Broomlands Primary School Parent Council

AGM & Annual Report

22 October 2026

AGM AGENDA

Outgoing Chair: Pam Guthrie

- Welcome & Introductions
- Apologies
- Minutes from the 2025 AGM
- Matters Arising from the above
- Chairperson's Annual Report
- Head Teacher's Annual Report
- Treasurers Annual Report & Presentation of Accounts & Balance Sheet
- Appointment of Independent External Examiner for 2026 - 2027
- Election of Office-bearers, Clerk & Members for 2026 – 2027
- Appointment of Persons to oversee the Lottery License (Chair, Clerk & Treasurer)
- Confirmation of Membership
- Review of Constitution & Policy Documents
- Subgroups Reports
- AOB
- Key focuses for the year ahead
- Date of 2027 AGM (Thursday 17 September 2027)
- Vote of Thanks
- Close

Further information available from: James Thom (Clerk) on 07976 113 023

MINUTES

Minutes of the Annual General Meeting (AGM) of the Broomlands Primary School Parent Council, held on Thursday 22 October 2026, in the School.

IN ATTENDANCE
Kelda Pearce (Joint Chairperson), Adam Lindsay (Head Teacher), Avril Gibson (Depute Head Teacher), Ala McInture (Treasurer), Jennifer Douglas, Sammie-Jo Hold, Cllr. Simon Mountford, Cllr. Euan Robson & James Thom (Clerk)

WELCOME & INTRODUCTIONS
Chairperson, Kelda Pearce, welcomed everyone and opened the meeting at 7pm. Those in attendance introduced themselves.

APOLOGIES
Apologies were received on behalf of Lisa Haig (Joint Chairperson), Nikki Johnstone-Brown (Vice Chairperson), Louise Hewison, Lizzie Freeland-Cook, Hayley Lees and Ellie Henderson (6)

MINUTES
The Clerk reported that the minutes of the 2025 Annual General Meeting had been made available on the school website and circulated to members of the General Committee in advance of the meeting by email. The minutes were adopted as a true and accurate record of that meeting on the proposal of Kelda Pearce, seconded by Jenny Douglas.

MATTERS ARISING FROM THE MINUTES OF LAST YEARS AGM MINUTES
There were no matters arising from the minutes.

CHAIRPERSONS ANNUAL REPORT
Kelda Pearce presented a brief Chairperson's Report and advised that Scottish Borders Council (SBC) had introduced a pilot initiative involving cluster meetings, with one Parent Council Chair representing each of the learning community clusters. To date, three meetings had been held; however, only limited feedback had been received. Kelda agreed to follow this up to establish whether any further feedback was available and to determine whether the pilot format would continue.

In concluding her report, Kelda expressed her sincere thanks to the entire school team for their continued hard work and dedication. She also extended her appreciation to the hardworking and committed members of the Parent Council Committee and other supporters for their ongoing support and contribution throughout the year.

HEADTEACHERS REPORT
Adam Lindsay delivered the Headteacher's Report, providing a brief update on activities and developments within the school since the previous AGM. He highlighted a range of educational, sporting and extracurricular achievements, together with ongoing school improvement initiatives and engagement with the wider school community.

The Committee noted the report and thanked Adam and the school staff for their continued hard work, dedication and commitment to supporting pupils and their families.

TEASURERS REPORT & PRESENTATION OF THE BALANCE SHEET

The Clerk confirmed that the accounts had been circulated to members of the General Committee in advance of the meeting. Ala provided an update on the financial position of the Parent Council, outlining income and expenditure during the period, together with details of the financial support provided to the school. The accounts, which had been independently examined by Damien McNulty, were presented to the Committee and adopted as a true and accurate record of the Parent Council's financial activities. Their adoption was proposed by Jenny Douglas and seconded by Kelda Pearce. In closing, Ala thanked the school and members of the Committee for their continued support throughout the year. Ala also reported that the Parent Council had finally been successful in its application for a bank card.

APPOINTMENT OF AN INDEPENDENT EXTERNAL EXAMNINER 2025 – 2026

Damien McNulty BA (Hons) ATT was appointed as Independent External Examiner for the 2026-2027 period on the proposal of Ala McIntyre, seconded by Jenny Douglas. The appointment was approved unanimously by the Committee.

NOMINATION AND ELECTION OF OFFICE-BEARERS AND COMMITTEE MEMBERS

As their children had now moved to the High School, the membership of Joanna McNulty, Christine Riley, Lucy Wendt and Kinga Gomez on the General Committee had come to a natural conclusion. The Committee recorded its sincere thanks for their commitment, contribution and service to the Parent Council during their time in office and wished them well for the future. The chairperson reported that Jenna Matthewson and Ashley Allan had taken the decision not to continue as members of the General Committee. All other members were eligible for re-election. The following nominations were recorded.

POSITION/ROLE	NOMINEE	PROPSED BY	SECONDED BY
Joint Chairperson	Kelda Pearce	Ala McIntyre	Jenny Douglas
Joint Chairperson	Lisa Haig	Kelda Pearce	Jenny Douglas
Vice Chairperson	Nikki Johnstone-Brown	Kelda Pearce	Jenny Douglas
Treasurer	Ala McIntyre	Kelda Pearce	Jenny Douglas
External Clerk	James Thom	Kelda Pearce	Jenny Douglas
Committee Members	As Detailed Below	Kelda Pearce	Jenny Douglas

Re-election/election of Ellie Henderson, Gemma Douglas, Tracie Patterson, Louise Hewison, Lizzie Freeland-Cook, Jennifer Douglas, Hayley Lees and Sammie-Jo Hold

It was unanimously agreed that all nominees should be elected “en-bloc”.

APPOINTMENT OF PERSONS TO OVERSEE THE SBC LOTTERY LICENSE

It was unanimously agreed that The Chairperson, Clerk and Treasurer would be the appointed persons to oversee the management of the SBC Lottery Licence.

REVIEW OF CONSTITUTION

The current Constitution was distributed to the members prior to the meeting. it was agreed that there were no changes required at this stage.

REVIEW OF POLICY DOCUMENTS

Having been distributed to the members prior to the meeting, it was agreed that there were no changes to any of the Parent Council’s Policy Documents required at this stage.

SUBGROUPS

SOCIAL & FUNDRAISING: It was reported that arrangements were well advanced for the Halloween Disco, scheduled to take place on 27 October 2026, and that a good number of parent volunteers had come forward to assist with the event. Members were encouraged by the positive level of support being received.

It was further reported that planning was underway for the Christmas Fare, which is scheduled to be held in the school on 4 December 2026 from 6.00 pm to 8.00 pm. Final arrangements are being made.

HEALTHY FRUIT TUCK SHOP: A brief discussion took place regarding the current supplier of fruit for the Fruit Tuck Shop. It was noted that Tesco operates a community support scheme which may be worth exploring as a potential source of assistance. It was agreed that the current supplier would remain in place for the time being, with the matter to be reviewed at a future meeting. Members also acknowledged that the continued success of the Fruit Tuck Shop was due in large part to the valuable support and sponsorship received from external partners, and their contribution was gratefully recognised.

DATE OF THE 2027 AGM
The date of the 2027 AGM will be Thursday 16 September 2027.

OTHER BUSINESS
ASN (Additional Support Needs): Following discussion, it was agreed that the Parent Council will have a dedicated ASN Representative which will be Sammie-Jo Hold, to help ensure that the views and interests of pupils with Additional Support Needs, and their families, are appropriately represented. It was further agreed that ASN would become a standing agenda item at all future Parent Council meetings, ensuring regular discussion of relevant matters and providing an opportunity for updates, feedback and ongoing engagement.

ROTARY BORDERLANDS: appealed for support within the school community, and it was reported that 4 people had expressed an interest in supporting the Talking and Reading Project. Euan also highlighted that Rotary Borderlands were collecting discussed spectacles which are being recycled and reused.

CHILD SAFETY: Euan urged the school to remind parents and carers that, when children are alighting from vehicles, they should exit using the door nearest the pavement wherever possible, rather than stepping directly into the road. Adam advised that this matter had already been addressed by the school through communications with parents and carers. The update was noted by the Committee.

PARENT FORUM: Kelda Pearce reported that a member of the Parent Forum had enquired about the school's guidance and procedures relating to head injuries. Adam Lindsay advised that this was currently a work in progress, with draft guidance due to be shared with staff for review and feedback. Once finalised and approved, the guidance will be adopted as an internal school policy. The update was noted by the Committee.

PARENT FORUM: Kelda Pearce reported that a member of the Parent Forum had raised a question regarding the apparent difference in the availability of play equipment between the ELC external space and the Primary 1 area. Adam Lindsay explained that the outdoor space within the ELC is regarded as an extension of the classroom and is used as a dedicated learning environment. As a result, the equipment provided supports a wider range of play-based learning activities and educational experiences. The explanation was noted by the Committee.

CLASS REPRESENTATION ON PARENT COUNCIL: Kelda Pearce highlighted the importance of securing representation on the Parent Council from each class or year group where possible, in order to ensure that the views and experiences of families across the school are effectively represented.

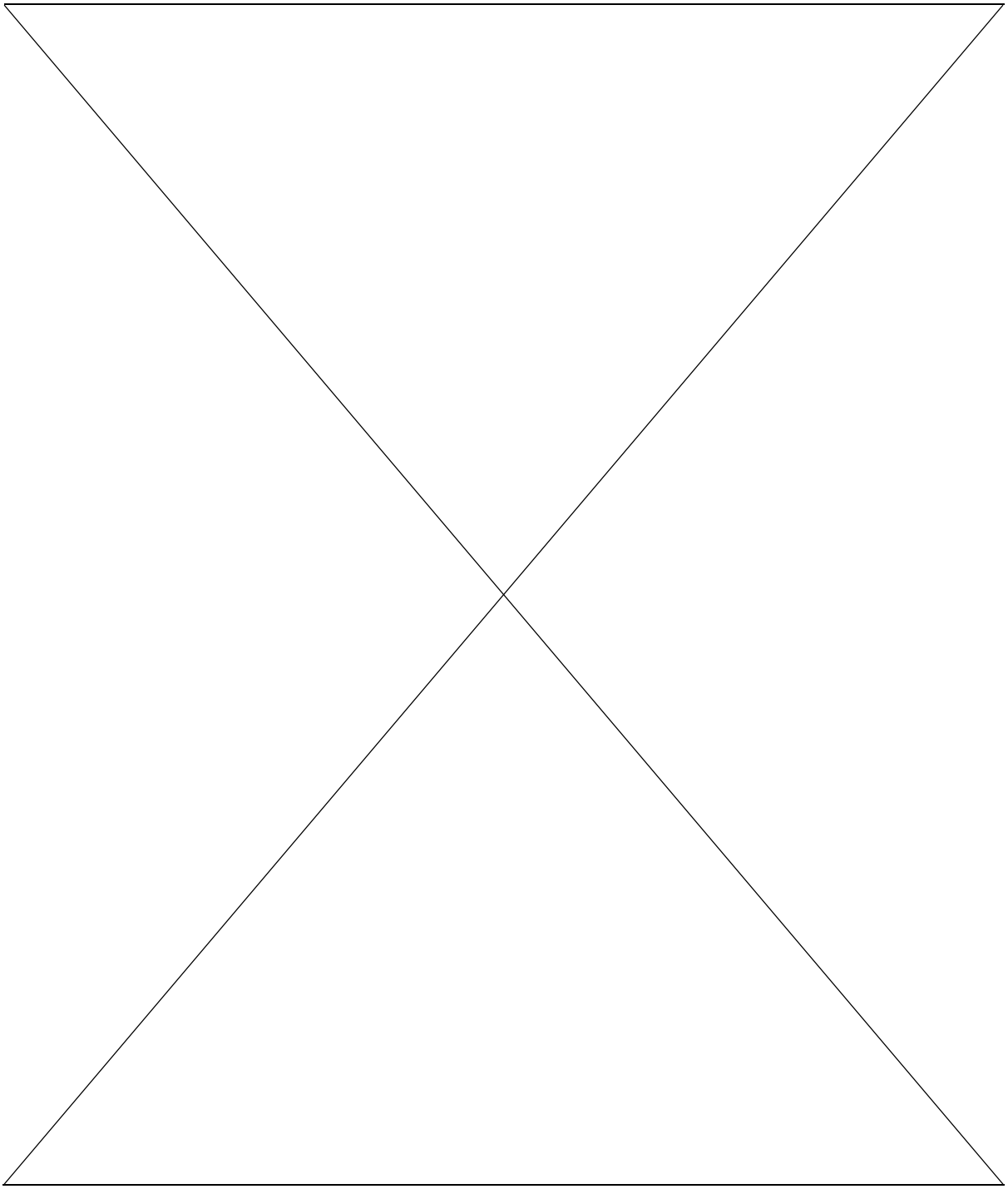
James noted that the Parent Council had traditionally found it more challenging to recruit members from the upper year groups. He suggested that Connect, the national organisation supporting parent groups in Scotland, may have resources and guidance available to assist with recruitment and engagement. The Committee agreed that this was an area worthy of further consideration.

PARENT/CARER SURVEY: Kelda Pearce advised that she would like to develop and launch a survey for parents and carers to help identify their needs and priorities. The survey would seek feedback on the types of support, information and engagement opportunities that families would find most beneficial, enabling the Parent Council to better understand and respond to the needs of the wider school community.

DATE OF NEXT GERNERAL COMMITTEE MEETING
Will be **Thursday 21 January 2027** at 7pm in the School.

VOTE OF THANKS
Kelda Pearce gave a vote of thanks and thanked everyone involved in delivering the successes and achievements in the past 12 months

CLOSE
There being no other business, Kelda thanked everyone for their attendance and participation and closed the meeting at 8.01pm.



CHAIRPERSONS REPORT

Chairpersons - Lisa Haig & Kelda Pearce
Vice Chairperson - Nikki Johnstone-Brown
Treasurer - Alicja McIntyre
Clerk - James Thom
Contact via email: bpspcforum@outlook.com or through school.

Please see Parent Council section on the school's website, this has copies of previous minutes.

What is a Parent Council and what does it do?

First of all, you may or not know that you are all already members of the Parent Forum – every parent/carer of the school is part of the Parent Forum. The Parent Council is basically there to represent the Parent Forum and their views so that children's learning and experience of school is as good as it can be. There are many things a Parent Council can get involved in:

- Supporting parents to be involved in the life of the school
- Supporting parents to be involved in children's learning
- Working with the school on policies (positive behaviour, inclusion, health and wellbeing, anti-bullying, anti-racism and many more).
- Being involved in the appointment of senior staff.
- Working with the school on improvement planning.
- Communicating effectively with the Parent Forum and making sure the school communicates in ways that work for parents
- Gathering and representing parents' views, ensuring parents from diverse backgrounds are listened to and included.
- Building positive relationships across the school community.
- Organising clubs, events, activities and fundraising.

Our main focus has always been fundraising, but we are keen to have a more active Parent Forum and improve communications within the school - we really want to do our best for all of you and are very open to being led by want you want from us. We hold our AGM every September and our aim is to hold a meeting each term. Anyone can attend our meetings; you do not need to be a member or become a member to attend meetings. We desperately need some new members so please don't be shy and come along to see what it's all about.

Key points from last meeting - 5th March 2026 – General Committee Meeting

Kelda highlighted and reported on what the joint chairs had been working on including updates on the following.

- SBC Parent Council Chairs Fair had been cancelled due to low uptake.
- Highlighted the results from a recent Connect Survey regarding Mental Health and it was agreed that a speaker with knowledge about mental health and well-being would be welcomed at one of our meetings. From this, Lucy suggested it would be useful to get a visit from Cheviot Youth regarding this topic. Lucy agreed to make some initial enquiries. His will be ongoing into 2026/2027.
- The Joint Chairs held a Parent Council drop-in session giving the parent Forum an opportunity to engage with the Parent Council, however, it was not well supported on this occasion.

- The chairs had discussed road safety issues which have resulted in the P6 pupils getting involved in a safety campaign.
- Feedback from the last Halloween Disco has been discussed with the school and recommendations for future discos noted.
- A few suggestions regarding Friday Lunches were discussed and have been implemented by the school.
- The benefits of the introduction on and afternoon break were highlighted.
- Information has been provided to parents about the expectations of helping and supporting the school. A parent helper contract is now in operation. It was also reported that PVG disclosure would only be required if parent helpers were in contact with the children and a teacher was not present.
- Further work is being undertaken to provide some kind of provision to enable parents to reuse unwanted and or lost school uniform items. Charity Begins at Home were approached to see if they would be able to facilitate this in the shop, however, they were unable to assist on this occasion. This continues to be work in progress.
- It was discussed with the school that it would be useful if parents were informed about changes to class cover.
- The chairs had a discussion with the school to get a clearer understanding of child protection and how to report concerns if required. This information was shared with parents/carers.
- A member noted interest in being the Parent Councils Special Education Needs Representative to which there were no objections. This action will be ongoing into 2026/2027.
- Headteacher Adam Lindsay shared the schools approaches to supporting positive behaviour in school which was well received.

PAUL GRAHAM – Inspire Team at SBC

Paul Graham from Scottish Borders Council provided the members with information regarding the use of iPads within the school and the local authority. An open discussion took place with the opportunity for questions and answers. Paul highlighted an App which the members found interesting. “Jamf Parent” is a free app, available for iOS and Android, that empowers parents to manage school-issued student devices outside of school hours. It enables restriction of specific apps, blocking websites, scheduling downtime for homework/bedtime, and monitoring device usage.

From the session it was suggested that the school could send out more information with the issue of the iPads and that an annual refresher may be useful to ensure that parents are comfortable with the iPads. It was also suggested that if SBC prepare information sessions, these would be useful if they could be accessed online for parents to view at their convenience.

Fundraising
We’ve had a very busy and successful fundraising year for 25/26 which has provided a much-needed boost to our funds. Here are the events that we have held:

Halloween Disco
Was attended by 240 kids across all age groups - £479 raised.

Sponsored Santa Run
This was to be instead of our usual Xmas Fair to try something different that may be less work and require less helpers – Huge success, over £6000 raised.

Festive Fairwell
We still wanted to have some sort of school community event over Xmas so this was held on the last day of school - £293 raised and involved much less planning and organising than a Xmas Fair would have.

Shorts and Shades Disco
It was suggested the P7s might like this before they leave so was held in May - 205 kids attended and £325 was raised.

Broomfest
Held instead of our Summer Fair for the second year running – approx. £1500 raised.

So, all in all it's been a very successful year and we've raised over £8500! We decided we'd like to spend some of the funds on something fun for the kids and suggested something like a Science Show. This was held at the end of April and the kids loved it. We have also been able to buy some new play equipment for the playground, including Basketball hoops, a climbing frame and a new outdoor toy set. We provided funds to enable the school to purchase resources for children with neurodiversity and ADHD, new netball strips, a new soundbar, First Aid materials, staff walkie-talkies and help towards the p7 residential. As you can see, our fundraising provides valuable resources for our children at Broomlands, many of which they couldn't manage without so it's important that we continue to do so every year. With that being said, we sadly bid farewell to three of our key group members at the end of this term – Christine, Kinga and Joanna who are finishing up at Broomlands and heading off to the High School. We thank them for all their hard work and help over the years and wish them well for the future. This leaves a very big hole in our fundraising group and so we really need your help and are desperately seeking new members asap to continue to raise these much-needed funds.

Kelda Pearce
Chairperson
Broomlands Primary School Parent Council
22 October 2026

HEADTEACHERS REPORT

School Improvement and Learning
Throughout the session, staff have begun to focus on a new writing approach as part of the National Improvement Writing Project. There is a specific focus on expectations at Primary 1 and an additional programme is in place for our P1 staff.

We are rewriting our Curriculum Rationale to reflect updates and have sought the views of children, parents and staff. Workl has been done to update and develop our approaches to seeking Pupil Voice in school. A new approach involves P1 – P7 children having a focus each block, with the chance for some to take part in a Feedback Forum with the SLT.

A focus on teaching and learning around protected characteristics was worked on at the start of the year. We are also revisiting and updating our coverage of supporting children to keep themselves safe online.

Our recent Inservice day included a focus on resources and supports available through the Leader Valley Padlet for teachers regarding children with autism, the annual update for all staff about Child Protection, a curriculum update to provide staff with clarity about plans, progressions and assessment in relation to the #SBCWay and bespoke training for some teachers around the Circle Framework, an approach that supports ensuring our environments and approaches support participation from all children. Other development work this session includes continuing to develop learning through play and active and enquiry-based learning approaches.

We will also be reviewing our reporting processes and will seek the views and ideas of our parents before making any changes.

Positive Relationships and Wellbeing
We remain committed to fostering a safe, nurturing and inclusive school community. Recent assemblies have focused on kindness and on The UN Day of Peace, encouraging pupils to be "upstanders" rather than bystanders when they witness unkind behaviour and continuing to work to develop children's understanding of kindness, respect and inclusion.

We are continuing to develop inclusive approaches to meeting additional support needs, including developing a bespoke environment in our 'Owl Room' which has benefitted from input from some of our parents of children with additional needs.

Children continue to engage positively with wellbeing activities and class discussions that support healthy relationships and positive choices. We have recently carried out our biannual Wellbeing and Motivation surveys which will guide any next steps.

Additional Support Needs
The school continues to see increasing complexity in the needs of some pupils. The Owl room has been designed to help support this and staff continue to work closely with families and partner agencies to ensure appropriate support is in place. We have a new Targeted Pupil Support team in Cheviot which allows a single point of contact for exploring additional support for pupils who might need.
This includes:

- Individualised support plans.
- Targeted interventions.
- Multi-agency planning meetings.
- Close collaboration with Educational Psychology and other specialist services where appropriate.

I would like to acknowledge the commitment shown by our staff in supporting all children to succeed.

Digital Learning and Online Safety
Digital technology continues to play an important role in learning. Our curriculum content includes teaching that:

- Reinforces expectations around responsible use of technology.
- Delivers online safety learning through classroom activities and national resources.
- Supports children in understanding the opportunities and risks associated with emerging technologies, including artificial intelligence.
- Continues to encourage positive digital citizenship.

At the Inservice Day staff were reminded of the critical importance of ensuring the full raft of digital safety messages are taught. We remain grateful for parental support in reinforcing these messages at home.

Wider Achievement and School Life
Children have enjoyed a range of opportunities beyond the classroom, helping to develop confidence, teamwork and leadership skills.
Highlights include:

- Sports and physical activity opportunities. Netball, Rugby, Hockey
- Leadership roles across the school. JRSOs, House Captains,
- Community partnerships and local learning experiences. Planning Trout in the Classroom
- Opportunities for creative and expressive arts.

These experiences play an important role in developing the skills, attributes and capabilities outlined within Curriculum for Excellence. We are about to start auditions for our Christmas show which will also provide great opportunities for children to demonstrate their skills and talents.

Staffing
We have said goodbye to Mrs Ballantyne who has begin work elsewhere. We have welcomed Mrs Joanna Hastie onto our Pupil Support team and Mr Francis Lee onto our teaching team. We will have a new Pupil Support Assistant starting with us tomorrow.

Broomlands Primary School continues to be a vibrant, caring and ambitious school community. I am proud of the commitment shown by our pupils, staff and families and grateful for the ongoing support of the Parent Council.

Adam Lindsay - Headteacher
Broomlands Primary School
22 October 2025

TREASURERS REPORT

The Parent Council Bank Account on the 31st of July 2025 held funds totalling £3391.08. In Year 2025-2026 a total of £7,274.69 was paid into the school account. That amount paid for the following; Outdoor play and learning resources, Science Show, Class resources and class projects, Twinkl subscription, Storage boxes and Fridge/freezer, Classroom dividing screens, School bank account boost of £2k. Parent Council also covered the cost of the website and domain renewal.

2025 Christmas Santa Run helped to raise an amazing total of £6,153.18, and the successful Shorts and Shades Disco and Broomfest 2026 topped the bank account by additional £2,264. All that thanks to the excellent work the fundraising team puts into organizing annual events.

Fruit Tuck has again been very popular among our children. Thanks to the sponsors' donations, which totals to £665, PC was able to cover part of the cost of the weekly fruit box. Fruit Tuck profit for the year, ending 2026, is £219.37.

Parent Council also holds £193 for P7 Disco available for use in 2027.

Looking forward to the year ahead, we have enough funds available to cover our annual expenses such as clerk payments, insurance and lottery licence, however, we must continue to support our fundraising group throughout the year. We would also like to encourage parents to use Easyfundraising, when shopping online:
https://www.easyfundraising.org.uk/causes/broomlandspc/
In the year ending 2026 Easyfundraising benefited PC account by £77.47.

All that is left for me to do now, is to thank everyone for supporting me for another year in my role as treasurer.

Alicja McIntyre
Treasurer
Broomlands Primary School Parent Council
09 September 2026

Broomlands Primary School Parent Council
Income and Expenditure Account

for the year ended 31st July 2026

Year ended 31.08.26	**INCOME**	**£**
	Halloween disco	480.25
	Christmas fair	6,153.18
	Christmas fair donations	250.00
	Summer Disco	415.00
	Disco Float	70.00
	Faulty bank Transaction	70.00
	Summer Fair	1,849.46
	Easy fundraising	77.47
	Donations	300.00
	Fruit Tuck Donation	665.00
	Fruit Tuck	872.37
	SBC	300.00
	P7 Disco taking	85.00
	Bank Complaint Reimburs	75.00
	TOTAL INCOME	**11,662.73**
	EXPENDITURE	**£**
	Donation to School	2,000.00
	Science Show	480.00
	Floats	70.00
	Faulty Bank transaction	70.00
	Expenses & Reimbursment	521.18
	Licences	20.00
	Clerk payments	260.00
	Twinkl Subscription	739.93
	Learning & Play Resources Reimbursed to School	3,824.78
	Class projects	105.00
	Storage boxes and Fridge/freezer	124.98
	Bank Charges	155.57
	Website & Domain Renewal	314.24
	P7 gifts, class purses, class projects	
	Fruit tuck	1,398.00
	TOTAL EXPENDITURE	**10,083.68**
	EXCESS OF EXPENDITURE OVER INCOME	1,579.05
	FUNDS HELD AT 1ST August 2025	3,391.08
	FUNDS HELD AT 31ST July 2026	4,970.13
	Represented by:-	
	Balance per bank at 31st July 2026	4,970.13

I have checked the above income and expenditure account for Broomlands Primary School Parent Council for the year ended 31st July 2026 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.

Damien McNulty

CONSTITUTION

1. NAME

The name of the Parent Group will be "Broomlands Primary School Parent Council" (aka BPSPC).

2. AIMS & OBJECTIVES

The objectives of the Parent Council are:

- To create a welcoming school which is inclusive for all parents/carers.
- To promote partnership between the school, its pupils and all its parents/carers.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents on the education provided by the school and other. matters affecting the education and welfare of the pupils.
- To promote close co-operation and communication between parents/carers and school staff.
- To promote equality and fairness.
- To study and discuss matters of mutual interest relating to the education and welfare of pupils.
- To engage in activities which support and advance the education of pupils attending the school.

3. POWER & AUTHORITY

The Parent Council will have the power and authority to do anything considered by them to be in furtherance of the aims & objectives whilst observing that they are accountable to and are there to represent the views of the Parent Forum.

4. MEMBERSHIP

The membership will be a minimum of 10 members which must include a minimum of six parents/carers of children attending the school. The maximum size will be 25. Five qualified members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 5 or more Qualified Voting Members present). Each and every Parent/Carer of a child at the school is automatically a member of the Parent Forum. Any Parent/Carer can become a Qualified Voting Member of the Parent Council after being nominated and seconded at the AGM and may be re-elected annually at the AGM until such time as their Children leaves the school. To become nominated, potential members can show an interest of intent to the school or any Member of the Parent Council. Becoming a qualified member will give the Parent/Carer a place of the General Committee and shall have one vote. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by vote at the AGM. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Parent Council. Any member of a sub-group may attend the Parent Council Meetings as long as they have Children at the school. The Head Teacher of the School (and/or his/her representative) has a right and a duty to attend Parent Council Meetings but does not have any Voting Rights. Anyone wishing to resign from the Parent Council should do so in writing to the Chairperson(s) giving at least 30 days' notice. A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council and their membership withdrawn. Members are expected to familiarise themselves and comply with the Parent Council's Constitution, Policies and Codes of Conduct.

5. OFFICE-BEARERS

The Office-bearers will be nominated and elected annually at the AGM. They will consist of Chairperson (or joint Chairpersons) who must be a Parent/Carer of a child at the School, Vice Chairperson, who must be a Parent/Carer of a child at the School, Secretary & Treasurer. Ideally the roles of Secretary and Treasurer should be filled by Parent Members of the Parent Council, however, if this cannot be successfully achieved, the Parent Council may appoint/employ the services of an external Clerk and or Treasurer to assist in the smooth running of the Parent Council.

The Parent Council may pay a reasonable fee, as determined by the Parent Council, as well as any appropriate and approved expenses to an employed Clerk and or Treasurer. Any fees in paid to a Clerk and or Treasurer will be paid in arrears in two instalments, one in March and the other in September.

The Role of the Chairperson(s) is to lead the Parent Council, successfully manage the meetings, liaise with the school, local authority and any other any external agencies as required, promote all aspects of the Parent Council including its aims and objectives and to prepare a Chairperson's Annual Report/Statement to be presented at the AGM. The Role of the Vice Chairperson shall be to deputise in the absence of the Chairperson(s). The Secretary/Clerk shall be responsible for keeping accurate minutes of all meetings which must be made available upon request to any member of the Parent Forum and to complete all administrative tasks to ensure the smooth operation of the Parent Council. The Treasurer shall be responsible for all financial affairs of the Parent Council, applying for and sourcing funding, managing the bank accounts, keeping accurate records of all the financial transactions, preparing financial updates and forecasts of expenditure for each Parent Council Meeting and preparing, along with an Independent External Examiner, the annual accounts to be presented at the AGM. Should any Office-bearer leave office prior to the next AGM, the Parent Council may appoint a replacement to carry out the duties without having to arrange an EGM. Office-bearers will be nominated and elected annually at the AGM.

6. EXECUTIVE COMMITTEE

The Chairperson(s) may at any time appoint an Executive Committee. This would be a reduced number of members given the ability and authority to make decisions on behalf of the Parent Council in emergency situations or where is not possible or practical to call a meeting. Decisions made and or business discussed by the Executive Committee must always be in the best interest of the Parent Council and or the school, a summary of which being recorded and reported back to the Parent Council at the earliest opportunity. The Executive Committee must consist of qualified voting members but the Chairperson (or Vice Chairperson in their absence) may appoint anyone who does not have voting rights to assist in any decision-making process on a consultancy/advisory capacity.

7. CO-OPTED/APPOINTED MEMBERS

The Parent Council may co-opt/appoint other members as required to assist it with carrying out its functions at any time. These co-opted/appointed members will not have any voting rights.

8. SUBGROUPS

The Parent Council may create Sub-Groups to assist with its aims and objectives, these Sub-groups should be headed up by a qualified member of the Parent Council but may include anyone appropriate. Each Sub-group must be able to provide an update or brief report of its activities at each Parent Council Meeting.

9. MEETINGS

Meetings may either be face to face at an appropriate location or electronic via an appropriate platform. Meetings will be held at least once per School Term and as much notice given but no less than 7 days. Five qualified members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 5 or more Committee Members present). Copies of the minutes of all meetings will be available to all parents/carers of children and teachers at the School, requests for copies of the minutes should be made to the School Office. Meetings of the Parent Council shall be open to the Parent Forum, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or his or her representative, can attend. Parent Forum Members will have voting rights at the AGM or any EGM. The AGM will be held on the third Thursday in September each year. The notice calling the AGM

shall be sent to The Parent Forum at least two weeks in advance. EGMs may be called by the Chairperson(s), or at least six members of the Parent Council or at least 10 members of the Parent Forum. The General Committee Meetings shall always include a review of the last meeting minutes, Chairpersons Report, Head Teachers Report, Treasurers Report, including bank balances and forecast of expenditure, any Correspondence via the Secretary/Clerk and an update from any Sub-groups.

10. VOTES AND RESOLTIONS

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Council member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie. Parent Forum Members will have voting rights at the AGM and any EGMs. Each Parent/Carer will have one vote. Appointed Clerks or Treasurers that are employed to provide a service will have no voting rights. The Head Teacher (or other school representatives) does not have any voting rights, the exception would be where the Head Teacher/School Representatives have been formally nominated and elected as qualified members of the Parent Council due to being a Parent/Carer of a child attending the school.

11. FINANCIAL MATTERS

The Treasurer will open and manage a bank or building society account(s) in the name of the Parent Council for all Parent Council funds. Withdrawals & Cheques will require the signature of the Treasurer and one other nominated qualified member of the Parent Council. Should banking be done online over the internet, access to the account must be given to the Treasurer, Chairperson and one other qualified member of the Parent Council. The Treasurer will keep an accurate record of all income and expenditure, will provide a summary of this for each Parent Council Meeting and will prepare an annual report and a full account for the AGM, such accounts should be made available for inspection by members of the Parent Council and Parent Forum at least two weeks in advance of the AGM. The Financial Year shall end 31 July each year. The Parent Council accounts will be examined by an appropriately qualified independent external examiner appointed at the previous AGM. The Parent Council shall be responsible for ensuring that all monies and or assets are used in accordance with the aims and objectives of the Parent Council. Parent Council Members and those who are appropriately appointed to ensure the smooth running of the Parent Council shall be reimbursed for any reasonable and approved expenses on the production of a completed expenses claim form along with a valid receipt. Any high value purchases (over £50) that require to be reclaimed as an expense must be approved by the Treasurer in advance.

12. POLICIES/GUIDELINES/CODES OF CONDUCT

The Parent Council may agree to create Policy Documents, Guidelines and Codes of Conduct etc. to aid the management and running of the Parent Council. These shall be adopted further to being proposed and seconded at any meeting of the Parent Council. Any such policies/guides/codes/documents etc. should be reviewed on a regular basis (at least once every year) to ensure that they remain fit for purpose and complaint with the law if appropriate. The Parent Council members must familiarise themselves with such Policies/Guidelines/Codes etc. and comply as such.

13. INSURANCE

If not provided by the Local Authority, The Parent Council must source adequate Insurance Cover for all its activities. The Parent Council members must familiarise themselves with the terms and conditions of any insurance cover and comply as such.

14. THIS CONSTITUTION & MAKING CHANGES

This Constitution must be reviewed on a regular basis (at least once every year) to ensure that it remains fit for purpose. The Parent Council may change its constitution after the changes have been proposed and seconded at any General Committee Meeting, AGM or EGM and thereafter obtaining consent from members of the Parent Forum. Members of the Parent Forum will be notified of any proposed amendment and given reasonable time to respond to the proposal.

15. DEFINITIONS

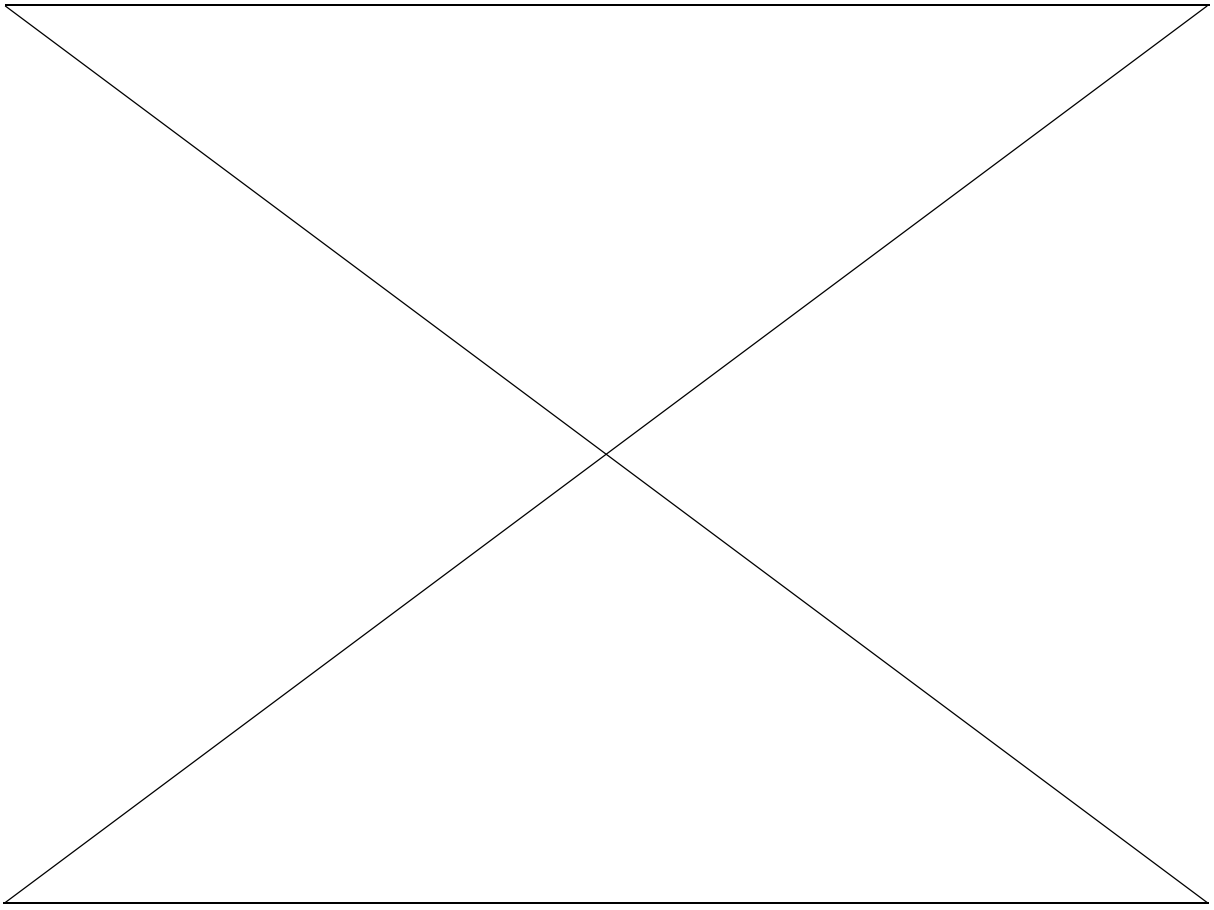
Qualified/Voting Member is a member who has been formally nominated and elected on to the General Committee.

16. DISSOLUTION

Should the Parent Council cease to exist, any remaining funds and or assets will be passed to School, if the school also ceases to exist, the remaining funds and or assets shall be passed to the Local Education Authority to be used for the benefit of other schools in the Learning Community.

This constitution was adopted at the General Committee Meeting of the Parent Council on 26 May 2022 after a period of consultation with the Parent Forum.

Clerk to the Parent Council
Broomlands Primary School Parent Council
26 May 2022



Environmental & Sustainability Policy

AIMS OF THIS POLICY

The aim of this policy is to inform the members of the Parent Council our commitments and our expectations on the implementation of this policy.

OUR COMMITMENT

Broomlands Primary School Parent Council is committed to minimising the impact of its activities on the environment and taking appropriate actions as practical to ensure a sustainable future.

POLICY IMPLEMENTATION

The Broomlands Primary School Parent Council is committed to the development of policies to promote acceptable working practices to ensure there is no negative impact on the environment and to ensure steps are taken to maintain a sustainable future in all aspects of its work. We will work to ensure that all our services, events and activities are provided in a way that promotes acceptable environmental and sustainable working practices, including the below.

ENVIRONMENTAL FACTORS

- The Parent Council will comply with environmental legislation.
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling both internally and externally.
- Assess working practices to ensure they have limited impact on the environment.
- Purchase products that minimise the environmental impact of both production and distribution.
- Work with external agencies as appropriate.
- Work closely with the school to support their environmental plans.

SUSTAINABILITY FACTORS

- Ensure successful recruitment, retention and succession planning.
- Forge and maintain links with the community and other community organisations.
- Embrace technology and up-skilling.
- Create a safe and inclusive environment.
- Work closely with the school to support their sustainability plans.

IN GENERAL

- The Broomlands Primary School Parent Council will take practical steps that are necessary to enforce the Policy
- The General Committee will bring to the attention of all members, helpers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy.
- The General Committee shall have responsibility for the operation of the Policy, however, all committee members, helpers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice.
- The Parent Council will consider and act upon, if appropriate, any feedback regarding its working practices.

OUR EXPECTATIONS

We expect everyone associated with the Parent Council to be familiar with this Policy and do everything reasonable to ensure that it is implemented.

We expect that every representative of the Parent Council will take the appropriate steps where possible to ensure that there is no negative impact on the environment.

We expect others to positively promote the Parent Council and to promote a successful and sustainable future.

VIOLATIONS
Incidents of violations will be taken seriously and will be fully investigated to see what has taken place.

The person in violation of this Policy will be requested to attend a meeting of The General Committee to explain their actions and to give their point of view.

Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.

In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.

In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn.

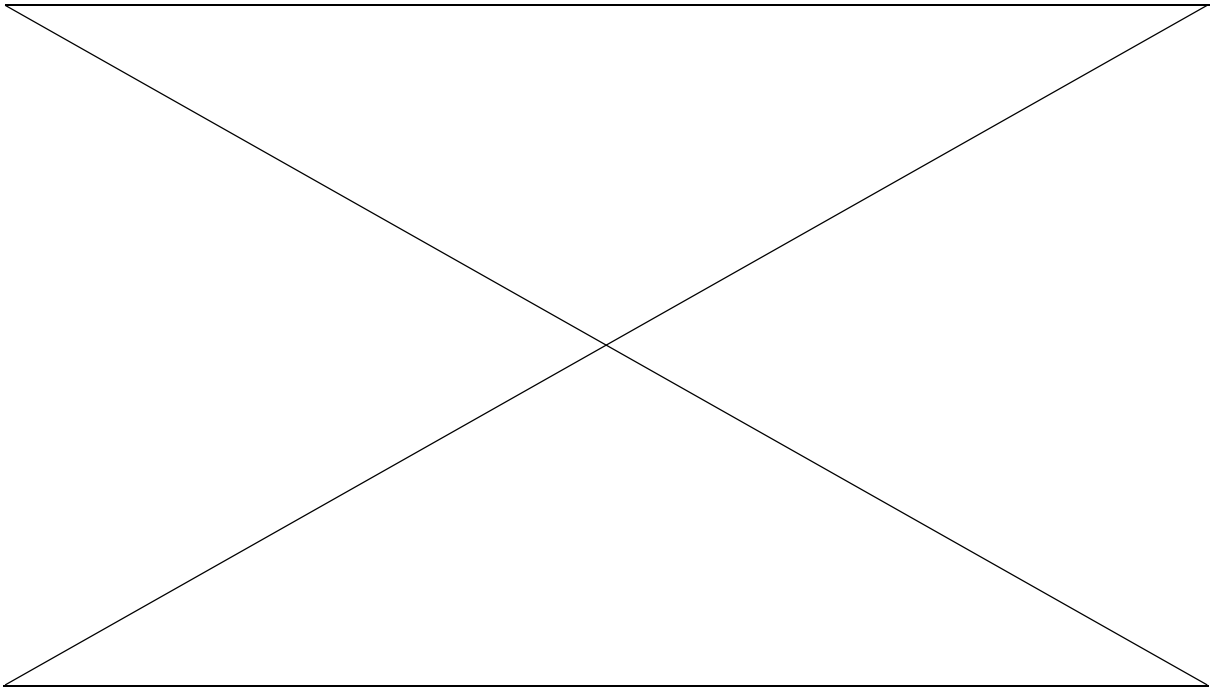
Any directly involved person has the right to appeal against a decision made by the General Committee who will consider that appeal before a decision is made and that decision will be final.

COMPLAINTS AND REPORTS OF VIOLATIONS
Complains or reports of violations should be made to the Chairperson of the Broomlands Primary School Parent Council. If the complaint is about the Chairperson, the complaint may be made to The Vice Chairperson, Secretary/Clerk to the Parent Council or the School Head Teacher.

The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.

The Broomlands Primary School Parent Council will take learnings from any complaints made.

REVIEW OF THIS POLICY
This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose.



Equality & Inclusion Policy

AIMS OF THIS POLICY

The Broomlands Primary School Parent Council fully accept and welcome that society consists of many diverse groups and individuals and this diversity is an asset to the community, we also recognise that certain groups and individuals are discriminated against and we are opposed to this.

We recognise that we have a moral, social and legal responsibility to promote equal opportunities and we will pursue equality in all of our work.

We aim to create a safe, inclusive and welcoming atmosphere & environment for everyone. We will challenge all forms of oppression including those based on race, ethnicity, nationality, creed, gender, sex, class, sexuality, gender reassignment, learning ability, physical impairment, mental illness, age, occupation, income, and wealth. We aim to design our events, activities, services and decision-making processes specifically to encourage and support participation from people from all walks of life.

OUR COMMITMENT

The Broomlands Primary School Parent Council is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

POLICY IMPLEMENTATION

The Broomlands Primary School Parent Council is committed to the development of policies to provide for equality of opportunity in all aspects of its work. We will work to ensure that all our services, events and activities are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to access to them.

The Broomlands Primary School Parent Council will take practical steps that are necessary including, if appropriate, use of the disciplinary mechanisms laid out in the code of conduct, to enforce the Policy. In addition, anyone connected to our organisation, committee member, helper or volunteer who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the committee's attention for action.

The General Committee will bring to the attention of all members, helpers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy.

The General Committee shall have responsibility for the operation of the Policy; however, all committee members, helpers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice.

CODE OF CONDUCT AND WHAT WE EXPECT

People will be treated with dignity and respect regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

At all times people's feelings will be valued and respected. Actions, language or humour that people find offensive will not be used, e.g. sexist or racist humour or terminology that is deemed derogatory.

No one will be discriminated, harassed, abused, victimised, excluded or intimidated on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Foul, insulting, abusive or racist remarks will not be tolerated from anyone associated with The Broomlands Primary School Parent Council and behaviour of this type may lead to expulsion from the organisation.

VIOLATIONS

Incidents of violations will be taken seriously and will be fully investigated to see what has taken place. The person in violation of this Policy will be requested to attend a meeting of The General Committee to explain their actions and to give their point of view.

Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued. In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease. In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn.

Any directly involved person has the right to appeal against a decision made by the General Committee who will consider that appeal before a decision is made and that decision will be final.

COMPLAINTS AND REPORTS OF VIOLATIONS

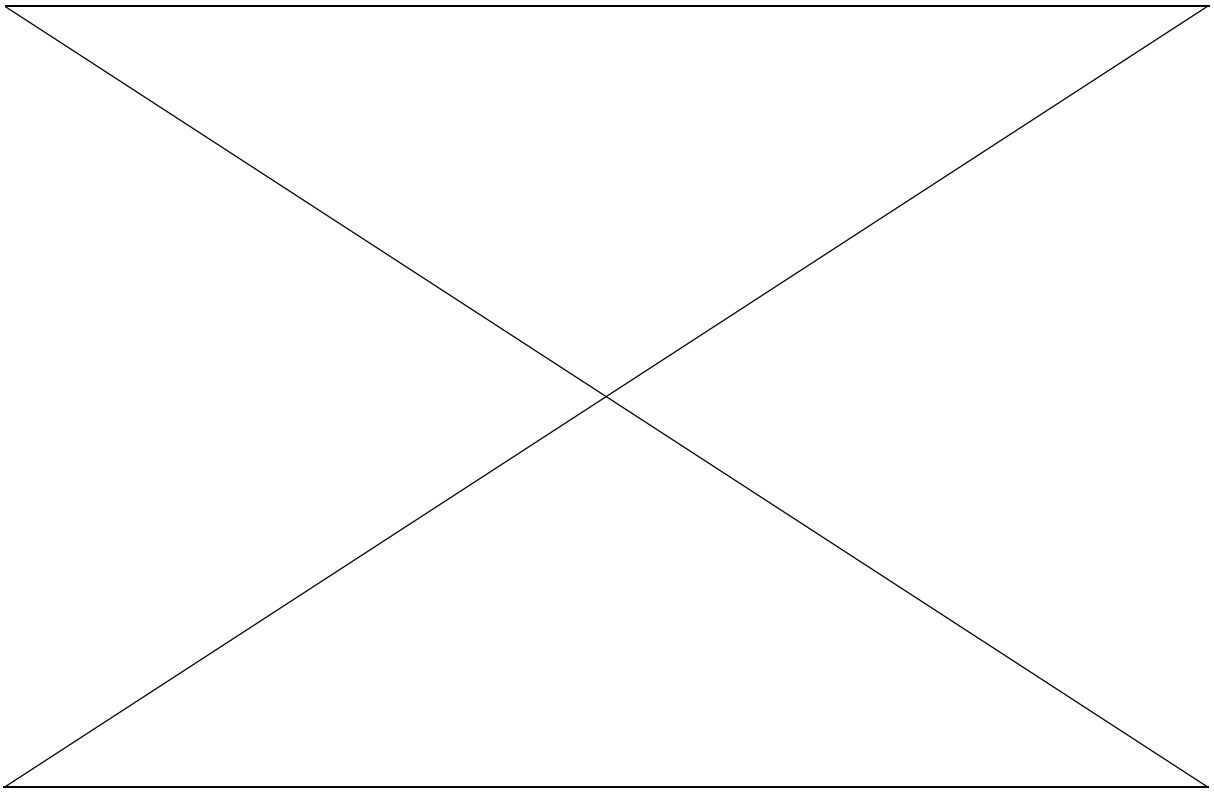
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The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.

The Broomlands Primary School Parent Council will take learnings from any complaints made.

THE REVIEW OF THIS POLICY

This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose.



Data Protection & Privacy Policy

AIMS OF THIS POLICY

Broomlands Primary School Parent Council needs to keep certain information about Members, Helpers, Guests, Associates, Co-opted Members & Third-Party Agencies in order to keep them up-to-date with Parent Council matters.

Broomlands Primary School Parent Council is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.

INFORMATION HELD

Broomlands Primary School Parent Council handles the following personal information:

- Names.
- Addresses.
- Post Codes.
- Telephone Numbers (Inc. Mobiles).
- Email Addresses.
- Dates of Membership.

The reasons why we hold and share this information are:

- For effective communication and the distribution of information.
- Notifying authorised agencies about our membership.

The information we hold may also be shared with:

- Broomlands Primary School Leadership Team.
- Scottish Borders Council (The Local Authority).
- Those who have a legal right to access it.
- Elected members of the General Committee.
- The General Public (Please see below).

The General Public will have access to certain personal data in the following circumstances:

- Meeting Minutes and Agendas are available for public inspection but will only include the names of the Members.
- Agreed information about key Office-bearers are on the School Website and or the School Facebook page, this information will only be included at the express permission of the Office-bearer concerned.
- Names and Contact details of Office-bearers are displayed on Letter Head Stationary.

Personal information is kept in the following forms:

- Electronically.
- Paper Documents.

The length of time that personal information shall be held will be:

- For as long as the individual or associate is a member of the Parent Council.
- Until the individual requests it to be deleted or destroyed.

People within the Parent Council who will handle personal information are:

- Elected Members of the General Committee.
- An Appointed Clerk.

SPECIFIC DATA NOT HELD

Specific Data that will NOT be held by the Broomlands Primary School Parent Council will include:

- Parents and Carers of Children who attend Broomlands Primary School automatically become members of the Parent Forum whom the Parent Council represents. On occasion it is necessary for the Parent Council to communicate with the Parent Forum. Personal Information of Parent Forum Members will NOT be held by Broomlands Primary School Parent Council. If the need arises to communicate or to distribute information to the Parent Forum the Parent Council will rely on the School to execute the delivery of this.
- Any data regarding the children at the school.
- Any CCTV, audio or visual data.

POLICY IMPLEMENTATION

To meet our responsibilities Broomlands Primary School Parent Council will

- Ensure any personal data is collected in a fair and lawful way;
- Explain why personal data is needed at the start, how it will be used, and how long it will be kept;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure the information is up-to-date and accurate;
- To hold personal data only as long as initially stated at the time of gathering consent;
- Make sure it is kept safely;
- Update the information we hold every year, asking people to confirm the details are correct and to give permission for us to Hold the information for another year.
- Ensure any disclosure of personal data is in line with our procedures;
- Deal with any queries about handling personal information quickly.

SECURITY

Broomlands Primary School Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:

- Non-required Documents to be shredded.
- Electronic Databases and Spreadsheets to be Password Protected.
- Ensure that computers have reputable and up to date Security Software.
- Computers used to have Password Access only.
- Passwords regularly changed.
- Paper Documents to be kept in a locked environment.
- Passwords and Keys to be kept secure.
- Report security issues/breaches immediately to the Chairperson(s).
- Information should not be accessed/viewed in public places.
- External Storage Devices should be kept secure at all times.
- Only use reliable secure internet and network connections.
- Ensure that emails are sent to the correct recipients.
- Ensure that files being sent are the correct files.
- Computer and storage devices/equipment are properly decommissioned.

UNAUTHORISED DISCLOSURE

Any unauthorised disclosure of personal data to a third party by a Parent Council Member or Representative must be reported to the Chairperson(s) immediately. Any unauthorised disclosure of personal data to a third party by a Parent Council Member or Representative may result in re-briefing of this Policy or Termination of their Membership from the Parent Council.

The individual(s) concerned will be informed of the unauthorised disclosure of their personal data.

REQUESTS FOR ACCESS

Anyone whose personal information we handle has the right to know and has access to the following:

- What information we hold and process on them.
- How to gain access to this information.
- How to keep it up-to-date.
- What we are doing to comply with GDPR.

Requests for access should be made to the Chairperson of the Parent Council.

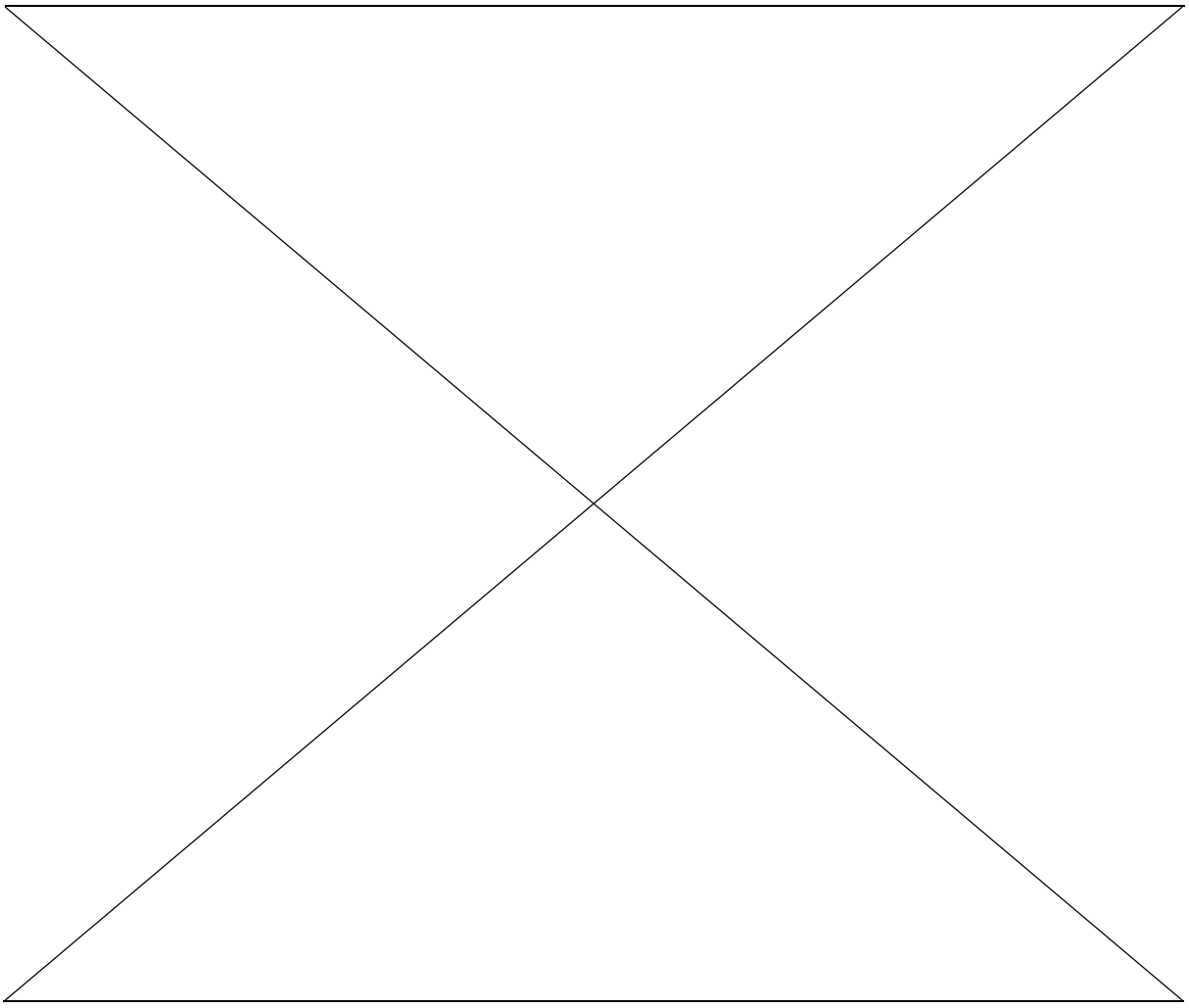
RIGHTS

Anyone whose personal information we handle has the right to:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

THE REVIEW OF THIS POLICY

This Policy was created on **11 May 2018** and will be reviewed annually to ensure it remains up to date and is compliant with the Law.



Child Protection & Safeguarding Policy

AIMS OF THIS POLICY

To ensure that the Health, Safety and Welfare of all Children that come in to contact with the members, services and events operated by Broomlands Primary School Parent Council

PURPOSE OF THIS POLICY

The purpose of this policy statement is:

- To protect children and young people who receive Broomlands Primary School Parent Council services from harm. This includes the children of adults who use our services
- To provide Parent Council members and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

THIS POLICY APPLIES TO

This policy applies to anyone working or acting on behalf of Broomlands Primary School Parent Council, including the Executive Committee, members of the General Committee, members of any sub-groups, appointed persons and volunteer helpers, either paid or unpaid.

POLICY IMPLEMENTATION

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in Scotland. Further guidance and direction will be supplied as appropriate by Broomlands Primary School, Scottish Borders Council and any relevant external agencies.

We believe that:

- Child protection is everyone's responsibility.
- Children and young people should never experience harm and abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, restricted development, lack of access to opportunity and or any other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them.
- Appointing a nominated child protection contact(s) for children and young people
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for Parent Council Members and volunteers.
- Providing effective management for Parent Council Members and volunteers through supervision, support, training and quality assurance measures so that all members and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting Parent Council Members and volunteers safely, ensuring all necessary checks are made as and when appropriate.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.

- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions as and when required.
- Making sure that children, young people and their families know where to go for help if they have a concern using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against Parent Council members and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for children, young people, Parent Council members and volunteers, by applying health, safety and welfare measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where Parent Council members and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

REPORTING A CONCERN

It's everyone's responsibility to protect children. Any concerns about the Protection, Health, Safety and Welfare of Children should be reported without delay to:

- The Chairperson of the Parent Council or in their absence, the Vice Chairperson.
- Any Member of the Leadership Team of Broomlands Primary School: 01573 227477
- Scottish Borders Council during office hours: 01896 662787 and out of office hours: 01896 752111
- If you consider a child or young person to be in immediate danger, please call the Emergency Services on 999 immediately.

VIOLATIONS

Incidents of violations will be taken seriously and will be fully investigated to review what has taken place.

- The person in violation of this Policy will be requested to attend a meeting of The Executive Committee to discuss the matter and to give their point of view. Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.
- In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.
- In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn.
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THE REVIEW OF THIS POLICY

This Policy and will be reviewed annually to ensure it remains fit for purpose and is compliant with the Law.