
- Parent Appointments
- Morton Trophy
- Sport's Day
- Inter schools athletics
- Transition Events
- Trips – P2/3 P4 Dynamic earth, P5 Countryside Day and Hawick visit, P6 Edinburgh Botanic Gardens, P7 Bowhill and Edinburgh Mosque, P1/2 Hirsell

- P6 Cricket sessions
- **Floorball sessions funded by Plexus Craig Girven National Coach**
- Whole School Outdoor Learning Day
- P7 STEM event KHS
- P7 Rugby training – Craig Dods
- Rugby Festival
- P7 Inter schools athletics
- P7 Disco
- Shorts and Shades disco
- P5 Maths day at KHS
- Swimming Gala P3-6
- ELC Celebration day
- Broomlands' Got Talent

**After school and lunchtime clubs**

Netball	P 6 girls	Mrs Gibson
Football	P4-7	Live Borders
Tennis	P1-3	Live Borders
Running	P5-7	Mrs Davenport/Mrs Matthews
Floorball	P4-7	Live Borders
Tennis	P5	
Basketball	P7	
Gymnastics		

**Discussion points**

Growing Confidences

Ednam

Reading Developments and workshops

ELC Hub –hours, organisation, staffing

P7 Leaver's Gifts

P7 Disco

**Michelle Matthews**  
**Head Teacher**  
**Broomlands Primary School**  
**09 May 2019**



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## Treasures Report & Accounts

### Broomlands Primary School Parent Council Treasurers Report as at 9th May 2019

#### Income and Expenditure Account

	Period 01.02.19 - 09.05.19 £	Year to Date £
<b>INCOME</b>		
Discos	143.00	143.00
	-	-
	-	-
<b>TOTAL INCOME</b>	<b>143.00</b>	<b>3,830.27</b>
<b>EXPENDITURE</b>		
up to 31/01/2019		2,654.61
Clerk Fees	130.00	130.00
Disco	37.41	37.41
Renewal of Hosting	72.00	72.00
Xmas Crackers	9.95	9.95
<b>TOTAL EXPENDITURE</b>	<b>249.36</b>	<b>2,903.97</b>
<b>SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE</b>	<b>(106.36)</b>	926.30
<b>FUNDS HELD AT 31st January 2019</b>		2,996.79
<b>FUNDS HELD AT 9th May 2019</b>		<b>2,890.43</b>
<b>Represented by:-</b>		
Balance per bank at 09 May 2019		<b>2,890.43</b>

Julie Fleming  
Treasurer  
Broomlands Primary School Parent Council  
09 May 2019





Parent Council

# BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting  
Broomlands Primary School Parent Council  
Thursday 9 May 2019 at 7pm in the School

## AGENDA

**Chairpersons: Pam Guthrie & Jennifer Redpath**

- Welcome
- Apologies
- Minutes from the last General Committee Meeting
- Matters arising from the above
- Chairperson's Business
- Head Teacher's Update
- Clerks Business & Correspondence
- Treasurer's Business
- Parent Forum
- Sub Groups Reports
- Diary Dates and Next Meeting Agenda Items
  - 19 September 2019 – BPSPC AGM in the School at 7pm.
- Close

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



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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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