



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 20 February 2020

Present: Jennifer Redpath (JR), Pam Guthrie (PG), Joint Chairpersons, Adam Lindsay (AL), Headteacher, Julie Fleming (JF), Treasurer, Lucy Wendt & James Thom, Clerk (JT) who took the minutes. (6)

Guests: (0)

Parent Forum: (0)

Minute	Business	Action By
1	<p>Welcome & Opening</p> <p>The joint Chairpersons opened the meeting at 7.10pm, welcomed and thanked everyone for their attendance. Those present were disappointed by the level of attendance at tonight's meeting. Part 2 of our constitution stipulates that there must be a minimum of 8 qualified members present to hold a meeting to conduct the business of the committee, therefore, for the first time in the Parent Council's history the business of the meeting will be deferred to the next General Committee Meeting. It was agreed to continue with an informal update meeting, a record of which is noted below.</p>	
2	<p>Apologies</p> <p>Apologies were submitted on behalf of Cllr Simon Mountford & Cllr Tom Weatherston, Sandra Scott, Sonya Nairn, Joanna McNulty and Avril Gibson (DHT). (6).</p>	
3	<p>Minutes from the Last Meeting</p> <p>The Minutes from the last General Committee Meeting held on 21 November 2019 were reviewed. The adoption of these Minutes will need to be considered at the next General Committee Meeting.</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 advised that she will be attending the Parent Council Summit at Council Headquarters on Wednesday 26 February and will report back at the next meeting.</p>	PG
6	<p>Head Teachers Update (attached)</p> <p>This was Adam Lindsay's first Parent Council Meeting and reported that he was pleased to have met some of the members. Adam reported that the welcome he had received from everyone had been outstanding and he highlighted the support and guidance he had received from Avril Gibson and Kerri Scott and recorded his thanks for this.</p> <p>Adam discussed a very well written suggestion he had received from a pupil with regard to Fair Trade Shirts and also presented some work he had prepared with regard to Poverty Proofing (attached) which he hoped would get the support of the Parent Council. ACTION: PLEASE ALL REVIEW SO HIGHLIGHTED AREAS CAN BE APPROVED. THANK YOU!!</p> <p>Adam highlighted some insights from a well-being survey that had been completed by the pupils and was encouraged by the high level of responses. Adam agreed to share these highlights in the next school newsletter.</p>	ALL

7	Clerk's Business & Correspondence The Clerk reported that he had no business to submit.	
8	Treasurer's Business & Updates (attached) Julie presented the latest Balance Sheet which showed the balance at the bank was £3, 975.76 The figure stated above includes an amount of £171.69 which is being held on behalf of the P7s Leavers Disco. Jennifer reported that the income from the Christmas Fair was around £2, 000 and congratulated and thanked everyone who was involved for their efforts, particularly as this was organised by a brand new team. WELL DONE!!	
9	Parent Forum There was no business from the Parent Forum reported, however, Lucy made some suggestions for consideration: <ul style="list-style-type: none"> • Would there be any scope for the school pupils to get involved with Kelso in Bloom? Adam advised that he would look in to the viability of this. • Will there be a continuation of Parents Information and Resource Evenings? Adam reported that there are meetings being planned – further information to follow. 	
10	Sub Groups Updates Social & Events Sub Group: It was highlighted again the success of the Christmas Fair. it would be likely that there will be a Spring Disco to come. The date of the P7 Leavers Disco will be Wednesday 17 June 2020. Healthy Eating Fruit Tuck Shop: It was reported that fruit is still being sourced from Julian's Veg and no issues were reported. Eco & Gardening: Due to the inclement weather there had been no activity in the garden, therefore, nothing to report at this stage.	
11	Diary Dates, Agenda Items & Notes for the Next Agenda/Meeting Any suggestions for Agenda items or people to invite to the meetings should be emailed to the Clerk. <ul style="list-style-type: none"> • 21 May 2020 - BPSPC General Committee Meeting in the School at 7pm <ul style="list-style-type: none"> ○ Adoption of the General Committee Meeting Minutes of 21 November 2019 ○ Review and Agreement of Approach to Poverty Proofing • 17 June 2020 – P7s Leavers Disco in the High School – any support very much welcomed!! 	ALL
12	Close The Chairs thanked everyone for their attendance, engagement and continued support and closed the meeting at 8.15pm.	



Head Teacher's Report to Parent Council

Firstly, thank you for the welcome I have received from the whole school community. It has been a pleasure settling in and finding my feet. I particularly want to thank Mrs Gibson and Miss Scott for supporting me as I find out more about the school, the families and work on our next steps together.

Pupils and Staff

Pupil numbers have increased slightly and we have three more children due to start with us shortly. The current school role is 234. In the nursery the role continues to grow with 51 children currently with us.

We are very sorry that Mrs Mutch (Music) continues to be unwell and will likely not be with us for a number of weeks yet.

We have, in the short term, supply cover to ensure the children have their entitlement to music. We have also been able to use Pupil Equity Funding to extend the hours of Mrs Patterson (ANA) to provide additional support to Primaries 1&2 to facilitate learning through play, 4 afternoons/week. Michelle will work closely with the teaching staff to support all children to engage more deeply in the play.

Mrs Currie will begin work alongside our nursery colleagues after the February break, for one morning/week. The class will be covered by Miss Bays who already works in Support for Learning and knows the school and children well.

A number of support staff and teaching staff have been to recent training based on Inclusion, Emergent Literacy and Autism.

Teaching & Learning

The management team have been working on developing a coherent approach to reading across the school. This will support children to experience a progressive and measured range of reading skills as they move through Broomlands. It also incorporates a drive to help create a school that enjoys reading, noting key stories and poems that children here should have an entitlement to encounter and (hopefully) enjoy.

Staff are beginning to track literacy on a much simplified and more manageable tracking system. This ensure we clearly identify children's strengths, building on these, and also recognise any areas that require further support and input.

Staff have also had time to analyse recent assessments in maths and numeracy to identify areas where we are getting it right and also where more time, depth or focus is required. Feedback from this suggests that our staff are making accurate judgements about children's progress and that providing more opportunities for children to apply learned concepts through problem solving and word-based questions. There also needs to be a renewed focus on the teaching of shape, position and movement, which staff are aware of. The results show Broomlands children are consistently performing above and beyond the national average.

Staff from Broomlands were part of a group that led the learning community in developing high-quality assessments that bring together varies aspects of learning to find out if children can take taught concepts and skills and apply them successfully. They are currently trialling some of these assessments as part of ongoing teaching and learning.

Teaching and learning visits into classes have generated lots of positive discussion with teaching staff. We have seen 3 clear strengths:

- The positive relationships children have with staff, with behaviour managed fairly and sensitively in the classrooms.
- The levels of motivation, engagement and enjoyment that children show in their learning.
- The high quality environments and resources provided for the children – they are stimulating, safe and support learning.

Our next steps are:

- To ensure appropriate differentiation and support allow all children to be involved in learning at all times.

Finance

We have recently invested some money from school fund on new sets of reading books, both fiction and non-fiction. Over 200 new high-quality books have been purchased and have been shared out at the appropriate levels. Nursery have also invested in a wide range of new reading and picture books. We have renewed subscriptions to educational websites and resources that are seeing good use in school. These include the Accelerated Reader which is having appositive impact on reading attainment.

Property

Nursery have benefitted from the provision of a brilliant tepee, kindly created by the husband of a member of staff, for which we are very grateful.

**Adam Lindsay – Headteacher
Broomlands Primary School
20 February 2020**

An Approach to Poverty Proofing at Broomlands Primary School



This approach describes the specific ways in which we at Broomlands support our young people around issues of poverty. The whole approach is underpinned by the following principles:

As a whole school, we always strive to establish high quality, non-judgemental relationships, characterised by friendliness and trust, with all our school families.

We approach any discussion with our school families about costs/money with discretion and sensitivity. All staff raise awareness with one another of children who we are aware may be at risk of being affected by poverty.

There is an appreciation by all staff that providing equity is paramount. We recognise that this may mean some children are treated differently from others.

Costs Associated with School

- We value inclusive approaches to organising, planning and delivering school trips.
- We cap the cost of any trip as a maximum of £3. We will seek the support of the Parent Council in subsidising trips where possible.
- We stagger payment for residential trips across 12 months, avoiding expectation of payment in November/December.
- We make referrals to Borders Children's Charity/Charity Begins at Home to support any youngster who wishes to attend residential, but faces a financial challenge around this.
- We have an annual 'Fighting Fund' set aside in the school budget to support any school costs for youngsters who require this.
- We provide lower-cost options as a matter of course, eg Christmas Jumper Day becomes 'A Touch of Tinsel' (or similar) day.
- We place a sensible limit on spending money for residential of £5?

Hunger

- We informally, quietly and respectfully provide breakfast to a child, if required.
- We signpost parents to local support services such as Kelso North Church Foodbank, if required.
- We highlight the availability of Free School Meals and Clothing Grant in school handbooks, on the Facebook page and individually (face to face/phone) as appropriate.
- We provide copies of, or links to the document "Financial help in the early years" (April 2016, Welfare Aware Borders). These are part of the Early Years and Primary 1 packs.
- As a school we are proactive in making contact with/supporting families where hunger may be a challenge.

Uniform

- Our handbook and Primary 1 welcome presentations make it clear that non-branded, good value polo shirts/jumpers are entirely acceptable as part of school uniform.
- Staff make no judgement about alternative clothing/footwear - we value comfort, warmth and affordability over conformity (though we encourage the closest approximation of uniform wherever possible – no jeans).
- We avoid any humiliation over non-standard uniform at all costs.
- School annually considers and sources less expensive clothing options for families.

- We will not provide old, tatty, second-hand uniform to those in need. We believe they deserve new clothing, like their peers, or good condition pre-owned uniform if the parents prefer.
- We will work with the Parent Council to collect and offer good quality pre-owned uniform for donations

Charitable giving

- We have a maximum of one charitable event per block (ie 4x year)
- We consider activities such as bag-packing/car-washing (which have inherent benefits) and avoid simply asking for donations on every occasion.
- All our publicity (letters/newsletter, facebook, memo) makes it clear that a “small” donation is welcome at the discretion of parents – we never specify a minimum amount.

Learning

- Staff awareness is such that we recognise the needs of children around basic resources – we provide freely, and without judgment, resources that allow all children to access the curriculum and engage fully in learning.
- We provide opportunities for children who may not be able at home, to access the internet within school time to help them complete any home-learning tasks. Can we do this?
- Teachers will consider a ‘Menu’ of home learning tasks to allow children to opt in/out of activities, ensuring that cost is never a barrier to contributing their learning.

In conclusion

Whilst we acknowledge that poverty is a societal issue that school alone cannot eradicate, we also recognise that we must play our part in supporting any children and school families affected by poverty to the very best of our ability.



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TREASURERS REPORT

Broomlands Primary School Parent Council Treasurers Report as at 20th February 2020

Income and Expenditure Account

	Period 01.09.19 - 20.02.20 £	Year to Date £
INCOME		
Christmas fair	2,340.45	2,340.45
Cheque not cashed		25.00
Discos		171.00
Easy Fundraising		44.26
SBC Grant	300.00	300.00
	-	-
- TOTAL INCOME	2,640.45	2,880.71
EXPENDITURE		
Insurance		30.00
Licences	20.00	20.00
Clerk Fees		130.00
Domain Licence		20.38
Christmas fair	226.44	226.44
Kelso Life Advert	35.00	35.00
Discos		16.00
School donations- Class Purse		284.00
Gifts	95.00	95.00
Raffle Tickets		115.00
	-	-
- TOTAL EXPENDITURE	376.44	971.82
- SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE	2,264.01	1,908.89
FUNDS HELD AT 1 September 2019		2,066.87
FUNDS HELD AT 20th Feb 2020		3,975.76
Represented by:-		
Balance per bank at 20th Feb 2020		<u>3,975.76</u>

Julie Fleming – Treasurer
Broomlands Primary School Parent Council
20 February 2020

**Broomlands Primary School Parent Council
Treasurers Report as at 20th February 2020**

Notes to accompany income and expenditure account

Forecast Expenditure for 2019-20

Money held for P7 Dance £ 171.70

Fundraising analysis 2019-20

	Income	Expenses	Profit / (loss)
Halloween Disco	171.00	(16.00)	155.00
			-
Christmas Fair	2,340.45	(226.44)	2,114.01
Easy Fundraising	44.26	-	44.26
	-	-	-
	-	-	-
		TOTAL	<u>2,313.27</u>

Analysis of donations made to School

Class Purse - top up	<u>248.00</u>
	<u>248.00</u>

2019 Dance

Balance brought forward	£ 228.94
Ticket Sales	
Door Sales	
Broomlands	£ 63.00
Ednam	£ 30.00
Edenside	£ 76.00
Morebattle	
Sprouston	
Yetholm	<u>169.00</u>
	<u>397.94</u>
Expenses paid	
11.06.19 Chq 010844 Noon Entertainment	£ 100.00
10.09.19 Chq 010848 Seasons Balloons	£ 45.00
12.06.19 Chq 010846 Jennifer Redpath	£81.25
	<u>(226.25)</u>
Balance carried forward for use at 2015 Dance	<u>£ 171.69</u>

Please Note:



Groupcall Xpressions App

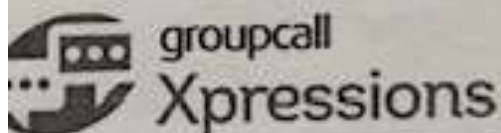
Groupcall Xpressions is a new way for you to view messages from School through an App on your mobile phone or tablet.

This will make communication between you and the school easier and more effective. The App shows a timeline of messages from the school and is a convenient way of keeping all your school messages in the one place.

It is completely free of charge to download and can be installed on your mobile phone or tablet. It currently supports both Apple iOS and Android devices. All you need do is:

- Search for Groupcall Xpressions in your App store.
- Once installed, you can login using the email and mobile number stored against your child's school record.
- You can then access the system and receive messages.

Please make sure we have your correct mobile number and email address on our school database to ensure you can access the App.



Shopping or Browsing On-Line?? – Please read on!



A **FREE** and **SIMPLE** way to raise money for the School while you shop on-line at over 2,000 online stores plus the opportunity to get yourself some online offers, bargains and promotions.

Why not have a look and start shopping now and raise funds for the school at no extra cost to you.

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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By using easysearch instead of Google or any other search engine, you can make a real difference. easysearch is completely FREE and by making just 10 searches a day, you could raise around £20 a year for to your chosen cause.

As well as raising funds, easysearch also gives you the best search results available on web. Today, the Internet is so big that different search engines will often deliver different results for the same search. So, by combining the strengths of several search engines together - Yahoo!, MIVA, and many more - you get the very best results in terms of accuracy and relevance, which means you'll find what you're looking for quickly and easily every time - all in one 'easy' search!

Click here to get started >>> <http://www.easysearch.org.uk/>
and look for Broomlands Primary School Parent Council - Kelso