

# Braco School Parent Council

## Annual General Meeting

28<sup>th</sup> August 2018 6:30pm

at Braco Primary School

**Attendance:** Jo Speed (Chair), Susan Ross (Headteacher), Julie Davies (Vice-Chair), Fiona Kerr (Treasurer), Dominic Edward (Secretary), Marianne Heron, Claire Janse, Sylvia Lauder, Helena Carey & Becky Davidson.

**Apologies:** Nil

### 1. Chair Report 2017/18

See Appendix 1 below.

### 2. Treasurer Report 2017/18

See Appendix 2 below. In summary:

Total income was **£2,423.12** - comprising £355 from Perth & Kinross Council; £1578.35 from Parent Council fundraisers (Bingo/Xmas/Beetle Drive); and £489.77 from other fundraisers (Busking/Easter).

Total spend was **£1486.86**

Surplus, income less spend, was **£936.26**.

The balance of all parent council funds now stands at **£1606.02**.

### 3. Office Bearers for 2018/2019

It was agreed that the role of Vice Chair should be better defined and will now include the duties of fundraising co-ordinator. This should help to make the roll of Chair more manageable as the workload is shared out.

The office bearers for 2018/2019 were elected as follows:

Chair – No one wished to stand for this position. The post will be re-advertised.

Vice-Chair/Fundraising Co-ordinator – **Julie Davies** (Nominated JS; Seconded MH)

Treasurer – **Fiona Kerr** (Nominated HC; Seconded BD)

Secretary – **Dominic Edward** (Nominated FK; Seconded JD)

### 4. Budget for 2018/2019

SR requested funding from Parent Council for the following:

- Buses for class trips – P1/2 to Loch Leven pond dipping; P3/4 to Perth Museum to view WW2 artefacts; P5/6/7 to Livingston for Sky Academy.
- Bus for whole school panto trip.
- Bus for nursery panto trip.
- CSI forensic science workshop for P5/6/7 - £175
- Zoolab - £139 for one workshop or £279 for two.

SL offered to investigate potential discounts on bus travel for the school that she might obtain.

It was agreed that Parent Council would fund the Halloween disco that has already been arranged. It was not clear yet whether funds would also be available for a valentines disco. SR informed that a party would be held at Xmas rather than a disco.

It was suggested that, given the surplus funds from last year, the school and parents should consider other worthwhile causes to spend this money.

JS noted that ADT funding could also be available to cover spending, for example ADT was impressed with the schools application for balance bikes.

**Action Point SR/SL** – Costings to be established by next meeting so that Parent Council can approve spend.

## 5. Dates for Future Meetings / Events

Next meeting – Tuesday 2<sup>nd</sup> October.

Friday 28<sup>th</sup> September – Bingo Tea

## 6. Headteacher Report

SR talked us through the School Improvement Plan. A visual representation of this can be seen in the school corridor.

SR informed us that the school has taken the next sep in the restorative approaches journey. P5 pupils are being trained to mediate small disagreements between younger pupils (Nursery/P1/P2). More training sessions are planned, but they are already very keen to take on this role. A curricular evening will take place later in the year.

Forest Schools will be continuing – 3 sessions per class each term.

Update on staffing this session:

- P1/2 Mrs Champion (Mrs Digance Thursday AM)
- P3/4 Miss Barnes (Mr Lee Friday)
- P6/7 Miss Perry (Mrs Digance Thursday PM)
- SR to cover RCCT (Reduced Class Contact Time) for Mrs Champion when new PT appointed
- Mrs Gilles will support all classes
- Miss Lamb will support P1/2 and P3/4
- Mrs Simpson will be returning to help in Nursery starting in September
- A Student will also be helping in P1/2 in September
- Miss Milne (who was with us from Stirling Uni last term) will be volunteering at the end of this week
- Hazel will continue to volunteer in P1/2
- DE has volunteered to help with reading and forest schools.

The closing date for the vacant Principal Teacher post is 31/8/18, with interviews expected in mid-Sept. On appointment the new PT will replace Miss Perry. Mrs Digance will then support the new PT.

SR asked if Parent Council had any plans and materials for painting the Ark and playground marking. FK confirmed we did have the paint.

**Action Point** – Organise a time for painting the playground and ark.

School 'committees' have now been replaced with 'skills groups' – digital, enterprise, working together and careers. SR thanked parents and community members who have already put themselves forward to

discuss their careers on a Friday afternoon. Other volunteers are still being sought – please contact the school if interested.

The enterprise committee is being led by Mrs Fridge. She has asked if Parent Council can keep her informed of our fundraisers so that they might think of ways for pupils to get involved. For example, there is a plan to collect school clothing for a uniform exchange at the harvest service.

Parent helpers are still needed to support Forest Schools. Please contact the school if interested.

A request to repaint the zig-zag lines outside the school has been lodged with the council.

The school will be receiving a visit from Mark Neil (Quality Improvement Officer in PKC) on Sept 25<sup>th</sup>. Mr Neil is now a Service Manager but will be continuing to support Braco until a new QIO is appointed. Sharon Johnston, Head of Education Services (Early Years & Primary), will be visiting the school on Sept 26<sup>th</sup>. Nursery will be receiving a visit on 18<sup>th</sup> September to progress the “Closing the Gap” initiative.

Renovation of the floors and internal decoration of the village hall was completed over the summer. SR will be meeting with representatives from PKC on Friday morning to discuss further improvements, notably to the toilets.

Nick Keiller (Active Schools coordinator for the Crieff area) has asked if he can attend a Braco Parent Council meeting to discuss the services they provide and to encourage us to use Twitter as a way of engaging in their program. It was agreed that we would extend an invitation for Nick to come and speak to us.

**Action Point** – Contact Nick to inform him of our next meeting.

Braco has been asked to take part in a trial of the new menu for school lunches from 3<sup>rd</sup> to 28<sup>th</sup> September. The menu and letters will be circulated to parents shortly, which will also include a link for parents to provide feedback.

A news article was recently featured in the Daily Record alleging that Braco School was closing. SR would like to confirm that this story was wholly inaccurate and that the paper had not sought verification from PKC before publishing.

Finally, SR wanted to remind us that parents are very welcome to discuss with the school any concerns that they may be having. There have been two incidents recently of children repeating comments to staff that have been overheard from adult conversations at home. This has been distressing for those staff involved.

## 7. AOCB

MH wished to complain that the school uniform was difficult to obtain and asked if changes could be made. SR offered to consult with other parents to determine if this was a widespread problem.

JS has received a number of communications to pass on to parents (all attached below)

- Details of the statutory consultation on the closure of Greenloaning Primary.
- Tayside parenting strategy parent consultation.
- Helping to Support Your School – workshop in Perth 7/11/18
- Parent Council Essentials – workshop in Perth 13/9/18

## **Appendix 1**

# **Braco Primary School Parent Council**

## **Chair Report 2017/18**

It has been a very busy year at Braco Primary School, with many changes, lots of fundraising and a great day out to St. Andrews including nearly as many parents and grandparents as pupils!

### **Fundraising Activities**

There has been a continued effort through the Parent Council to raise more money for the school through a range of fundraising events and activities. These have included a Bingo Tea in the autumn, and Christmas carol singing, lantern parade, fundraising stalls and music as part of Ardoch Development Trust's Christmas Tree lighting event in December. A successful application was made to Ardoch Development Trust to provide the materials needed to make the lanterns and provide refreshments for the event. Hampers were also made up from donations to provide a raffle of hampers at the nursery/P1-2 School Nativity, and a beetle drive was organised for the first time in May, which proved very popular for all ages. This fundraising has helped continue maintaining a healthy amount of money in the Parent Council School Funds. This has enabled us to support two school discos (Christmas and Valentine's Day) for all school pupils, provide presents from Santa for the nursery and school pupils at the School Christmas Party, fund bus transportation for school trips linked to the school curriculum for the P1/2/3 class and P6/7 class, and part fund the buses for the whole school and nursery trip to St. Andrews. Funding has also enabled the school to purchase new plant containers for the school playground, which we hope the school and local community will get involved in helping with future planting.

### **School Estate Transformation Project and Change in Headship**

In addition to all of the fundraising activities, a lot of other significant events and changes happened within the school year. A review of the School Estate in the Braco and Greenloaning area was carried in early autumn, with the Parent Council working closely with PKC and school staff to promote this, making sure as many people in the local community got chance to express their views. This was followed by Mrs. Dawson's secondment to Balhousie Primary School in Perth from October to December, with Mrs. Ross very successfully holding the fort as Acting Head Teacher in her absence. The outcome of the School Estate review was communicated back to the Parent Council in the spring, with confirmation that Braco Primary School will be upgraded, Greenloaning will start going through the formal process of closing, and the catchment area for Braco Primary School now encompasses Braco, Greenloaning and the surrounding area. We also received confirmation that the whole school (including nursery) will be decanted to the presently mothballed Greenloaning Primary School premises, most likely in Autumn 2020. This was followed by an announcement that Mrs. Dawson had been offered a secondment to take on the Headship of North Muirton Primary School in Perth from August 2018 which she agreed to take on. With all of this change happening, there was a lot of parental concern about how quickly the Head role of Braco Primary School would be filled, the knock on effect this might have on maintaining the school roll at such an unsettling time, and the continued problem of lack of formal childcare in the local area which could exacerbate the problem even further (more on that later!). A letter was drafted on behalf of the Parent Council to express our concerns and some possible solutions PKC might be able to help us with. Copies of the letter and response are available on the Parent Council section of the School website.

The Parent Council was asked to put forward 2 representatives to sit on the interview panel for the new head role. Both myself as Chair, and Dom as Secretary took part in the panel of 6, including 2 school improvement officers, 2 councillors and ourselves. Mrs Ross was successful in the interview process and I am very confident that she is the right person to lead the School at this present time, especially with her extensive experience of teaching in both Braco and Greenloaning Primary Schools.

### **Childcare Provision**

Lack of formal childcare in the local area is still an ongoing problem, and is a growing concern for a number of parents who are presently juggling with support from family and friends to get through the school year. Perth and Kinross Council Childcare Strategy Team came along to a Parent Council Meeting earlier in the year to provide us

with more information on the types provision Perth and Kinross can support us with, especially if we want to set up community run childcare provision. Adrian Davidson also carried out research into this, and I have met up with Lang Toon Childcare Hub (a parent pressure group in Auchterarder) and spoke with the head teacher at Blackford Primary School to see if there is any way in which we may be able to work together in looking to form some sort of solution for the future. I have also heard that Muthill have also set up some form of community childcare which we may want to look into further. This is something I hope the Parent Council will get behind in the new session, as I do think this is an important issue at this present time to make sure we continue to maintain a healthy school roll.

### **Thanks**

All of the fundraising activities and issues we have addressed could not have been carried out without all the support from the parents, grandparents and other carers who attend Parent Council meetings, as well as those who are unable to attend but help out in other ways, from setting up and putting away tables and chairs at fundraising events, helping with teas and coffees, offering tombola and raffle prizes, making lanterns and other crafts with the pupils, and leading carol singing around Braco!

Finally, I would like to thank the hard work of our office bearers Dom (Secretary), Fi (Treasurer) and Julie (Vice Chair), who enable meetings to run smoothly, get minutes and messages out quickly, events to happen, and make sure the money is where it is supposed to be! All have helped me enormously this year. I really appreciate all your hard work. Thank you!

**Jo Speed (Chair – Braco Primary School)**

## Appendix 2

AGM – 28<sup>th</sup> August 2018

### Treasurer's Report

I would like to thank Mr Kevin MacDonald for auditing the books for the Parent Council.

A copy of the Audit Certificate has been sent to Perth & Kinross Council.

Set out below is the income and expenditure for 2017-2018.

#### Perth & Kinross Council

Income		Expenditure	
B/f from 2016-2017	£0.00		
Payment from P&K	£355.00	Buses	£220.00
<b>Total</b>	<b>£355.00</b>	<b>Total</b>	<b>£220.00</b>
		<b>C/f...</b>	<b>£135.00</b>

#### Braco Parent Council

Income		Expenditure	
B/f from 2016-2017	£669.76	Buses for School/Nursery Trips	£600.00
Busking with Mrs Chalamanda	£67.62	Planetarium	£45.00
Bingo Tea	£555.70	Panto ice cream	£110.00
Scholastic Books	£131.23	Discos (x2)	£340.00
Xmas Tree lighting fundraiser	£309.95	Scholastic Books	£131.23
Nativity/Raffle	£309.00	Christmas gifts	£71.71
Easter Fayre	£422.15	Xmas lights and lantern parade & refreshments	£140.43
Beetle Drive	£403.70	Planters for playground	£52.75
Reimbursement from ADT for Xmas Tree lighting and lantern parade	£140.43	Refreshments for playground tidy day	£14.40
		Flowers for teachers	£33.00
		Refreshments for Beetle Drive	TBC
<b>Total</b>	<b>£3009.54</b>	<b>Total</b>	<b>£1538.52</b>
		<b>C/f...</b>	<b>£1471.02</b>

**Delayed Office Opening  
for Employee Training**

*This office will be closed from  
8.45 am - 11.00 am on the first  
Thursday of each month.*



**Education & Children's Services  
Executive Director – Sheena Devlin**

2 High Street, PERTH, PH1 5PH  
Tel 01738 475000 Fax 01738 475710

Contact Karen Robertson  
Direct Dial (01738) 476218  
Email: [ECStatutoryConsultations@pkc.gov.uk](mailto:ECStatutoryConsultations@pkc.gov.uk)  
[www.pkc.gov.uk](http://www.pkc.gov.uk)

Our ref SD/KR/

Your ref

Date 23 August 2018

Dear Consultee

**Statutory Consultation – Greenloaning Primary School**

The Lifelong Learning Committee of Perth and Kinross Council has agreed to undertake a statutory consultation on the following proposal:

- **Provision of a school at Greenloaning Primary School be permanently discontinued with effect from 28 June 2019, or as soon as possible thereafter;**
- **That the pupils of Greenloaning Primary School catchment area permanently receive their education at Braco Primary School from 1 July 2019, or as soon as possible thereafter; and**
- **That the delineated catchment area of Braco Primary School be permanently extended to subsume the whole delineated catchment area of Greenloaning Primary School from 1 July 2019.**

The full details of the proposal have been published in a statutory Proposal Paper. The Proposal Paper also provides details of the process for this proposal, the consultation timescales and how you can respond to this proposal. The Proposal Paper can be accessed on the Council's website from Monday 27 August 2018:

[www.pkc.gov.uk](http://www.pkc.gov.uk) and then following the links Schools and Learning > School Estate – Proposals and Consultations

If you do not have access to the Council's website and would like a paper copy of this paper sent to you, please contact Gillian Holden on 01738 476218 or email [GHolden@pkc.gov.uk](mailto:GHolden@pkc.gov.uk)

A public meeting will be held in:

**Braco Village Hall, Braco on Tuesday 11 September 2018 at 7pm**

This meeting will be an opportunity for interested parties to ask questions and have their views recorded so they can be taken into account as part of the consultation process. Should you wish to attend the public meeting, please book a place by completing the online form on the Council's School Estate - Proposals and Consultations website page (as above) or by telephoning 01738 476218 to ensure attendee numbers can be managed at the venue.

The consultation period will run from **Monday 27 August 2018** until **Friday 5 October 2018**. Any **representations on the proposal, or any alternatives, must be submitted no later than Friday 5 October 2018** online at [www.pkc.gov.uk](http://www.pkc.gov.uk), by email to [ECStatutoryConsultations@pkc.gov.uk](mailto:ECStatutoryConsultations@pkc.gov.uk) or in writing to Greenloaning Primary School Consultation, Education and Children's Services, 2 High Street, Perth, PH1 5PH.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sheena Devlin', written in a cursive style.

Sheena Devlin  
Executive Director (Education and Children's Services)



## Tayside Parenting Strategy parent's consultation

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Being a parent – What matters to you?

Across Angus, Dundee and Perth and Kinross we are developing a Parenting Strategy and we need your views.

To help to develop what is included in this document we would welcome your views on what is important to you as a parent and what we can do to ensure people who have a parenting role, such as parent, grandparents, other relatives, step parents, foster carers etc, feel supported.

1. To help us collate the responses to this consultation please tell us a little bit about yourself. You do not need to provide your name and address or contact information unless you want to be kept informed about the development of the strategy.

- Under 20**
- 20-35
- 36-50
- 51-70
- Over 70

2. Gender

3. Parenting Role (ie parent, grandparent, step-parent, kinship carer, foster carer, etc)

4. Postcode:

5. Please provide your email or telephone contact details if you want to be kept informed about the development of the Strategy:

6. This is what we hope to achieve in Tayside.  
“Everyone who has or will have a parenting role is supported to secure positive futures for themselves and their families.”

Do you feel this reflects what you think is most important for parents in your area?

- Yes  
 No

7. What else, if anything should be included in this statement?

8. We think it is important that the Strategy

- Promotes good communication with parents and across services
- Is based on respect for parents and the role they have
- Aims to engage with parents in a way that builds on their strengths
- Make sure services are easy for parents to access and that they feel able to approach them for support
- Addresses anything that is a barrier to a parent being able to be or feel included in services
- Supports good relationships that help services to collaborate with each other and work in partnership
- Supports the development of services that are flexible and responsive

Do you feel these are the most important things we should be thinking about?

- Yes  
 No

9. We feel that the Strategy needs to:

- Make sure that the staff that deliver services for parents are well trained and supported;
- Work closely with communities;
- Make sure services are delivered in a way that helps parents to develop confidence and skills in their role as a parent
- Make sure services consider the needs of everybody in the family; and
- Help services used evidence of what works to develop and improve how they engage and support parents.

Do you feel these are the most important things we agree to do?

- Yes  
 No

Click here to see a summary of what we have used to know about the needs of Parents and Families in Tayside.

10. Does this information tell us about the things that are important to families?

- Yes
- No

11. Is there other information that would tell us more about the needs of parents?

There are a number of services that provide support to all parents at some point in their child's life, such as Maternity Services, Health Visiting Teams, Early Learning and Childcare services and schools. In addition to this support there is a range of programmes in Tayside to support parents in their role. These programmes are:

- Family Nurse Partnership
- Infant Massage
- Peep Learning Together Programme (LTP)
- Incredible Years
- Five to Thrive
- Strengthening Families

12. Have you been involved or used any of these programmes? Yes/No

- Family Nurse Partnership
- Infant Massage
- Peep Learning Together Programme (LTP)
- Incredible Years
- Five to Thrive
- Strengthening Families
- Are there any other programmes that worked well for you?

## What do we need to focus on improving?

We think parents would welcome improvements in the following areas:

- Parents have access to good quality information that supports them plan for and meet their family's needs
- Communities are inclusive, understand children's needs and support families to thrive
- Families have access to effective services that are delivered by a skilled and confident workforce that values the role of parents.
- Policies that affect family life are supportive and deliver positive outcomes

Below are more specific ways in which we could plan to deliver these improvements and an opportunity for you to give feedback on these.

**Improvement area 1** - Parents have access to good quality information that supports them plan for and meet their family's needs. To deliver improvement will ensure:

- Good quality, accessible information is available to support families to understand child development and how they can help children and young people to develop healthily.
- Parents have access to information that they trust, are relevant to their needs and help them make informed decisions.

13. Do you agree that this should be a priority?

- Yes  
 No

14. Are these the right things to concentrate on to deliver improvement?

- Yes  
 No

15. Is there something more important that we should consider?

**Improvement area 2** - Communities are inclusive, understand children's needs and support thriving families.

To deliver improvement we will ensure:

- Parents, children and young people are valued members of society with a voice that informs decisions about them.
- Communities recognise and support parents, children and young people to develop healthily.

16. Do you agree with this priority and how we will deliver it?

- Yes
- No

17. Are these the right things to concentrate on to deliver improvement?

- Yes
- No

18. Is there something more important that we should consider?

**Improvement area 3** - Families have access to effective services that are delivered by a skilled and confident workforce that value the role of parents.

To deliver improvement we will ensure:

- Staff have a shared values base and commitment to agreed outcomes
- Good communication and partnership working across services and boundaries
- Data and information is used to make informed decisions about what services and programmes are delivered to meet parents' needs.
- Staff feel valued and able to make decisions confidently knowing they have the support of their senior managers.
- Support is delivered at an appropriate level to meet the needs of families.

19. Do you agree with this priority and how we will deliver it?

- Yes
- No

20. Are these the right things to concentrate on to deliver improvement?

- Yes
- No

21. Is there something more important that we should consider?

**Improvement area 4** - Policies that affect family life are supportive and deliver positive outcomes

To deliver improvement will ensure:

- Guidance is available to ensure decision makers understand the challenges parents experience and how policies can affect family life
- Good quality information and robust research base to inform policy and service planning.

22. Do you agree with this priority and how we will deliver it?

- Yes
- No

23. Are these the right things to concentrate on to deliver improvement?

- Yes
- No

24. Is there something more important that we should consider?

25. Is there anything that has not been mentioned in the survey that is important to you in your parenting role?

Please send the completed survey to Fiona Mackay, Service Manager, Education and Children's Services, Perth and Kinross Council, 2 High Street, Perth PH1 5PH.

## Invitation to our FREE session

# Helping to Support your School

North Inch Community Campus, Gowans Terrace, Perth PH1 5BF

Wednesday 7 November 2018 7pm-9pm

Refreshments served from 6.45pm

Helping to Support your School is suitable for both new and more experienced Parent Council members and teaching staff. The session looks at how your group can help the school move forward with projects around literacy, numeracy, partnerships and many other areas. There are plenty of opportunities for discussion as you consider how your school currently engages families in children's education and how different types of involvement can help to improve outcomes for children and young people.

Please book your free place at

<https://helpingtosupportyourschoolperth.eventbrite.com>

so we know you are coming along.

*"Informal and good mix of parents and staff. Lots of super ideas to take forward."*

*"Very informative and very well presented. Excellent! Thank you."*

*"Good to get more information about how to involve parents in their child's education."*

*"Lots of information to take back and share with parents. Loved the interaction."*

To book your FREE place, go online to our Eventbrite page at

<https://helpingtosupportyourschoolperth.eventbrite.com> or contact [training@connect.scot](mailto:training@connect.scot)

Tel: 0131 474 8022.

Invitation to our FREE session

## Parent Council Essentials

North Inch Community Campus, Gowans Terrace, Perth PH1 5BF

13 September 2018

Refreshments from 6.45pm, session runs from 7pm-9pm

Parent Council Essentials is suitable for both new and more experienced Parent Council members. It is a whistle-stop tour of the role and responsibilities of Parent Councils – how they work, what they can get involved in. The session will give you lots of ideas for running an effective Parent Council: along the way we will answer some of your questions and might even bust a few of the myths surrounding parental involvement. Please book your free place at <https://parentcouncilessentialsperth.eventbrite.com> so we know you are coming.

"It was good to hear from all the other Parent Councils and to let them know what we are already going in our school."

"As a parent it gives me confidence to help and support the Parent Council in other areas rather than just attending meetings."

"Found it very informative and gave me a much clearer understanding of Parent Councils. Gave me new ideas to think about "

"Very open and interactive. Good sharing of practical examples,"

To book your FREE place <https://parentcouncilessentialsperth.eventbrite.com>

or contact [training@connect.scot](mailto:training@connect.scot)