

## Minutes of Broomhill Primary School Parent Council Meeting

30/10/24

NAME	ROLE	INITIALS	CHILD'S YEAR
<b>PARENT COUNCIL (PC) MEMBERS</b>			
Miriam Blane	PC Chairperson	MB	P4/6
Colin Hamilton	PC Secretary	CH	P7
Elizabeth Graham	PC Treasurer	EG	P6
Emma Newlands	Parent member & BOSCA Rep	EN	P4
Fernanda Guimaraes	Parent member	FG	P4
Simon Bunn	Parent member	SB	P3/5
Aoibhin Gormley	Parent member	AG	P1/3
Gemma Lohead	Parent member	GL	P1
Helen Mitchell	Parent member	HM	P7
Lindsay Samuel	Parent member	LS	P4/7
Leanne Francomb	Parent member	LF	P4/7
Deanira L.	Parent Representative	DL	
Sunil Chikkanna	Parent Representative	SC	P3/4
Duncan Boyd	Parent Representative	DB	n/a
<b>STAFF MEMBERS</b>			
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	
<b>APOLOGIES</b>			
Bettina Talbot	PC FET Treasurer	BT	P6/7
Julie Gordon	Parent representative	JB	P3/5
Hector Ruffrancos	Parent member & Broomhill Community Council representative.	HR	P3
Martin Robertson	Parent member & BOSCA board member	MR	P3/7
Richard Johnson	Parent member	RJ	P3

### Meeting Minutes

Item	Remarks	Actions
1. Welcome & minutes	MB welcomed all to the meeting, especially parents who were new to the meetings.	
	Minutes from previous meeting already agreed and distributed to PC members and are available on PTA Events.	
2. Treasurer Reports	<p><b>Main PC Account</b> (for routine PC activity):</p> <ul style="list-style-type: none"> <li>• 23/24 Income: £400 (GCC Grant)</li> <li>• 23/24 Closing Balance: £1,060.34</li> </ul> <p>The account has been audited.</p> <p>EG will be standing down as Treasurer at the end of the 2024/25 school year. A volunteer is requested to hand over the role to.</p>	All to consider (link with serial 3.)

	<p><b>FET Account</b> (for fundraising activity):</p> <ul style="list-style-type: none"> <li>• 23/24 Income: £10,110</li> <li>• 23/24 Outgoings: £6,485</li> <li>• 23/24 Closing Balance: £20,455</li> </ul> <p>Following the end of the 23/24 year a stage extension for the school hall has been purchased at a cost of £4605 leaving a 24/25 starting balance of £15,854.</p> <p>Both Accounts: it was noted that the account type of both accounts (with Bank of Scotland) will be changing in Jan 25 from 'business' accounts to 'community' accounts, which will incur standard charges.</p> <p>It was agreed that the two accounts (main PC and FET) should be maintained.</p> <p><i>Afternote: MB highlighted that Connect (PC support organisation) had engaged with the Bank of Scotland regarding the charges. It was noted that there may be alternative account options that are charge free.</i></p> <p><b>P7 Fundraising:</b>  Separate fundraising activities were conducted in 23/24 to support the P7 residential trip and P7 end of year activities. This was conducted as a subset of the FET and separate line was maintained within the FET account.</p> <ul style="list-style-type: none"> <li>• Income: 3581.56</li> <li>• Closing Balance: 355.40</li> </ul> <p>The closing balance has been transferred to the main FET account to close the P7 fundraising line.</p> <p>It was acknowledged that Duncan Boyd and the team of P7 parents contributed a great deal to supporting P7 activities. Thanks from the school and PC is recorded.</p> <p>A P7 Parents' hand over document has been created to support this year's and future P7 parents.</p> <p><b>Current Funding allocation.</b></p> <p>£900 to cover the cost of the opera workshop for the P6 year group was agreed. This has been an annual activity for the P6 group over previous years and is considered really successful and value for money.</p>	<p>EG, BT to facilitate changes to accounts as required.</p> <p>P7 Parent Members.</p> <p>BT to arrange transfer of funds (KN).</p>
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<p>3. Election of PC Office Bearers</p>	<p>All current office bearers were proposed to remain in post for the 24/24 school year as follows:</p> <ul style="list-style-type: none"> <li>• Miriam Blane – Chairperson</li> <li>• Colin Hamilton – Secretary</li> <li>• Elizabeth Graham – Treasurer</li> <li>• Bettina Talbot – FET Treasurer</li> </ul> <p>This proposal was agreed by all.</p> <p>It was noted that all the above posts will need to change at the end of the 24/25 school year; therefore, all parents (PC members and non-PC members are encouraged to consider taking on one of the above posts (handover by June 2025).</p> <p>Parent Members. The following parents were confirmed as PC Parent Members for the 24/25 school year:</p> <ul style="list-style-type: none"> <li>• Emma Newlands</li> <li>• Fernanda Guimaraes</li> <li>• Gemma Lohead</li> <li>• Hector Rufrancos</li> <li>• Helen Mitchell</li> <li>• Julie Gordon</li> <li>• Martin Robertson</li> <li>• Richard Johnson</li> <li>• Simon Bunn</li> <li>• Aoibhin Gormley</li> <li>• Lyndsey Samuel</li> <li>• Leanne Francomb</li> </ul> <p>In accordance with the PC constitution, previous PC parent members who have not attended a PC meeting or given apologies for three consecutive meetings in the previous year have been removed from the formal PC membership for 24/25.</p> <p>All parents of Broomhill Primary are automatically part of the general Parent Forum and are very welcome to join the Parent Council at any time.</p>	<p>MB, CH, EG, BT to note.</p> <p>All to consider.</p> <p>EN, FG, GL, HR, HM, JG, MR, RJ, SB, AG, LS, LF to note.</p> <p>All to note.</p> <p>All to note</p>
<p>4. Protecting Vulnerable Groups (PVG)</p>	<p>In April 2025, the rules for PVG will change, which will affect how PC organised events are run.</p> <p>Safeguarding our children is of the utmost importance. Whilst the PVG system is purely administrative, it is important that the PC complies with the regulations.</p> <p>For previous events, PVG certified ‘cover’ has been provided by the school teaching staff kindly volunteering to attend events, which has been considered the optimum measure as the teachers know the children and provide continuity between the school and PC.</p>	

	<p>From April 2025, teachers will no longer have valid PVG certification for PC organised events (their certification is only valid for school organised activities). Therefore, the PC is required to introduce the following:</p> <ul style="list-style-type: none"> <li>• The PC needs to register directly with the PVG scheme as a separate organisation from the school.</li> <li>• PC events involving ‘regulated activity’ with children must have PVG cleared personnel, who are registered directly with the PC.</li> <li>• This will involve the event organiser (as overall activity supervisor) and any volunteers conducting predefined activity that is classed as ‘regulated activity’.</li> </ul> <p>The PVG system does not appear to be designed to work particularly well for organisations such as the PC, but it will need to be managed effectively. Further detail to follow; however, any volunteers to able to assist with establishing the system for the PC are welcome. Please contact the Chair or Secretary.</p>	All to consider.
5. School Senior Leadership Team Update (KN)	<p><b>Staffing.</b> The Acting Headteacher post is advertised for interviews on 22 November. There will be the opportunity for PC representation at the selection event (attendance at interview training is a prerequisite). Details will be confirmed via the school.</p> <p><i>Afternote: HR volunteered to attend the interviews on 22 Nov 24 as the PC rep.</i></p> <p>27.5 hrs per week has been agreed for the recruitment of a support for learning worker to fill a current gap. Projected start date is Jan 25, subject to a suitable candidate being selected.</p> <p><b>Parent Questionnaire.</b> Results from the 2024 parent questionnaire were presented and key areas discussed. Of note are the following:</p> <p>The response rate fell from 117 in 2023 to 96 in 2024, but responses were broadly consistent to 2023 with circa. 70-90% being positive for most questions.</p> <p>It was noted that there was a small but consistent number of negative responses. An action plan to address notable issues will be developed. An example of action being taken was highlighted: Parent response that there was too much screen time. Action taken by school – reduce use of tablets by only using for teaching and no access at breaktimes. Additionally focus on using jotters to complete homework tasks (rather than typing/inputting directly on Seesaw).</p>	

	<p><b>Respect in Schools Award.</b> The school has gained the Silver award and all pupils are congratulated on the hard work they have put into meeting the reward criteria. The overall aim is to develop the culture of respect in the school.</p> <p><b>Playground Development.</b> The pupil House Captains are leading a pupil forum to support the development of the school's outside areas. Visits to other schools have been initiated to develop ideas and a KOMPAN rep has visited the school to provide some initial guidance on opportunities for the site (noting the angles/gradient of some areas (attended by HR as PC rep).</p> <p>PC discussion brought out the following considerations:</p> <ul style="list-style-type: none"> <li>• Target at wide primary age range.</li> <li>• Inclusion of covered areas.</li> <li>• Facilitate solo activities.</li> <li>• Better use of redundant areas (worn out grass and sloping areas).</li> <li>• Better use of pitch for multiple sports, not just football.</li> </ul> <p>Parent volunteers are requested be involved with the project in terms of:</p> <ul style="list-style-type: none"> <li>• Support to develop a costed plan.</li> <li>• Fundraising.</li> </ul> <p>It was acknowledged that this would be a multi-year project, but it was important to develop a plan to support a coordinated incremental approach.</p> <p>There is the opportunity to get external assistance with grant applications, but a costed plan would be required prior to this (CH (Sec) is POC).</p> <p><b>In-school clubs and extra-curricular activity.</b> The budget provided to fund clubs arranged by the school has been reduced, but now it has been confirmed by GCC it will enable the school to arrange for some external coaches to deliver activities.</p>	All to consider.
6. Upcoming events	<p><b>Quiz Night.</b> Tickets are on sale via the PTA events website and money raised is focused on supporting the playground development. Further promoting of the event is required to increase attendance.</p> <p>It was acknowledged that although there has been demand for parent-only social events, the practicality of arranging childcare can provide a challenge.</p>	

	<p><b>2025 Fundraising Events.</b>  These will be discussed at the next meeting. A particular focus will be on the format of the summer fair. All ideas are welcome!</p>	All to note.
7. P7 Residential Trip	<p>Due to a change in location and equipment provided by the activity centre, the possibility of the PC purchasing wet weather clothing will be explored. This will primarily be to support the P7 residential trip, but will also provide wet weather clothing for use by the school when undertaking other outdoor activities. This will be discussed further at the next meeting following the P7 trip information evening on 14 Nov.</p>	
8. PC Expenditure Plan	<p>The PC routinely financially supports a number of annual school activities, but now the stage has been purchased, some other short-term funding targets should be identified (acknowledging the playground development will be a medium-term funding target).</p> <p>Funding for school team sports kit was raised as an option and should be added to the plan – the detail and timing is currently TBC and a decision / action plan was deferred to the next meeting.</p>	CH to note for next/future meeting Agenda.
9. Next Meeting	<p>The Next meeting will be on <b>20 Nov 24.</b></p> <p>(All meeting dates and previous minutes are available on PTA Events.)</p>	All to note.