Broomhill Primary School Parent Council Meeting.

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

on Wednesday 11 January 2023

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Initials** | **Child year** |
| **Parent Council (PC) Members** | | | |
| Gillian Grant | Chairperson | GG | P7 |
| Colin Hamilton | Secretary | CH | P5 |
| Elizabeth Graham | Treasurer | EG | P4 / P6 |
| Miriam Blane | FET Treasurer | MB | P2 / P4 |
| Simon Bunn | Minutes Secretary | SB | P1 / P3 |
| Helen Mitchell | Parent Member | HM | P5 / P7 |
| Catherine Lyst | Parent Member | CL | P6 |
| Bettina Talbot | Parent Member | BT | P4 / P5 |
| Leanne Francomb | Parent Member | LF | P2 / P5 |
| Hosanna Fisher | Parent Member | HF |  |
| 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 |  |
| **Apologies** | | | |
| Emma Newlands | Parent Member | EN | P2 / P6 |
| Martin Robertson | Parent Member | MR | P1 / P5 |

**Meeting Minutes**

|  | Agenda Item | Remarks | Action | Involved |
| --- | --- | --- | --- | --- |
| Meeting opened at 7.10 pm | | | | |
| 1 | Welcome | The chairperson welcomed all to the meeting.  Previous minutes were distributed to Parent Council (PC) members by email; any comments should be submitted to the Chairperson. |  | All |
| 2 | Year group WhatsApp groups | Karis Nicholson has distributed links on Seesaw to the parent year group WhatsApp groups to ensure all parents can join the appropriate group(s).  PC members are encouraged to share relevant information and detail of school activity – notification/reminders of events and dates, and issues raised at PC mtgs that require general parent awareness and action (lunch bookings / indoor footwear etc). | **PC members** | All |
| 3 | Fundraising Payments | Commission from Christmas cards (£1032.75) and school photos (£610) have not yet been received by the PC. The chair and Helen Mitchell will engage with the relevant contacts.  *(Item linked to 30 Nov 22 PC Minutes, serial 4.)* | **GG**  **HM** | EG |
| 4 | Treasurer Report | The FET account balance is £10,463.91 after payments for the following items agreed on 30 Nov 22 PC meeting:   * first aid training equipment: £1000; * craft supplies for Christmas fair: £1000; * library shelving: £1200.   The following payments are still to be made:   * P6 & P7 opera workshop: £1800; * coaches for P7 Ardentinny trip: £2150; * sensory room items: £600.   The general PC account balance remains at £1293.22. No transactions have been made since the last Treasurer report.  *(Item linked to 30 Nov 22 PC Minutes, serial 13.)* | **WC**  **MB** |  |
| 5 | School iPads | School issued pupil iPads will be available for P5 and P6 pupils by the end of January (the issue date is centrally coordinated by GCC education services).  P7 pupils have all been issued their iPads.  Following P5 and P6 pupils receiving their iPads, the school’s existing shared iPads will be consolidated to increase the number available for use by P1 to P4 pupils.  *(Item linked to 30 Nov 22 PC Minutes, serial 6.)* | **WC** | SC  KN |
| 6 | Cordia Engagement | The Chair has been attempting to engage with Cordia regarding school lunches, but no response received as at 11 Jan 23. There are several issues to discuss, including the booking system, availability of booked meals and quality of meals.  *(Item linked to 30 Nov 22 PC Minutes, serial 9.)* | **GG** | WC |
| 7 | GCC Grants | The Chair has submitted some low value grant applications to GCC. No response received as at 11 Jan 23.  *(Item linked to 30 Nov 22 PC Minutes, serial 13.)* | **GG** | WC |
| 8 | Grass area outside school gates | The Chair has emailed photos and details of the grassed area outside the school gates to GCC requesting action to make the area more suitable for pupils’ arrival and departure. No response received as at 11 Jan 23.  *(Item linked to 12 Oct 22 PC Minutes, serial 12.)* | **GG** | WC |
| 9 | Clothing recycing collection | A temporary collection bin for clothing recycling has been installed inside the school, but it will be for school use only. It will not be advertised for wider use because it has limited capacity. The future installation of an external bin will be advertised for general use when it is available.  (the collection of clothing raises money for PC funds).  *(Item linked to 30 Nov 22 PC Minutes, serial 10.)* | **GG**  **WC** |  |
| 10 | School attendance policy | The school attendance policy is being reviewed and will be published at an appropriate later date (TBC).  Key themes to note are that Broomhill PS attendance is consistently higher than the Glasgow and national average, but it has dropped in Dec 22 and Jan 23. This has been largely due to common illnesses and holidays being taken outside of the school winter holiday period.  GCC Education Services’ approach to attendance is to be supportive and not punitive. The school’s policy will align with GCC’s approach, focusing on actively encouraging attendance, but there will not be a reward system as this has the potential to force inappropriate attendance (e.g., during illness).  Families taking holidays outside of the school holiday period was noted as quite common, which is not ideal. The school discourages this practice but does not currently take a hard line on it. It was noted that different local authority areas have different holiday periods (including Jordanhill school), which is not helpful if children in a family attend different schools; however, the Broomhill PS term dates for 2023 and 2024 have been provided in the most recent school newsletter to enable families to plan holidays at appropriate times.  A PC member provided feedback to the school leadership team, commenting that an individual attendance plan to support attendance in a specific situation was helpful. The team were thanked for their proactive engagement.  The centralised GCC school absence reporting system was discussed because there is a lack of parent confidence in the system. Some parents have noted that the notification system doesn’t always communicate unreported absences to the parent.  Wendy Cameron highlighted that GCC did not an effective feedback system in place. If parents were concerned about their child’s attendance, they should contact the school office (Seesaw messages to teachers should not be used).  *(Item linked to 30 Nov 22 PC Minutes, serial 12.)* | **WC** | All  WC  KN  SC  All |
| 11 | General communications | Some parents have recently commented that they were not aware of activities in the run up to Christmas. The school does push out regular communications, but information overload is acknowledged.  PC members are asked to use year group WhatsApp groups to signpost key information (the school website contains most information needed). | **PC members** |  |
| 12 | FET meeting | A FET meeting will take place in late January / early February to commence planning for the summer fair. Miriam Blane will coordinate an initial meeting with interested PC members.  *Afternote: FET mtg confirmed for 9 Feb 23. Details advertised through parent WhatsApp groups.* | **MB**  **PC members** |  |
| 13 | Indoor footwear policy | The carpets in classrooms are becoming dirty because pupils are not adhering to the indoor footwear policy.  Wendy Cameron reiterated that a change of footwear was required for indoors, but there is currently a low uptake.  Indoor footwear is to be used inside the school and for indoor PE. Outdoor footwear is required for arrival/departure/playtime. Suitable outdoor trainers are required for outdoor PE (trainers for outdoor PE can also be used as general outdoor footwear if required).  PC members are asked to communicate this through year group WhatsApp.  Wendy Cameron briefed that a PE uniform policy would be published in due course (Date TBC), which would align with the footwear policy. | **PC members** |  |
| 14 | School photos | The next formal school photos will be taken on 7 & 8 Feb. individual photos will be on 7 Feb, class photos on 8 Feb.  Further formal photos will be taken on 23 Aug.  A request was made for year group photos, particularly the P7 group. The school will assess the feasibility of formal year group photos with the photographer; however, P7 group photos will be taken in due course for their final yearbook. |  | All |
| 15 | P7 multi-activity trip payments | Following a request at PC mtg 30 Nov, A payment option is being set up on Parent Pay to enable P6 parents to start paying instalments towards their child’s future P7 multi-activity trip. This will enable parents to spread the cost of the trip if they wish to (paying instalments is optional). | **KN** | P6 parents |
| 16 | School equipment funding | Wendy Cameron thanked the PC for funding the latest school’s ‘wish list’ items. The new first aid CPR manikins were demonstrated.  A future useful investment would be for a modular temporary stage to extend the use of the main stage. A temporary stage was borrowed for performances before Christmas, which improved the sound quality and stage capacity.  A modular option with two tiers to fit onto the front of the existing stage would cost in the region of £4,000 to £5,000. Further investigation will take place to assess requirements and feasibility.  The middle classroom corridor has been identified as a potential location for a STEM theme focused at P4 pupils. Further assessment of the requirements will be undertaken by the school leadership team.  Donations of STEM toys/activities was discussed. Requirements will be confirmed following feasibility assessment by the school.  It was mentioned that Glasgow University conduct STEM outreach projects with schools. Elizabeth Graham will identify a POC for the school. | **WC**  **WC**  **KN**  **EG** | WC |
| 17 | School Leadership update | **Staffing.** There is a freeze on new appointments until further notice due to a GCC Education Services funding deficit. This will not affect staff already in post and currently in acting positions.  **School Newsletter**. The January school newsletter will be published shortly with details of key dates for all year groups during February 23.  *Afternote: Newsletter distributed by email and school website on 18 Jan.*  **Language Promotion**. In conjunction with the Scots poetry competition and languages week (30 Jan – 3 Feb), the school will be promoting different languages and cultural identities.  **Class Composition**. A question was raised about class composition for the 2023-24 academic year. Wendy Cameron explained that the composition of classes could not be confirmed until nearer Aug 23, when the numbers of pupils joining and leaving the school would be confirmed. However, based on overall capacity, the school expects there will be two composite classes, but at this stage it is not possible to confirm which year groups this will involve.  **Sports Award**. The School has recently been awarded the Silver Sports Award and will soon have completed sufficient activities to apply for the gold award.  **School Handbook**. The School handbook is due to be updated and further information will be provided at future meetings. |  |  |
| 18 | Date of next meeting | The next PC meeting will be Wednesday **1 March 2023**, 7-9 pm.  Future meetings are scheduled as follows:   * Wednesday 26 Apr 2023, 7-9 pm | **PC members** |  |
| Meeting Closed at 9.30 pm | | | | |

Minutes compiled by Simon Bunn, 17 Jan 23.