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| **NAME** | **ROLE** | **INITIALS** | **CHILD’S YEAR** |
| ***PARENT COUNCIL (PC) MEMBERS*** |  |  |  |
| Miriam Blane | Parent Council Chairperson | MB | P4/6 |
| Elizabeth Graham | Parent Council Treasurer | EG | P6 |
| Bettina Talbot | Parent member  Fundraising and Events Team (FET) Treasurer | BT | P6/7 |
| Duncan Boyd | Parent member & Minute-taker | DB | P6 |
| Simon Bunn | Parent member | SB | P3/5 |
| Julie Gordon | Parent representative | JB | P3/5 |
| Aoibhin Gormley | Parent representative | AG | P1/3 |
| Fernanda Guimardes | Parent member | FG | P4 |
| Richard Johnson | Parent member | RJ | P3 |
| Gemma Lochhead | Parent representative | GL | P1 |
| Helen Mitchell | Parent member | HM | P7 |
| Martin Robertson | Parent member & BOSCA board member | MR | P3/7 |
| Hector Rufrancos | Parent Member & Broomhill community Council representative. | HR | P3 |
| ***STAFF MEMBERS*** |  |  |  |
| Karis Nicholson | Acting Head Teacher & lead for P6-7 | KN |  |
| Susan Connor | Depute Head Teacher & lead for P1-3 | SC |  |
| Kristin Bush | Acting Depute Head Teacher & lead for P4-5 | KB |  |
| ***APOLOGIES*** |  |  |  |
| Colin Hamilton | Parent Council Secretary & Communications Officer | CH | P6 |
| Emma Newlands | Parent member & BOSCA Board member | EN | P4 |
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**Minutes of Broomhill Primary School Parent Council Meeting 4/9/24**

**Meeting Minutes**

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| Item | Remarks | Actions |
| Welcome & minutes (MB) | MB welcomed all to the meeting, especially folk new to the meetings. |  |
| Minutes from previous meeting already agreed and distributed |  |
| Principle Teacher’s Report (KN) | Staffing  Wendy Cameron (previous Head teacher) has taken up a post as a Quality Improvement Officer for Glasgow. This occurred over a short time frame and she took up post on Monday. The post has a 12 month contract.  Mrs Cameron will be invited back to the school in the near future for a farewell assembly.  The Parent Council (PC) agreed to fund a card and flowers for Mrs Cameron at this assembly.  At present, KN has been internally appointed as acting head teacher. She will retain her commitment to being the lead teacher for P6-7. SC continues in her existing position as depute head and lead for P1-3. KB has been internally appointed to acting depute head teacher and will take on a role as lead for P4/3 -5. Ms Weir (who had taught P7 last year) is currently covering P2. All appointments meet legislative requirements. Longer term plans remain under discussions.  Ms Strassburg has resigned from her Support for Learning position. Mrs Blackhurst has decreased her support for learning hours from 4 to 2 days per week. Overall, the school has lost 34 hours/week from Support for Learning. HR have been contacted regarding replacements.  Hour long assemblies are now held for all pupils simultaneously for 1 hour on Wednesday mornings. This supports teachers achieving their contractual McCrone time. | MB to obtain card and flowers for Mrs Cameron |
| P1 Intake  52 pupils joined in current P1 intake. 66 places are available. This relates to usual loss of pupils to other local schools and to a decreased intake of placing requests.  A school census is taken in mid-September and teaching numbers are re-allocated if the actual intake is different from that predicted by the school prior to the holidays. School leadership are not expecting this census to result in a significant reallocation as expected P1 intake numbers were conservative last year and acceptance of placing requests in higher years should offset the loss of P1 pupils.  P1 pupils are felt to be settling well in school.  P7 buddies have been enthusiastic in supporting the new P1s.  It was noted that several pupils entering the school were unaware of the limited number of BOSCA out of school club spaces available. School leadership will aim to promote this more actively in future.  P1 parents are encouraged to enter the playground to collect pupils at end of school day. This is felt to be working well. Teachers feel it will be useful for P2 parents to also do this. Dogs are not allowed on school premises. School leadership to communicate these plans to parents. | School Leadership to highlight limited BOSCA places in meetings with nurseries and placing request families.  School Leadership to advise parents that P1-2 parents can enter playground at pickup and that dogs cannot enter school grounds |
| School Improvement Plan  The school improvement plan has been published. It can be summarised:   * Restorative practice – An approach supporting positive behaviour throughout the school. School may organise parent workshop for educational psychology to give families information on this. * Achievement & Progress – the school plans to focus on differentiation in numeracy (targeting teaching to pupils’ age and stage), continuing reading pilot and continuing Read Write Inc project. Parent Council would be happy to fund up to £650 towards resources required for this. If more funding needed, PC likely to be supportive of such request.  *(Addendum – subsequent to the meeting, a donation from an anonymous family has been made to support this funding)* * Improving attendance & timekeeping – noted that Broomhill already has high achievement in this regard but room for improvement remains. |  |
| Playground Development  House Captains to be involved in developing plans towards playground improvement.  BOSCA and parents to be invited to involvement in this project.  Will need to arrange structure for committee to take this forward.  HR provided Komplan booklet of play equipment. This company may be willing to work in partnership with school. | School leadership to facilitate formation of committee involving pupils, parents, teachers and BOSCA. |
| Parent Workshops  The school aims to run several parent workshops this year. Topics include child protection, Dyslexia/ADHD, and P7 welcome and expectations. |  |
| Parent Involvement  School leadership aim to use ‘Meet the Teacher’ evening to invite parents to volunteer towards supporting school activities. This may include the playground development programme, supporting STEM (science, technology, engineering and mathematics) teaching, coaching sports; and other activities. | School Leadership to create system to register parent interest. |
| iPads  School aims to support education use of iPads and decrease recreational use. Plans for this were set up by school digital leads before summer. Plans include:   * iPads not to be used at breaks or lunchtime * iPads only allowed to be used during activity periods once per month * iPads not to be used recreationally at breaktime clubs * Children with specific additional support needs will be able to use iPads at breaks if required with adult supervision.   Pupils have been given rules around iPad usage.  School will no longer issue iPad chargers. Significant cost has been spent on these and they recurrently fail.  P5 classes have not yet been given iPads as returned P7 iPads not yet been fully wiped. Awaiting engineer support for this.  At present P5 pupils’ iPads will remain at school.  iPads were kept in school over the summer holiday. PC members felt that this had been good. KN reported some issues with pupils forgetting passwords and iPads not connecting to WiFi even with correct passwords. School will consider how to best manage this for next holidays. | School to seek to identify and support P6-7 families who do not have access to iPad chargers at home.  School digital leaders to consider how best to manage iPads over holidays. |
| Homework  Jotters have been issued to all pupils for homework  activities although there will still be some interactive activities.  Jotters should stay at home. All work should be submitted via SeeSaw. |  |
| SeeSaw  School’s SeeSaw subscription is valid until February. It was noted that subscription costs increased dramatically at short notice last year. Subscription is facilitated at Glasgow level.  Teachers are reported to like SeeSaw and would wish to continue using this platform. |  |
| Coaching Activities  Mark O’Mara (active schools co-ordinator for Glasgow) has not been given a budget for coaches yet.  At present, only external coach booked for Broomhill is P4/3 Celtic Dancing.  JG suggested that other resources/grants may be available to support this.  PC generally would be supportive of providing funds towards this  Discussion around inviting parents, students and other local coaches to support sports clubs within school.  Any external coaches will need PVG Disclosure status confirmed in association to school. Noted that PVG status in other areas would not cover school activities unless existing PVG status updated to cover school activities. Noted that cost of such update is low (around £18). Cost of establishing PVG registration is around £59. School leadership will need to regulate this for any external coaches. PC would be supportive of covering costs of PVG registration/updates.  Mr Mills continues to support P6 & P7 football teams. Try outs for these have recently completed. Noted that no current coaching available for a girls’ team. Only combined team available.  Mr Mills also organising trips to Manchester City and children received tickets for Partick Thistle game. | School leadership to identify external coaches as required and facilitate PVG registrations/updates as needed.  PC will be receptive to supporting funding if needed. |
| Rights Respecting School  Broomhill has Bronze award for this (reflecting plan for supporting pupil rights).  Applying for Silver award (reflecting evidence of activities within school). This will be assessed on Thursday 12th September.  Next step would be Gold award (reflecting evidence of work within community).  Ms MacRae is the lead on this and now Mrs Castelli MacLennan is working with her as Mrs Cameron is no longer here.  From March, there will be a financial cost to schools to achieve these awards. |  |
| Child Protection Information Leaflet  Mrs Cameron has prepared a leaflet on child protection proceedings which will be distributed to children in near future.  It was noted that this involves details of proceedings significantly far along the child protection pathway. |  |
| Upcoming events | MacMillan Coffee Morning (26/9/24)  Will be conducted separately in lower and upper school and will be done in houses rather than classes to support parents attendance with more than one child in the school.  Parents will be invited to supply (nut free) home baking.  Parent helpers will be enrolled via PTAevents | School leadership to invite baking and parent helpers.  SB to set up event on PTAevents |
| Meet the Teacher Evening (11/9/24)  P7 parents will provide food and drink as part of fundraising towards P7 events.  P7 parents offered classroom 8 or atrium for this. HM & BT advised that atrium would be preferred. |  |
| Christmas Cards  HM confirmed that optimal collection date for artwork for Christmas cards to maximise commission is 2/10/24. Given proximity to September weekend holiday, it may be preferable to complete artwork before this holiday.  Noted that HM will leave PC this year. Will be useful for her to mentor someone else in co-ordinating cards for succession planning. | Any PC member willing to co-ordinate Christmas Card organisation in future to contact HM |
| P6 Opera  School plan to continue with this. Noted that PC has previously paid for this. Cost previously £900 | PC will pay £900 towards cost of opera |
| P7 Residential Trip  School will go to Lockerbie Manor this year  Broomhill quarters will all be within manor.  Unlike Ardentinny, children will need to provide their own sleeping bags, pillows and waterproof clothing.  Lockerbie Manor offers to cover 50% of transport costs in first year. School has sought 3 quotes for this and intends to go with quote for £1287 (cheapest offer available for required dates). Noted that this is substantially cheaper than last year as smaller class size requires 1 bus rather than 2.  Discussion around what financial support PC should offer to trip. Agreed that it will continue to cover transport costs. This is expected to alter costs in rough proportion to number of children in year. Will need to consider how to address 50% reduction this year.  Discussion around supporting additional costs of clothing. Suggested that PC should provide funding for school to purchase waterproof clothing to supply all children. Discussion that P7 parents will be consulted to see what supplies would be appreciated and school will consider how to source such items. | PC to fund transport costs for P7 Residential trip.  HM, BT, MR to get feedback from P7 parents and inform school of what clothing should be provided by school.  School leadership to advise PC of costs of clothing. |
| Hallowe’en Disco (24/10/24)  School Leadership confirmed that teachers prefer discos to be held on Thursdays not Fridays.  As Hallowe’en falls on a Thursday, Disco to be held on previous Thursday.  Lots of novelties remain in storage from previous year. Organisers will review what else is required to be purchased.  Pupils are not permitted to take mobile phones to disco. | RJ to organise let.  School leadership to provide feedback on risk assessment.  PC/FET group to review need to purchase novelties/refreshments for sale  School leadership to communicate to families that pupils are not permitted to take mobile phones |
| Parent Council AGM (30/10/24)  Discussion to try to make AGM more appealing. As cheese & wine not permitted, advertise event as coffee and cake. | PC members to provide cake/baking to event. |
| STEM | EG noted that ‘Primary Engineer’ programme is available via Glasgow University. EG can put school in contact with relevant individuals  Ms Jeffries is leading school engagement with STEM | EG to liaise with Ms Jefferies to introduce Primary Engineer programme. |
| ASDA promotion | Asda is offering a money-back promotion to support schools. Parent Council must sign up to promotion and school leadership will be contacted by email to authenticate sign-up. Thereafter, money spent by parents in Asda can be instructed to support school. The promotion is run in association with Parentkind, an English/Welsh/N Irish charity that supports PTAs there in a similar manner to Connect in Scotland. | PC to sign up to promotion.  School Leadership to authenticate sign up.  Promotion to thereafter be advertised to parents. |
| Safety Concerns | AG highlighted that an intruder had been identified recently in her child’s nursery. Safety protocols had identified this swiftly and intruder was apprehended.  Concerns raised around points of vulnerability at Broomhill   * Breakfast club entry often has open front door without staff supervision. KN noted that a Cordia staff member is meant to be supervising door but several PC members reported that this often does not occur. * BOSCA pickup can be busy though noted that BOSCA always have multiple staff members present at doors. Suggestion made to keep internal doors locked and limit adults to vestibule though noted that parents rarely cross internal doors and are well supervised by BOSCA. * Some evenings have non-school activities (e.g. yoga) starting at 1800 which overlaps with BOSCA pickup | School leadership to discuss security with Cordia staff around Breakfast Club drop-off.  School Leadership to discuss governance around pickup with BOSCA. Alterations may or may not be desirable.  School leadership to discuss governance of entry to evening let holders with Mr Gray. |
| Parent Engagement | New parent representatives welcomed again to meeting. Advised that membership can be agreed by acclimation at next meeting.  AG suggested that a quiz night may engage parent support. Broad agreement with this. Suggestion that may be worth exploring if Broomhill Tennis Club would support providing venue and bar.  Will be useful for a motivated individual to lead on arranging this.  DB suggested that a virtual or combined physical/virtual meeting may engage more support. Attendance at ‘Zoom’ meetings over Covid was higher than in subsequent physical meetings. This may reflect events at that time but may be worth exploring | Any interested person to consider organising quiz night  SB will explore setting up combination physical/virtual meeting later in year. |
| Other Events | HR suggested organising fund-raising fun run.  Discussion as to whether this would be event for parents to pay to run 5K or a shorter sponsored run by pupils.  FG suggested organising Art Exhibition for display at next year’s Summer Fair.  MB raised challenges at last year’s Summer Fair particularly relating to teenagers disrupting events. Discussion around changing event to Saturday morning. | HR to explore options of organising run  FG to determine plans for organisation of Exhibition for discussion at future meeting.  Continue discussions around Fair planning at subsequent meetings. |
| Next Meeting | AGM planned for 30/10/24 |  |