Broomhill Primary School Parent Council

Annual General Meeting

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

on Wednesday 12 October 2022

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Initials** | **Child year** |
| **Parent Council (PC) Members** | | | |
| Gillian Grant | Chairperson | GG | P7 |
| Colin Hamilton | Secretary | CH | P5 |
| Miriam Blane | FET Treasurer | MB | P2 / P4 |
| Martin Robertson | Minutes Secretary | MR | P1 / P5 |
| Simon Bunn | Minutes Secretary | SBu | P1 / P3 |
| Hosanna Fisher | Parent Member | HF | P2 |
| Helen Mitchell | Parent Member | HM | P5 / P7 |
| Catherine Lyst | Parent Member | CL | P6 |
| Emma Newlands | Parent Member | EN | P2 / P6 |
| **Staff Members** | | | |
| Wendy Cameron | Head Teacher | WC |  |
| Susan Connor | Depute Head | SC |  |
| Karis Nicholson | Depute Head | KN |  |
| **Parents – non-members** | | | |
| Sharna Western |  | SW | P2 |
| Grace Murphy |  | GM | P2 / P6 |
| Lyndsey Samuel |  | LS | P2 / P5 |
| Leanne Francombe |  | LF | P2 / P5 |
| Bettina Talbot |  | BT | P4 / P5 |
| David Roy |  | DR | P2 |
| **Local Authority Representatives** | | | |
| Eunis Jassemi | VP Ward Councillor | EJ |  |
| Lana Reid-McConnell | VP Ward Councillor | LR-M |  |
| **Apologies** | | | |
| Elizabeth McAuley | Treasurer | EM |  |
| Feargal Dalton | VP Ward Councillor | FD |  |
| Susan Brown | BOSCA Representative | SBr |  |
|  | Broomhill Community Council | BCC |  |

**Meeting Minutes**

|  | Agenda Item | Remarks | Action | Involved |
| --- | --- | --- | --- | --- |
| Meeting opened at 7.15 pm | | | | |
| **AGM Business** | | | | |
| 1 | Welcome | The Chairperson welcomed all attendees, particularly the Victoria Park Ward Councillors for their engagement with the school and stated that the PC will be pleased for any support they may be able to offer. |  | EJ,  LR-M |
| 2 | Chairperson’s Report | Over the past 12-months the PC has focused on supporting the resumption of extracurricular activity post-COVID 19 restrictions.  Fundraising has focused on supporting the P7 Ardentinny multi-activity trip, especially as costs have increased for 2022.  The Summer Fair made a most welcome return and was a great success making a record profit of c.£6000.  Acknowledgment and thanks to Alison Brown for her significant work in coordinating and delivering the Fair at short notice.  The intent for the PC in the next 12-months is to develop activities that support the school.  Gillian Grant will be vacating the Chairperson role in 2023 as her child will be leaving Broomhill Primary. Volunteers are requested to fill the Vice Chairperson appointment with immediate effect, which is intended to serve as a transition into the Chairperson role when Gillian departs.  The post was advertised verbally at the PC meeting on 31 Aug 22, with no volunteers coming forward to date. The Secretary will email PC members with further details. | **GG**  **CH** | PC members |
| 3 | Treasurers’ Report | The PC has two accounts:   * General Fund balance of £1,500 – managed by Elizabeth McAuley * Fundraising and Events Team (FET) Fund balance of £12,722 – managed by Miriam Blane who has recently taken on the role.   The PC has received two grants from Glasgow City Council (GCC):   * £400 – general PC expenses (annual grant) * £1500 – supporting P7 Ardentinny trip   Full details of accounts are available from the Treasurers.  Wendy Cameron asked if a £5,000 float was required to be held in the FET account for the Summer Fair?  Miriam confirmed that there was an option for an interest free overdraft facility on the FET account, but this will attract admin fees and is unlikely to be required for 2023. An overdraft option could be arranged in the future if required. |  | EM, MB  EM, MB |
| 4 | Summer Fair 2022 | The Summer Fair was considered a resounding success by all in attendance. Despite being arranged at short notice, it exceeded expectations and maintained its strong reputation within the Broomhill and surrounding communities.  A copy of the financial breakdown of the stalls was circulated (also circulated at PC mtg 31 Aug 22). It was noted that despite high demand the BBQ stall only made £72 profit due to high costs and difficulties cooking food fast enough. More pizzas were sold than expected, which could have been due to the difficulties in cooking food fast enough on the BBQ stall.  There was general agreement that a food stall was required at the Fair, but a different system (e.g. pre-cooking and avoiding positioning near the aircon duct) or outside caterers should be considered for 2023 to deliver a more effective food offer. Outsourcing the food stall would enable the PC to focus efforts on other areas of the fair that can deliver higher profits, whilst maintaining the current successful format.  Grace Murphy commented that maintaining sufficient floats for the stalls and correctly accounting for takings during the Fair was a challenge and a better process would be helpful for 2023.  It was acknowledged that much experience of organising the Fair had been lost within the parent group since 2019, but the experience gained in 2022, particularly for the current P2/3/4 parent group, should assist in planning and delivering the 2023 Fair.  It was unanimously agreed that the Summer Fair should remain the annual focus for fundraising as, despite the 2-year hiatus due to COVID, it remained a very popular event. New ideas for inclusion in the 2023 Summer Fair are welcome from all.  The date for the 2023 Summer Fair is Fri 2 Jun 23 | **FET**  **MB, FET**  **FET**  **FET**  **FET** | All  All |
| 5 | Election of Parent Council | As per the Parent Council election process, current board members stood down and offered themselves for re-election.  All current members confirmed they were content to stand for re-election into the same roles. No new applicants for any roles were put forward. All attendees unanimously confirmed re-election of the existing team as detailed in the above attendance list.  New Parent Council members will be confirmed at the next Parent Council meeting on 30 Nov 22.  As noted in serial 2, the role of Vice Chairperson is vacant; no volunteers or nominations were received prior to or during the meeting. This role remains a vacancy that needs to be filled. Volunteers for this role should email the Secretary for further details. | **PC members**  **CH** | All |
| **End of AGM business** | | | | |
| **Routine Parent Council business** | | | | |
| 6 | Plan Social Website | The PC has subscribed to the Plan Social website and is using this as the primary means of coordinating volunteers to assist with events. It has proved very effective to date – there are 300 members linked to the school and the system is easy to use.  Miriam Blane and Emma Newlands are administrators for the PC account. Annual subscription is £144 and it was unanimously agreed that Plan Social should continue to be used by the PC.  The use of Plan Social should continue to be advertised and the link included in PC communications.  [https://school.plansocial.app/register/BroomhillprimaryFET](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fschool.plansocial.app%2Fregister%2FBroomhillprimaryFET&data=05%7C01%7C%7Cce8d8bde03444f90788808daaad056f4%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638010109026703621%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hYe2bWTMu7AU1xnjPTzqLKTUT3s9VJrv8zIAIficKu4%3D&reserved=0) | **MB, EN**  **PC members** |  |
| 7 | PC Sub-committees | The FET runs separate meetings when required to coordinate fundraising and events. The output of the meetings will be briefed at the regular PC meetings.  Due to significant activity focused on the P7 year group, a separate P7 sub-committee will continue to run to coordinate specific activity (leavers hoodies, Ardentinny trip etc).  A note of thanks was made to all who contributed to the P7 ‘Grab and Go’ stall at the recent Meet the Teachers evening. £438 was raised to support the P7 Ardentinny trip.  The sub-committees will continue to meet when required. | **FET and P7 sub cttes** |  |
| 8 | Recruitment and selection training | There is a requirement for PC members to support the recruitment and selection of the school’s teaching staff and one of the Depute Head roles is due to be recruited. Training for volunteers is delivered by an external provider, but no future training dates have been confirmed.  PC members are encouraged to conduct the training when available to maintain a pool of trained personnel within the PC. Updates to follow when received. PC members to contact Gillian Grant for further detail of the training and role in the recruitment process. | **GG, PC members** |  |
| 9 | External Grants | There are several options to apply for grants from GCC, with some success already. There is potential to apply for low value grants (< £400), but the PC and School should coordinate applications to ensure the best chance of success. Gillian Grant and Wendy Cameron will liaise to coordinate applications. | **GG, WC** | EJ,  LR-M |
| 10 | Uniform | Miriam Blane coordinates a Broomhill school uniform exchange Facebook page with money donated to the PC via a Just Giving page. The Facebook page is limited to Broomhill uniform, with seasonal fancy dress (Halloween costumes and Christmas jumpers).  The option of having a physical Halloween / Christmas outfit stall at the school was discussed but considered impractical with the existing Facebook/Just Giving system the preferred option.  All parents are encouraged to use the system to buy abd sell uniform. Links to the Facebook page and Just Giving site to be publicised in PC communications to increase awareness.  The large quantity of Lost Property in the school is a perennial problem and is getting worse. Some unnamed school badged items have been posted onto the Facebook page, the school and BOSCA staff also reunite named garments with pupils when possible, but this does not impact on the amount of clothing held.  Volunteers to sort through and manage the lost property would be welcome.  An organisation called Apparel Exchange ([www.apparelxchange.co.uk](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.apparelxchange.co.uk%2F&data=05%7C01%7C%7C9cbeea94a70d4079a27308daaad76b14%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638010139447749937%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Lb8HSZTVfNTKFOaxHDM4wh4ztsCf4tW2dLnK8dkD6NM%3D&reserved=0)), who assemble clothing packs for distribution to those in need, will take uniform. It was suggested that unclaimed and unnamed lost property that can’t be put on the FET Facebook page is sent to Apparel Exchange on a monthly basis in order to manage the quantity of clothing stored at the school. | **MB**  **WC** | All  All |
| 11 | Funding for School projects | **Library**. The Library is a successful space for pupils’ learning and to enjoy the books. The school currently holds more books than can be displayed on the shelves. Additional book shelving in the area immediately outside the Library will enable more books to be displayed, with modern language and sustainability books being a priority for the school.  An estimate of £1,200 is required for new shelving and new books to expand the existing collection. A GCC grant of up to £400 is a potential option (see serial 9), which would mean PC funding of £800 would be required for shelving. Hyndland Bookshop have previously provided support with installation of shelving (supplying shelving at cost and installing free of charge).  GCC grant applications will be coordinated between the Chairperson and Headteacher. PC contribution will be confirmed following outcome of the grant application.  **Seating Cushions**. The existing cushions currently used in the P1/P2 breakout areas are useful. Further seating cushions would be a welcome addition to the Nurture Room and possibly the Library to support counselling sessions and more relaxed learning sessions. Karis Nicholson is requested to provide details of types and quantity of cushions required to the Chairperson.  (The school is developing a layered therapy and counselling capability supported by external therapists. Developing the facilities for these activities will maximise the effectiveness and benefit for pupils.)  **Sensory Walkways**. Karis Nicholson has identified a need for sensory walkways in the classroom corridors to support pupils who require sensory stimulation between and during lessons. (also mentioned in PC mtg 31 Aug 22). Karis is requested to research age-appropriate options and report back to the Chairperson for further consideration of how the PC can support.  **Outdoor Storage Hut**. The requirement for storage is still TBC. No further action at present, but the Headteacher is requested to inform the Chairperson if/when a requirement is confirmed.  **Traversing Climbing Wall**. Wendy Cameron has identified an existing wall in the playground that would be ideal for the installation of a traversing wall for pupils. Further details are required prior to funding proposal to the PC.  **School Grounds Maintenance**. Options for Parent working parties and/or commercial provider to maintain and improve the school grounds to be explored prior to further PC discussion. | **GG, WC**  **KN**  **KN**  **WC** | GG  GG  WC, GG  WC, GG |
| 12 | Headteacher Update | **Woodcroft Road Gate Area**. The area outside the Woodcroft Road school gate is used for all pupil drop-offs and collections. The area is not fit for purpose as the pathed area is not large enough, which causes congestion and the grassed area has been worn out due to heavy footfall. The path and grass area is GCC property. Replacing the grassed area immediately outside the gate with hardstanding would significantly improve the area.  Additionally, the grass verge bordering the school on Woodcroft Road had been left uncut throughout the summer due to a GCC “naturalisation” policy. The overgrown grass on Woodcroft Road has caused inconvenience for access and potential public health issues due to pupils treading in concealed dog waste. The grass has now been cut, but there has not been any school or community engagement with regard to the “naturalisation” policy.  GCC to be consulted on how improvements can be made. Advice from VP Ward Councillors would be welcome.  **Post-COVID 19 Measures**. Air quality monitors will now be installed in all classrooms in accordance with government direction.  **Health and Safety Executive (HSE) Report**. The HSE report from a recent incident in the school playground has still not been received by the school or the family involved. The family has submitted a Subject Access Request to obtain the report. No further details known at present.  **Teaching Walls in Classrooms**. Some of the sliding multi use teaching walls in the classrooms have not operated properly since installation. The school has finally secured agreement from the contractor to refit/replace during the October half term break.  **Macmillan and Kilbryde Hospice Bake Sale, Sep 22**. The bake sale was a success, raising £1300 (less expenses). Details will be published in the next School newsletter.  **Parent Pay Contributions**. School day events requesting payment to raise money or cover costs (e.g. non-uniform days, external activities) had seen reduced contributions when payment was through the Parent Pay system. The latest event (Give Racism the Red Card) required pupils to bring in £1 cash on the day, which saw a higher contribution rate.  **Involvement in External Competitions**. Pupils have been successful in several city-wide competitions. The most recent event saw P7 pupils displaying their work on diversity and inclusion issues at Glasgow City Chambers. This is of great benefit for the pupils to present their work in this environment and will hopefully reinforce the practical application of diversity and inclusion policy and activity within the school.  **P7 Ardentinny Multi-activity Trip**. All but four P7s are attending the Ardentinny trip. The school has engaged with those not attending and the reason for non-attendance is not due to finance. The personal cost is £295 per pupil, which is after funding from the school and PC. The trip is expensive but considered a valuable experience. Efforts should continue to enable an affordable P7 multi-activity trip in future years.  **Traffic Management**. New Community Police Officers – Orla and Jenna – have engaged with the school. It is hoped that the new structure of community policing will enable increased involvement with the school, which will hopefully positively influence traffic management in the school area (previously there has been limited police involvement).  The issue of no Lollipop Patrol on the Woodcroft Road/Edghill Road junction because of safety concerns due to parked vehicles on the junction. Wendy Cameron commented that a survey had been previously completed, but the traffic flow was not high enough to warrant a Lollipop Patrol.  **Cycle Proficiency**. Two teachers have volunteered to deliver Cycle Proficiency training to P7 pupils in November. Some children who are interested in taking part do not have bikes, so the school is looking at options to source bikes. Gillian Grant commented that she had a contact who may be able to assist with the loan of bikes and also advise on other road safety initiatives.  **Key 2023 Dates**:   * Sports Day – Thursday 1 Jun 23. Parent assistance to support event on the day will be requested closer to the event. * Summer Fair – Friday 2 Jun 23. PC FET lead with Event. * School Disco – Thursday 8 Jun 23. PC FET lead with Event.   **Curriculum Updates**. Updates to the curriculum delivered at the school will be briefed on the next meeting and will also be communicated to parents via routine School updates. | **GG, WC**  **GG, WC**  **WC**  **FET**  **FET**  **WC** | EJ,  LR-M  PC members  FET  PC members  PC members |
| 13 | Halloween Disco 27 Oct 22. | FET planning is well underway for the Halloween Disco. A good number of volunteers have been confirmed via the Plan Social application, with some help still required for post-disco tidying up. Miriam Blane commented that lessons have been learned from the disco last year and some changes implemented, including the coordination of the sign-in process and running the novelty stall, to ensure that the event runs well again this year.  It was agreed that the price for the disco will remain at £3 per pupil. | **FET**  **FET** |  |
| 14 | AOB – FET Card Payments | Miriam Blane suggested that the PC could purchase card payment machines to make payment options more flexible at fundraising events. The mobile system identified is a Sum Up machine costing £79 as a one-off cost, with a 1.67% fee per transaction. It was generally considered that a card machine (or possibly multiple machines) would be a worthwhile resource for events, particularly the Summer Fair, where the machine could pay for itself with the likelihood of increased sales at the bar and food stalls. Gillian Grant commented that she is familiar with the requirements for using a card machine. The intention is to of purchase a machine in time for the next major fundraising event. | **MB, GG** |  |
| 15 | Date of next meeting | The next PC meeting will be Wednesday **30 November 2022**, 7-8.45 pm.  Future meetings as scheduled as follows:   * Wednesday 11 January 2023, 7-8.45 pm * Wednesday 1 March 2023, 7-8.45 pm * Wednesday 26 April 2023, 7-8.45 pm | **PC members** |  |
| Meeting Closed at 9.15 pm | | | | |

Minutes compiled by Simon Bunn, 13 Oct 22.