



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 in Broomlands Primary School on Thursday 21 November 2019

Present: Jennifer Redpath (JR), Pam Guthrie (PG) Joint Chairpersons, Avril Gibson, Acting Head Teacher (AG), Kerri Scott Principal Teacher (KS), Julie Fleming, Treasurer (JF), Joanna McNulty (JM), Cllr Tom Weatherston (TW) & James Thom, Clerk (JT) who took the minutes. (10)

Guests: (0)

Parent Forum: Gemma O'Brien (GO) & Sandra Scott (SS) (2)

Minute	Business	Action By
1	Welcome The joint Chairpersons opened the meeting at 7.05pm, welcomed and thanked everyone for their attendance and everyone gave a quick introduction.	
2	Apologies Apologies were submitted on behalf of Gillian White, Jenna Mathewson, Ellie Henderson, Lucy Wendt, Christine Riley, Paula Lowrie, Cllr Simon Mountford & Cllr Euan Robson. (8).	
3	Minutes from the Last Meeting The Minutes from the last General Committee Meeting held on 9 May 2019 were reviewed, it was agreed that these were a true and accurate record on the Proposal of Julie Fleming 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 advised that she would confirm the date of the next Parental Information Evening Session organised by Scottish Borders Council with a view to attending. Gemma advised that she had attended the last Parent Council Chairs Meeting in her capacity as Chairperson of the Kelso High School Parent Council and agreed to forward on the notes from the meeting. Pam confirmed that Michelle Matthews has now started her new Secondment Role and wished her all the best of luck on behalf of the Parent Council. Avril Gibson is Acting as Headteacher until the new Headteacher starts. It is expected that this will be early in the new year. Pam confirmed that the Copy Deadline for the January Edition of Kelso Life is 11 December. It was agreed that the Parent Council would place an advert as has been done in the past thanking everyone for their support. The Clerk will arrange this. Pam reported that GroupCall/Xpression App is work in progress. Pam's thanks and appreciation to Mrs Pettigrew was noted for kindly supporting the successful distribution of the Raffle Tickets to the pupils.	PG GO JT

6	<p>Head Teachers Update (attached) Avril gave an update about the school activities and agreed to email her report to the Clerk for inclusion with the Minutes.</p>	AG
7	<p>Clerk's Business & Correspondence The Clerk submitted the following items of Correspondence.</p> <ul style="list-style-type: none"> • Documents from Connect with regard to the Parent Councils Membership & insurance. • Email from SBC attached with the deck from the Parental Information Sessions on Parent Council Constitutions, Roles & Responsibilities. • Email from Barbara who had decided not to join the General Committee after expressing an interest at the AGM. • Reminder from SBC to renew our Lottery Licence. The Clerk and Treasurer will arrange this. • Email from EasyFundraising notifying that they would be sending a cheque for £44.26. The Treasurer confirmed that this had been received. <p>Further to sending a letter to Sainsbury's requesting a donation of Mince Pies for the Christmas Fair, the Clerk confirmed that he had not received a reply as yet. Gemma agreed to follow this up.</p>	JT/JF GO
8	<p>Review of Constitution and Policy Documents The Parent Council's Constitution and Data Protection is usually reviewed at the AGM. As there were a number of new members it was agreed at the AGM that they should have an opportunity to fully review these documents. They were sent to everyone along with the minutes from the AGM and were sent to everyone in advance of this meeting. There were no proposals to make amendments to either the Constitution or the Data Protection Policy.</p> <p>Cllr Tom Weatherston highlighted it was important that professional agencies were complying with data protection policies but continuing to communicate with each other to highlight potential issues and to ensure that those who are vulnerable are being protected and safeguarded.</p>	
9	<p>Treasurer's Business & Updates (attached) Julie presented the latest Balance Sheet which showed the balance at the bank was £1,686.75. There are a few outgoings expected to come off this amount from expenses for the Christmas Fair. The figure stated above includes an amount of £171 which is being held on behalf of the P7s Leavers Disco.</p>	
10	<p>Parent Forum There was no business from the Parent Forum reported.</p>	
11	<p>Sub Groups Updates Social & Events Sub Group: Plans are well underway for the Christmas Fair on 29 November. Jennifer highlighted the huge level of support and generosity from everyone regard to the Christmas Fair and Raffle and was predicting a very successful evening.</p> <p>Healthy Eating Fruit Tuck Shop: It was reported that fruit is still being sourced from Julian's Veg.</p> <p>Eco & Gardening: Julie reported that Matthew Fleming has highlighted that there could be some potential concerns with regard to some trees overgrowing and causing a hazard. The school agreed to assess this.</p>	AG/KS
12	<p>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.</p> <ul style="list-style-type: none"> • 29 November 2019 – Christmas Fair in the School, 6pm – 8pm. ALL WELCOME! • 27 February 2020 – General Committee Meeting at the School at 7pm. 	ALL
13	<p>Close The Chairs thanked everyone for their attendance, engagement and continued support and closed the meeting at 8pm.</p>	



Head Teacher's Report to Parent Council

School Roll: 234

Total School Roll			234
Nursery	44	P1 C	19
P1	20	P2	24
P2/3	24	P3/4	25
P4/5	25	P5	33
P6	32	P7	22

Staffing

- Miss Natalie Bays has started as our permanent support for learning teacher three days a week.
- Mrs Cheryl Dyet one of our Additional Needs Assistants left last week and her hours have been taken up by Mrs Marley Arnold and Ms Donna Townsend.
- Mrs Agnes Anderson has been appointed as our Senior Early Years Officer in Nursery and Mrs Deborah Young as the Early Years Officer. We have also welcomed Mrs Lesley Renton and Mrs Jennifer Abbot to our nursery team.
- Neil Rylie is our new Educational Psychologist.
- Mr Adam Lindsay has been appointed as interim head teacher. We are still awaiting his start date.
- David Battle is currently teaching P7 four days a week with Mrs Woodcock continuing to teach them on a Tuesday.

In-Service

- August – school year set up, year planning and classroom organisation, additional day granted by Scottish Government used to reduce teacher workload.
- October – SEIC day – staff at different locations linked to Numeracy and Outdoor Learning.
- November – Outdoor Learning – an opportunity to upskill staff and explore the potential that the outdoors has for developing learning. Staff have all planned a block of work involving the outdoors to be carried out before March. We have also been continuing to source items for Loose Parts Play that children can engage with during outdoor learning sessions or at playtimes, the pupil council and eco committee have been involved in helping to develop this.
- Dyslexia input from Educational Psychologist
- Support Staff/Nursery – First Aid Training
- Admin – Parent Pay/ Groupcall training

Collegiate time/ Continued Professional Development/ School improvements

- Child Protection annual update training
- Learning Community collegiate time focusing on teaching, learning, assessment and moderation
- Continuing to develop our approaches in literacy and numeracy
- Primary 1 team and Mrs Gibson have been attending Emergent Literacy sessions and taking this approach forward in the P1 classes. Nursery have also been engaging with this.
- Literacy and Numeracy Champions within the school. They are engaging with other staff at a local and national level to learn about different pedagogy and strategies in the teaching of numeracy and literacy and share this good practice.

- QAMSO representatives have been selected for the school. Their role is to explore what quality assessment is and how we can best ensure that we have a shared understanding of levels, progressions and end of level achievements.
- Anaphylaxis/Epilepsy/Asthma Training
- Defibrillator training
- Mrs Anderson (SEYO) PoPP training –The Psychology of Parenting Project, developed within NHS Education for Scotland and is aimed at improving the availability of high-quality evidence-based parenting programmes for families with young children who have elevated levels of behaviour problems.
- Miss Canning (EYP) Peep training - Peep groups are led by Peep-trained practitioners and are for parents/carers and their children together, and aim to support families with their children's early learning in a simple and enjoyable way.

School visitors

- Neil Ryrie – Educational Psychologist
- George Crawford- Early Years visiting teacher
- Rev Sandy Young - Minister
- Arran Ledsham – Speech & Language Therapist
- Fauve Chapman – Occupational Therapist
- Sandra Dewar, Rebecca Robeson and Rosanne McGee - School nurses
- Marie Gillies PEF youth worker based at KHS
- Lorna Esson – Active Schools Coordinator
- PC Carin Logan Locality officer
- Claire Ogilvie – PT Leadervalley
- Sammy Kinghorn – Paralympian
- Andrew Stobie – KHS NQT

Students

- Hazel Scott – PGDE teaching student – P3/4 and P1C
- Carly Thom – HND Childhood Practice - P1
- Various High School work placement students from S4-S6

Outings/Events

Events/Visitors in School		
Bikeability sessions	Parent volunteers	P6
Sports Leader Sessions	KHS Senior students	P7
Harvest Assembly	Kelso Churches Together	Whole school
Rugby coaching	Craig Dodds 3-week block	P5
Halloween Disco	Parent Council	Whole School
Firework Safety	Gail Coates/Ian McKenzie/Callum Scott	Whole school
Remembrance Service	Mr Patterson Royal British Legion	Whole school
People Who Help Us visitors	Sonya Nairn/Lisa Wood	P1
Planetarium		P3-7
Kelso Music Society		P5
Enterprise Project		P4/5

Events Out of School		
JRSO Training	SBC and Police Scotland	Selected P7
Residential	Dukeshousewood Hexham	P7
Rugby festival	Live Borders	P5
Hockey festival	Live Borders	P7
Swimming	Kelso Swimming Pool	P3-6
Sportshall Athletics	Queens Centre, Galashiels	Selected P7
Young Leaders	Kelso High School	Selected P7
Kelso Historical Society – Archaeological Dig	Kelso Abbey	P6

Still to come this term

- P3/4 assembly
- P5 Food Technology
- P1 and P7 Oral health checks
- Flu inoculations
- Christmas Panto
- Christmas Service
- Carols on the Playground
- Christmas parties
- Christmas lunch
- Visits to residential homes

After school and lunchtime clubs

Netball	P6 and P7 girls	Mrs Gibson/Mrs Turner
Gymnastics	P1-3	Live Borders
Badminton	P4-7	Live Borders
Hockey	P6-7	Mrs Turner



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Treasures Report & Accounts

Income & Expenditure Account

	Year to Date £
INCOME	
Discos	171.00
Easy Fundraising	44.26
Cheque not cashed 2016	25.00
TOTAL INCOME	<u>240.26</u>
EXPENDITURE	
Clerk payments	130.00
Discos	16.00
Insurance	30.00
Class Purse	284.00
Website	20.38
Raffle Tickets	115.00
TOTAL EXPENDITURE	<u>595.38</u>
SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE	(355.12)
FUNDS HELD AT 1ST SEPTEMBER 2019	2,066.87
FUNDS HELD AT 21st NOVEMBER 2019	<u>1,711.75</u>
Represented by:-	
Balance per bank at 21st November 2019	<u><u>1,686.75</u></u>

Julie Fleming
Treasurer
Broomlands Primary School Parent Council
21 November 2019

Notes to Accompany the Income & Expenditure Account

Forecast Expenditure for 2019-2020

Money held for P7 Dance £ 171.70

Fundraising analysis 2019-2020

	Income	Expenses	Profit / (loss)
Halloween Disco	171.00	(16.00)	155.00
Easy Fundraising	44.26	-	44.26
		TOTAL	199.26

Analysis of donations made to School

Class Purse £248.00

2019 Dance

Balance brought forward			£ 228.94
Tickets	Broomlands	£ 63.00	
	Ednam	£ 30.00	
	Edenside	£ 76.00	
	Morebattle		
	Sprouston		
	Door sales		
	Yetholm		169.00
			<u>397.94</u>
Expenses paid			
	11.06.19 Chq 010844 Noon Entertainments	£ 100.00	
	0.09.19 Chq 010848 Seasons Balloons	£ 45.00	
	12.06.19 Chq010846 Jennifer Redpath	£ 81.25	(226.24)
			<u>£ 171.70</u>
Balance carried forward for use at 2020 Dance			<u>£ 171.70</u>

Julie Fleming
Treasurer
Broomlands Primary School Parent Council
21 November 2019



Parent Council

BROOMLANDS PRIMARY SCHOOL PARENT COUNCIL

General Committee Meeting
Broomlands Primary School Parent Council
Thursday 21 November 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
- Review of Constitution & Policy Documents
- Treasurer's Business
- Parent Forum
- Sub Groups Reports
- Diary Dates and Next Meeting Agenda Items
- Close

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

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- Click on “Search for a Cause”
- Type in and Select Broomlands Primary School Parent Council – Kelso
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- Create an account
- Start Shopping!! Easy!!
- **THANK YOU!!**



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