

## Minutes of Broomhill Primary School Parent Council Meeting

17/1/24

NAME	ROLE	INITIALS	CHILD'S YEAR
<b>PARENT COUNCIL (PC) MEMBERS</b>			
Miriam Blane	Parent Council Chairperson	MB	P3/5
Colin Hamilton	Parent Council Secretary & Communications Officer	CH	P6
Elizabeth Graham	Parent Council Treasurer	EG	P5/7
Bettina Talbot	Parent member Fundraising and Events Team (FET) Treasurer	BT	P5/6
Duncan Boyd	Parent member & Minute-taker	DB	P5/7
Richard Johnson	Parent member	RJ	P2
Catherine Lyst	Parent member	CL	P7
Helen Mitchell	Parent member	HM	P6
Emma Newlands	Parent Member Broomhill Out of School Care Association (BOSCA) board member	EN	P3/7
Martin Robertson	Parent member	MR	P2/6
Hector Rufrancos	Parent member Broomhill Community Council Representative	HR	P2
<b>PARENTS – NON-PC MEMBERS</b>			
Fernanda Guimaraes		F	P3
Lyndsey Samuel		LS	P3/6
Liudmilie Todorite		LT	P2/4
Irene Tse		IT	P7
<b>STAFF MEMBERS</b>			
Wendy Cameron	Head Teacher	WC	
Karis Nicholson	Depute Head Teacher (P4-7)	KN	
Susan Connor	Depute Head Teacher (P1-3)		
<b>APOLOGIES</b>			
Simon Bunn	Parent member	SB	P2/4

### Meeting Minutes

Item	Remarks	Actions
Welcome (MB)	MB welcomed all to the meeting and particularly welcomed new faces	
	Minutes from previous meeting already agreed and distributed	

<p>Head Teacher's report (WC)</p>	<p><u>Staffing</u></p> <p>Ms MacLean will leave on maternity leave on Friday. A new teacher to cover the maternity leave absence was expected to be joining the school on 18/1/24. Best wishes were asked to be passed on to Ms MacLean.</p> <p>Ms MacLean's role in coaching netball will be taken over by LS. Thanks were offered to LS for doing this.</p> <p>Mrs Niren has retired from the school office after 14 years with the school. A retirement gift was given from the parent council. Her post has not been replaced and instead her full-time post has been reduced to 2 days/week at a more junior grade.</p> <p>There is also long-term absence of another office staff member.</p> <p>The above results in only one office staff member being on site on any day other than Thursday when there are 2. Previously 3 staff members had been present every day. This significantly limits the ability of the school office to support school activities and to answer phones.</p> <p>As minuted at the previous parent council (PC) meeting, the annual audit of school roll has identified that Broomhill has 13 fewer pupils than expected when the roll was projected before the Summer. This audit is an annual snapshot on one day in September and is not altered by later enrolments. As a result of this disparity, the school lost ½ full-time equivalent (FTE) of a support for learning teacher, resulting in Mrs Robin being redeployed. Mr Duncan has taken over her non-class contact role and her support for learning time has been lost to the school.</p>	
	<p><u>Funding</u></p> <p>In addition to Mrs Robin being redeployed, Broomhill has also been asked to repay the council for her wages from 14 August until 30 November 2023. It should be noted that the audit was conducted in September and the School have no control over the timing of redeployment. Even after this, the school is still identified as being overstaffed compared to expectations by 0.1 FTE.</p> <p>The overall repayment of staffing costs have resulted in the school being asked to repay a substantial sum of around £14,000 to the Education Department of Glasgow City Council. This is after the school successfully argued against being liable for a separate repayment of £4000.</p>	

	<p>This unexpected £14,000 fee is unaffordable as a single payment and is being extracted through decreased PEF funding to the school this year and a deficit of £5000 being carried over into next year's funding.</p> <p>This loss of expected funding will have a significant impact both this year and next.</p> <p>The school have made representations to Glasgow Council that the mechanisms for calculating these costs are inappropriate, particularly the school being asked to pay salary costs incurred due to the timing of audit and redeployment which are outwith school control. Discussions are ongoing around this.</p>	
	<p><u>Stage Lights</u></p> <p>As minuted at the previous PC meeting, Broomhill school has been asked to pay £750/annum for maintenance of coloured stage lighting. Previously discussions were had around sharing this cost between the PC, the school and BOSCA.</p> <p>WC mentioned this situation during the school Nativity performances. Following this, a parent has come forward and offered to contribute towards paying this sum for the next 6 years. At present, WC's expectation is that this parent will pay for ½ the cost and BOSCA will pay the rest. Thanks were offered to this parent and to BOSCA</p>	<p>WC to clarify arrangements and sums of payment with parent and BOSCA</p>
	<p><u>School Development – stage</u></p> <p>WC advised that the school are keen to purchase an additional stage for use in the main hall during school performances. This would allow 2 tiers of pupils to be elevated and would make it easier for parents to see children. WC noted that the existing stage is deep but that it is hard to see children behind the front row. There is also a feeling that acoustics may be improved by having pupils in front of the main stage. A stage was borrowed from a nearby school for some Christmas performances and was felt to have been beneficial.</p> <p>Costs are uncertain but WC estimates around £6,000-7,000 for stage, skirting and steps.</p> <p>EG asked if options exist for more than 1 tier to further improve visibility. WC will look into this.</p> <p>WC hopes that BOSCA may contribute to the cost of this. WC will discuss this with BOSCA but is hopeful that they may meet ½ of cost and requested that PC meets the other half.</p> <p>Indicative vote by acclamation that PC would support this depending on costs.</p>	<p>WC to discuss funding of stage with BOSCA and to investigate options and firm costings for discussion at next PC meeting.</p>

	<p><u>School Development – spelling</u></p> <p>Broomhill is transitioning to a new spelling program called ‘Read Write Inc Spelling.’ This has already been adopted as part of the reading programme in the junior school and the spelling component has recently been rolled out to P6 and P7. The spelling and reading component are integrated in P1-2 and are already being used.</p> <p>The roll out to P3-5 has been delayed to issues with funding for course materials for pupils and staff. This relates to the issues with school funding described above. Costs of the programme have also been slightly higher than expected with most children having been found to need to start the programme a year below their expected level. This has meant that many children are working through 2 years’ worth of materials in 1 academic year.</p> <p>WC asked if the £250 previously allocated to stage lights from the PC could be diverted towards supporting rollout of this programme to P3-5. This cost would cover staff resources.</p> <p>The PC affirmed that it would want to support the school in educational needs above any other priority, albeit with deep disappointment that school funding is insufficient to meet needs.</p> <p>WC was asked how much money the school needed to support rollout at the rate desired by teachers. WC stated that £650 would be sufficient. PC unanimously agreed to find this.</p> <p>WC confirmed that costs for this will be recurring annually. It is hard to predict recurring costs from the first pilot year as costs are expected to be higher this year than usual. Cost is likely to be several thousand pounds though this will be largely supported by the school’s council funding and replaces costs from previous spelling programme. Some excess funding will be required. The previous programme was less costly but, in the view of staff, was less effective</p> <p>Recurring costs will be considered by PC in future years albeit with an expectation that Glasgow Council should be funding the needs of the core curriculum</p>	<p>EG and/or BT to arrange transfer of £650 to school account.</p>
	<p><u>Grant Funding</u></p> <p>Brief discussion was held around accessing grant funding for developing the stage and the spelling programme. WC confirmed grant funding would not be issued for core curriculum activities.</p> <p>In general, grant funding is challenging for Broomhill due to the area’s low Scottish Index of Multiple Deprivation ranking.</p>	

	CH stated that he knew someone who may have experience in grant applications and have the time and inclination to support us.	CH to explore support for grant application
FET treasurer's Report (BT)	<p>£14,939 currently in FET account</p> <p>Recurring costs identified as:  Ardentinny busses (£2,360 this year)  Scottish Opera work with P6s (£900)  P7 yearbooks (£465 last year)  P1 book bags (normally paid for from commission from 'schoolwearmadeeasy.com' uniform sales in previous years so no active cost. Would be £4.95/bag if payment needed in future)</p>	
School Uniform Policy (WC)	<p>WC stated that there have recently been issues with some breaches of school uniform policy. She noted that school uniform is not mandated by Scottish Executive and individual schools set their own policies. There is a wide variation in policies between different primary and secondary schools. Broomhill's associated secondary schools are typically Hyndland (with no uniform policy) and Jordanhill (with a strict uniform policy). Broomhill's own policy is strongly supportive of a school uniform but is less strict than many other nearby schools.</p> <p>The school's rules are often slightly fluid which is felt to be to the betterment of discipline and morale but can lead to confusion from both pupils and parents. WC wished to raise some specific issues.</p>	
	<p><u>Indoor shoes</u></p> <p>School policy is that all children should wear indoor shoes. Among other issues, it avoids the carriage of dirt into classrooms and halls where pupils often sit on the floor. In particular, granules from the pitch are commonly caught up in outdoor footwear.</p> <p>WC is keen that the policy of indoor footwear is enforced more strictly as she feels it is being increasingly breached.</p> <p>The PC supported following the school's lead in this and would endorse parents being asked by the school to provide indoor footwear.</p> <p>It was noted that pupils are given indoor footwear by their parents but we cannot be certain what occurs in classrooms. Teaching staff must have role in enforcing this rule. If some children are allowed to wear outdoor shoes, this practice will spread quickly and the rule will become unenforceable.</p>	School to remind parents of rule and to consider how to better enforce it and how to respond to children without indoor footwear.

	<p>The school will need to decide how to respond to children who do not have indoor footwear. A suggestion to not allow pitch time was felt to be unworkable by the PC.</p> <p>A suggestion was made to ask classes to create posters reminding pupils of this rule in order to spread recognition of it and give the children investment in following it.</p>	
	<p><u>Shorts and Leggings</u></p> <p>WC noted that it has become increasingly common for boys to wear a combination of sports shorts and branded leggings to school. This seems inspired by trends in professional sports. WC does not feel that this is appropriate. School uniform is school shorts, skirts or trousers in school colours (navy or dark grey).</p> <p>EG asked if jogging bottoms were appropriate 'trousers' or if they needed to be school trousers. WC stated that jogging bottoms are acceptable if they are in plain school colours.</p> <p>Several PC members asked if girls can wear skirts and leggings. WC stated that this is acceptable if it is a school skirt and plain leggings in school colours.</p> <p>DB asked if shorts and leggings would be appropriate if they were school shorts and plain unbranded leggings in school colours. WC stated that this was <i>not</i> acceptable.</p>	
	<p><u>PE Clothing</u></p> <p>PC members asked for clarification of PE day clothing. Currently uncertainty exists regarding what colours are appropriate and what items of clothing can be in those colours.</p> <p>WC confirmed that PE clothing should be:  Plain shorts in school colours (dark blue/grey)  Plain T-shirt in school colours (light blue) or in appropriate house colours – green (Woodcroft) red (Randolph) or yellow (Woodcroft)</p> <p>No other items of clothing should be worn in house colours.</p> <p>In particular, parents of children in the senior school felt that children are keen to wear fleeces other than school jumpers or fleeces. WC stated that this should not be encouraged.</p>	

	<p>It was noted by the PC that the current inclement weather would not be conducive to the school clamping down on the use of fleeces and leggings etc.</p> <p>The PC will support senior teachings' view on uniform policy but this may be better communicated when weather is improving.</p>	<p>WC to communicate rules around indoor shoes, shorts and leggings and PE wear to school parents when weather improves.</p>
	<p><u>Discussion around recycling school uniforms</u></p> <p>It was noted that the school has a recycling platform on Facebook on the 'Broomhill Primary Parent Council Uniform Exchange' page.</p> <p>It was noted that uniforms left in lost property for prolonged periods should be laundered and distributed to anyone who wishes. MB noted that laundered uniform is already on a hanger in the plant room from the previous school fair.</p> <p>A stall was present at the last School Fair which redistributed a full rail of uniforms in return for a voluntary donation.</p> <p>It was noted that supermarkets occasionally run distribution stalls for old school uniform. General feeling was that uptake from these was not high.</p> <p>It was noted that the school will be happy for parents to come in at any time to look through lost property.</p>	<p>WC to advertise Facebook recycling page.</p> <p>School to be aware of laundered uniforms already available and to consider repeating this if uptake merits it.</p>
<p>School Events Calendar</p>	<p>Discussion around upcoming school events and timings. Note that all timings are subject to revision and <b>are</b> likely to be changed. The school will provide an updated calendar when able.</p>	<p>WC to update school calendar and distribute as soon as dates finalised.</p>
	<p><u>Summer Disco</u> Current plan for Thursday 13<sup>th</sup> June.</p> <p>Friday night timing was felt to have been successful at Hallowe'en disco and improved issues with attendance the subsequent day seen with previous midweek discos.</p> <p>However this would also clash with a Scotland game opening the Euro 24 Tournament. As such, it was felt best to return to a Thursday night for this event.</p>	
	<p><u>Summer Fair</u> Current plan for 31<sup>st</sup> May. Arrangements for Summer Fair will need consideration with changes to Council letting rules precluding sale of alcohol,</p>	

	<p>alcohol tombola and likely bouncy castle. General feeling from group present was that we should aim to continue existing format of fair this year but serve alcohol free beer/wine/spirits and assess difference from previous years after this pilot.</p> <p><u>Sports Day</u> Current plan for week of 7<sup>th</sup> June</p> <p>Discussion around venue.</p> <p>Sports day has typically been at Victoria Park but this incurs a cost and incident arose last year with public toilets becoming unavailable at short notice with poor communication from Park officials. General feeling that school would prefer to avoid Victoria Park in future.</p> <p>Naseby Park is not large enough for event and has issues with dog fouling.</p> <p>School grounds are likely preferred venue but are too small to permit sports day as in previous years. The event would need divided into 2 or 3 days to give manageable numbers and permit parents to attend. This may provide advantages in terms of targeting activities better to the abilities of different age groups. However, this may be challenging to organise over multiple days and will present difficulties for families with multiple children in different year groups. Suggestion of dividing by houses to reduce difficulties to parents was felt unworkable due to staffing demands and the competitive nature of sports day.</p> <p>School management will consider options and inform parents as soon as possible.</p>	<p>WC to inform parents of plans for Sports Day as soon as possible</p>
<p>Swimming Programme (WC)</p>	<p>KN explained the school swimming programme.</p> <p>As per Glasgow City Council Guidance, all pupils will receive a structured 10 week swimming programme. This is undertaken at Scotstoun Swimming pool with bus transfer to and from the venue.</p> <p>In recent years as part of covid catch up, it has been offered to P6s and P7s but going forward will revert to previous practice of being undertaken in P5.</p> <p>The course is led by an experienced swimming instructor with a long-standing association with the school. KN gives this instructor advanced warning of any medical or behavioural needs that the school is aware of.</p> <p>The first week consists of an assessment which is required to identify current level and need. This involves having to put</p>	

	<p>shoulders and subsequently head underwater and demonstrating ability to perform a very short swim and a float.</p> <p>Thereafter groups are streamed according to ability with the least confident swimming the shortest distances within the shallow end.</p> <p>Questions have been raised in past around the initial assessment component but this is fundamentally required for a safe and effective programme.</p> <p>The final week is a 'fun time' week in the pool</p> <p>Assessment is undertaken by a formalised structure, ranging from 'early' through 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> level. 3<sup>rd</sup> level skills include swimming 2 strokes with good technique for 25m, a third stroke with good technique for 10m, performing a surface dive to retrieve an object from the pool floor, swimming underwater for a short distance, and pushing and gliding underwater on both back and front. It is unclear if the school currently seeks to reach level 3 assessments within the current schedule.</p> <p>EG questioned how girls manage wet hair. KN stated that they are required to wear a swim cap. If children change quickly there may be short periods of time to blow dry hair but this will be limited by the need to return to school.</p> <p>DB stated that many of the lessons involve extended periods where children are outwith the pool as they take turns swimming. This occurs most in the earlier lessons but is always an issue. This can lead to children becoming significantly cold. There may not be a way to easily manage this.</p> <p>DB stated that it should be recognised that the programme is aimed at children with limited confidence in swimming. Children who are experienced swimmers tend to get less out of it. This is understandable and there is unlikely to be an easy way to improve this.</p>	<p>KN/WC to identify and communicate attainment criteria used within swimming programme</p>
<p>Ardentenny Trip 2025</p>	<p>EG asked again if early payment is open to the current P6 class to support spreading costs. This has not been done.</p>	<p>WC will open this and advertise it.</p>
<p>Resuscitation Mannequins</p>	<p>The mannequins were ordered on 8/12/23. The school has not yet had an update on delivery.</p>	<p>DB to contact supplier re delivery</p>
<p>Parent Portal (WC)</p>	<p>Parents Portal will be the primary method of signing up for parent teacher meetings in future. At present 63% of parents are signed up to it. All families should sign up via: <a href="https://parentsportal.scot/pportal//">https://parentsportal.scot/pportal//</a></p>	

Date of next meetings	Next PC meeting is planned for 20 <sup>th</sup> March.	
	CL asked for the 15 <sup>th</sup> May meeting to be moved if possible as clashing with other commitments. This is likely to be moved to 22 <sup>nd</sup> May.	MB and WC to confirm date
Addenda	In the weeks between the meeting and the distribution of these minutes, 2 further significant items have been discussed by the Parent Council via What'sApp. They will be discussed in more depth at the next full meeting	
	<p><u>Primary 7 Parent Committee Ceilidh</u></p> <p>The P7 parent group wish to run a school ceilidh to raise funds towards supporting the traditional treats (pizza and juice) at the Summer Disco and towards supporting similar treats in Naseby Park on the final day of the Summer term. This will be organised by the P7 Parent Committee but will be seen as coming under the umbrella of the Parent Council in terms of public liability insurance. Several individuals are members of both groups and a vote among Parent Council members confirmed that this was within our constitutional remit.</p> <p>Ticket monies for the ceilidh will come direct to Parent Council funding and then be issued back to the P7 Parent Committee for spending.</p> <p>The P7 Parent Committee will make it clear in advertising and ticketing that the fundraising is primarily aimed towards supporting P7 activities.</p> <p>This ceilidh is intended to occur on Friday 26<sup>th</sup> April. More details will be advertised in due course.</p>	
	<p><u>Seesaw Funding</u></p> <p>On 30<sup>th</sup> January, WC contacted MB to inform her of a very significant rise in the costs to the school of using the 'Seesaw' platform used for homework and communication. The costs had nearly doubled and would be £2000 for a year's subscription for P1-5 or £2570 for the whole school.</p> <p>This had been negotiated at council level and cannot be reduced. The minimum contract was for one year.</p> <p>If these payments were not met then the school would have lost access to Seesaw as a platform from 1/2/24.</p> <p>The school has met these costs but is asking the PC to pay £1250 towards supporting them.</p> <p>The parent council has agreed to meet these costs but members expressed reservations around a number of issues:</p> <ol style="list-style-type: none"> <li>1) The short notice of this change is concerning</li> </ol>	PC to pay £1250 towards continuing SeeSaw subscription

	<ul style="list-style-type: none"><li>2) Supporting homework seems a core component of curriculum and ideally would be met through regular school funding without requiring PC contribution.</li><li>3) The school might consider whether Seesaw is the best platform for their use, especially in light of such financial issues.</li></ul>	
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