Broomhill Primary School Parent Council Meeting

held at Broomhill Primary School, 57 Edgehill Rd, Glasgow G11 7HZ

on Wednesday 30 November 2022

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Initials** | **Child year** |
| **Parent Council (PC) Members** | | | |
| Gillian Grant | Chairperson | GG | P7 |
| Colin Hamilton | Secretary | CH | P5 |
| Elizabeth McAuley | Treasurer | EM | P4 / P6 |
| Miriam Blane | FET Treasurer | MB | P2 / P4 |
| Simon Bunn | Minutes Secretary | SB | P1 / P3 |
| Martin Robertson | Parent Member | MR | P1 / P5 |
| Helen Mitchell | Parent Member | HM | P5 / P7 |
| Catherine Lyst | Parent Member | CL | P6 |
| Emma Newlands | Parent Member | EN | P2 / P6 |
| Bettina Talbot | Parent Member | BT | P4 / P5 |
| Leanne Francomb | Parent Member | LF | P2 / P5 |
| Nathaniel Fisher | Parent Member | NF |  |
| Hector Rufrancos | Parent Member (and BCC rep) | HR | P2/1 |
| Duncan Boyd | Parent Member | DB | P4 / P6 |
| Richard Johnson | Parent Member | RJ | P2/1 |
| **Staff Members** | | | |
| Wendy Cameron | Head Teacher | WC |  |
| Susan Connor | Depute Head | SC |  |
| Karis Nicholson | Depute Head | KN |  |
| **Parents – non-members** | | | |
| Devanand Sankpal |  | DS | P2 |
| **Apologies** | | | |
| Emma Newlands | Parent Member |  | P2 / P6 |

**Meeting Minutes**

|  | Agenda Item | Remarks | Action | Involved |
| --- | --- | --- | --- | --- |
| Meeting opened at 7.15 pm | | | | |
| 1 | Welcome | The Chairperson welcomed all attendees and noted that the minutes distributed from the AGM (Oct 22) was the incorrect document.  Wendy Cameron welcomed everyone to the school at what is a very busy time.  *Afternote: correct AGM minutes were distributed via email following the meeting*. |  | All |
| 2 | New Parent Council Members | The Chairperson nominated the following seven volunteers to be new Parent Council (PC) members. All nominations were unanimously agreed.   * Bettina Talbot * Duncan Boyd * Hector Rufrancos (also Broomhill Community Council rep) * Leanne Francomb * Nathaniel Fisher * Richard Johnson * Simon Bunn (minutes secretary) |  | All |
| 3 | Headteacher and Depute Selection Training | An online training session for parents who wish to be involved in the selection process for future Broomhill PS Headteacher and Depute Headteacher posts will be held on 6 December 2022. The training is delivered by Glasgow City Council (GCC) Education Services, who manage and coordinate the process.  *Afternote: the following parents attended:*   * *Bettina Talbot* * *David Blane* * *Simon Bunn* |  | GG  WC |
| 4 | Fundraising: Christmas Cards and Pupil Photos | Christmas cards designed by children and ordered by families raised 1,032.65 in commission.  Pupil school photos raised £603 in commission from sales of photographs to parents. The payment due from John Wilson Photography (JWP) is still to be received.  The PC has paid the outstanding money to the school funds in advance of payment from JWP.  (The original cheque from JWP was lost in post, so a bank transfer from JWP to PC account will be made in due course.) | **GG** | All  WC |
| 5 | Treasurers’ Reports | PC administration account balance: £1,293.  2x £30 cheques paid to previous parents are still to be cashed. These are long-outstanding cheques and unlikely to be cashed. It was agreed that these should be written off.  PC FET account balance: £14,373.  The Christmas card commission is still to be processed and is not included in this balance.  The Halloween Disco raised £1,537.17 (included in the above balance). | **EM** |  |
| 6 | Pupil iPad Issue | Wendy Cameron briefed that all P7s had now been issued with their individual iPad (issued through the Scottish Schools scheme). However, there was a delay for all other years due to a software problem. The software problem is being addressed by GCC. The school will issue iPads to other year groups when authorised by GCC. |  | All |
| 7 | Emergency School Closure | Wendy Cameron briefed on the short notice closure of the school on 28 November due to a plumbing issue. The plan for a non-emergency closure of this kind had not been practiced, but an effective plan was put in place to ensure all pupils were accounted for and collected safely with minimum disruption to pupils whilst in school.  Because the closure of school occurred during lunchtime and the unexpected speed that most parents managed to arrive at the school, some parents had to wait for an extended period for their children to be released. The challenges experienced during the day have been acknowledged and lessons have been identified to support managing a similar situation in the future, but the priority will remain a safe collection and dispersal process. |  | All |
| 8 | Pest Control | Wendy Cameron briefed that a mouse had been seen in a classroom. GCC agencies had been informed and pest control services requested. At the time of the meeting, no update had been received from GCC. | **WC** |  |
| 9 | School Lunchtime Catering (Cordia) | Issues have been raised with the school lunch booking process – some pupils do not always receive what they book. It was identified that there is a disconnect with booking meals and the preparation of food (frozen food preparation starts the day before being served, but meals can still be ordered the next morning). This means pupils who are served lunch later may not receive what they ordered.  It was identified that the best way to avoid this situation is for meal choices to be selected on the Parent Pay app 48hrs in advance as this will ensure the catering staff have accurate numbers to plan food preparation. It was agreed that this message would be disseminated by PC members via year group and class WhatsApp groups.  Issues of portion size and availability of optional items were also raised. Gillian Grant would continue to engage with Cordia (David Kelly) on the issues raised. | **All PC members**  **GG** |  |
| 10 | Recycling | The previous clothing collection bin located in the school grounds was removed due to lack of use; however, it is a potential simple income source. Gillian Grant has arranged for a new temporary clothing collection bin for the school, with a view to reinstalling a permanent bin.  Wendy Cameron will task the school’s Eco Leader group to identify a suitable location and advertise its availability.  Gillian Grant is investigating other potential school recycling options including pen/pencil recycling and regular use of the uniform exchange charity to dispose of unclaimed lost property. | **WC**  **GG** |  |
| 11 | Parent Pay: P6 advanced payment for multi-activity trip. | Enquiries have been received about an option for P6 parents to pay instalments in advance for the P7 multi-activity trip.  Early payment options were agreed in principle and the school will check the feasibility prior to confirming implementation. | **WC** |  |
| 12 | Pupil Absence | A concern was raised that the centralised system for confirming pupil absence was not effective because the system does not always notify the parent of an unplanned absence. Karis Nicolson stated that the system does work for the school as they have visibility of all absences and can account for all pupils.  Any future incidents of parents not being informed of unplanned absences should be raised directly with the school to address. |  | All |
| 13 | Allocation of PC funds | Following consultation with staff, Wendy Cameron confirmed the requests for PC funds totalling £7,750 consisting of the following purchases:   * Book shelving: £1,200   Agreed by PC members.   * P6 and P7 opera workshop: £1,800   (P6: 6 Feb 23. P7 16 Feb 23)  Agreed by PC members.   * Year group Christmas crafts and activities: £1,000   Agreed by PC members.   * First Aid Manikin: £1,000   (to deliver in-school first aid training for P6 & P7)  Agreed by PC members.   * Sensory Room items: £600   Agreed by PC members.   * Coach for P7 Ardentinny trip: £2,150   Agreed by PC members.  All purchases will be taken from the FET account, leaving a balance of £7,655. £5,000 was agreed as required for the summer fair float, which leaves £2,655 available for future purchases.  It was agreed that the purchases would be communicated to the wider school community in the next school newsletter to ensure that parents were aware of the positive outcome from fundraising activities.  It was noted that all year groups will benefit from the funding; however, the allocation has focused on P6 and P7 activities, but was agreed as required for this period to catch up from missed opportunities caused by previous Covid restrictions.  Potential future purchases include the installation of sensory activities in the classroom corridors. Work is ongoing to confirm the cost and will be presented to a future PC mtg.  An application for a £500 grant from GCC will be submitted to purchase new books for the school library. | **GG, EM, MB, WC**  **KN**  **GG** |  |
| 14 | School Leadership Update | Wendy Cameron gave a brief update on other school activity, which will be communicated in the Christmas school newsletter.  The plans for the school carol service (P4 – P7) on 21 Dec were discussed. Due to expected numbers attending the carol service, it will be held in the school rather than Broomhill church.  *Afternote: Christmas newsletter distributed on 2 Dec 22.* |  | All |
| 15 | Date of next meeting | The next PC meeting will be held in the school library on **Wednesday 11 January 2023**, 7-8.45 pm.  A separate PC FET meeting will be held on **Wednesday 18 January 2023**. Helen Mitchell will coordinate arrangements.  Future PC meetings are scheduled as follows:   * Wednesday 1 March 2023, 7-8.45 pm * Wednesday 26 April 2023, 7-8.45 pm | **All**  **HM** |  |
| Meeting Closed at 9.15 pm | | | | |

Minutes compiled by Simon Bunn, 7 Dec 22.