

**Braco School Parent Council**  
**Annual General Meeting Minutes**  
**Monday 7 September 2020 6.30pm**

**Via Teams**

Attendance: Rebecca MacRae (Chair), Rachel Beaton (Secretary), Susan Ross (Head Teacher), Fiona Kerr (Treasurer), Craig Torrens (Principal Teacher), Adrian and Becky Davidson, Iain Davidson, Rhiannon Howie-Davies, Jennifer Allardyce, Sylvia Lauder (Fundraising Coordinator), Helena Carey, Sarah Dove

**1. Chair Report 2019/20**

See Appendix 1

**2. Treasurer Report 2019/20**

See Appendix 2

**3. Office bearers 2020/21**

Chair: Rebecca MacRae

Secretary: Rachel Beaton

Treasurer: Jenni Allardyce

Fundraising Co-ordinator: Sylvia Lauder

The Parent Council expressed their thanks to Fiona Kerr for her service to the Council.

**4. Budget for 2020/21**

The Parent Council discussed the requirement for more focused fundraising – for a particular expense due to the difficulty caused by the pandemic.

**5. Head Teacher Report**

- Thank you to All parents for their continued support. Much appreciated by ALL staff
- Thank you from all staff for the books and gifts, very much appreciated by all
- Thank you to Parent Council, ADT and Ardoch in Bloom for tidying our playground and making it a more pleasant place to be.
- Recovery Plan Template and SIP 2020 2021

• **STAFFING Update 2020/2021**

Teaching Staff

P1/2/3 Mrs Champion (Currently Mrs Digance Wednesday PM but this will change to Mrs Ross from week beginning 14<sup>th</sup> September)

*Since the meeting the Parent Forum were informed of the extended absence of Mrs Champion. P1/2/3 will be Ms Ginestri after the October holiday. The Parent Council sends best wishes to Mrs Champion.*

P4/5 Mr Torrens (Mrs Digance Thursday)

P6/7 Mr Morrison (Currently Mrs Digance Wednesday AM and Friday all day. However, from week beg 14<sup>th</sup> Sept Mrs Ross will cover Wednesday AM and Mr Lee Friday)

#### Support Staff

Mrs Gillies, Miss Lamb, Mrs LeCornu, Mrs Speakman

#### Nursery Staff

Mrs Fridge EYP, Miss Carey EYP, Miss Ward PA

#### Visiting Teachers

Mrs Gibson (PPST), Miss Davidson (AST), Mr Bulley (Guitar Tutor)

- **HOT MEALS:** The Head Teacher passed on a message from Tayside Contracts: “We are looking at an update after the October break which will offer some (still limited) hot options. The provision will be agreed by all 3 Councils and Tayside contracts and I am leading the working group that is looking at the combined Catering and FM service during the pandemic. The approach will be adopted on mass as we cannot take a single school approach as this would be inequitable. I will try and send through the revised draft menu before your meeting.’

The Parent Council raised concerns regarding the amount of single-use plastic currently part of the packed lunches. Mrs Ross agreed to raise concerns, echoed by the children, with Tayside Contracts.

*Since the meeting Mrs Ross has provided a hot-meal menu that will be available after the October holiday.*

- **EXCURSIONS/ VISITORS 2020/2021:** No residentials at present
- **SEESAW:** Continues to be a successful means of communication. Prime membership purchase in process
- **FOREST SCHOOL:** This will be more challenging as we rely on Parent Helpers, However we have got some dates and will continue to work on possible solutions
- **TWITTER:** Twitter is now live. It is a school Twitter account, not individual class. Will be used to share wider school achievements. Permissions for photos will be out soon. Twitter account can be viewed here: <https://twitter.com/BracoPrimary>
- **HOMEWORK:** After parental consultation homework will resume in October, will be given on SEESAW
- **PHOTOGRAPHS:** 30<sup>TH</sup> September – subsequently cancelled due to Covid restrictions.

## 6. **School Improvement Plan/Covid Recovery Plan**

The School Improvement Plan and Covid Recovery Plan concentrate on a number of elements:

**Environment** – Risk assessments have been undertaken for staff including staff with underlying health conditions. Risk assessments have been undertaken for children including children with underlying health conditions. All staff have received health and safety training. All classrooms are set up for social distancing. Children do not need to distance from each other but do need to distance from teachers. Some staff wearing masks, children have not expressed concern. The school has been zoned to reduce children travelling throughout the school. PPE and clean area boxes are easily accessible.

Nursery has own entrance and toilet, and are enjoying outdoor learning in a gazebo provided by the early learning and childcare budget

**Curriculum** – Learning is currently focussed on health and wellbeing.

Communication - Parent Council meetings continuing online. The School are using the app and Seesaw to communicate with parents. Twitter is being used for wider recognition and achievements for the school

Mrs Ross reminded parents that there is an educational psychologist available to children and parents.

The School are continue to use EmotionWorks to help children talk about their emotions.

### **School Improvement Plan**

Mrs Ross provided a brief overview of some of the highlights of the SIP. It was agreed that Mr Torrens would provide an overview of the use of Seesaw and the upcoming curriculum evening.

Mrs Ross confirmed that classes are set up on Seesaw and Google classroom if they have to back into lockdown or if children are isolating can be taught from home.

## **7. School Estate Transformation**

The Chair of the Parent Council received an update from Carol Taylor at Perth and Kinross Council and this was circulated to parents via the school app. A member of the Parent Forum has submitted a freedom of information request to Perth and Kinross Council, information that was returned provided details of the options that had been considered by the Council.

It is currently unclear if the new build option has been approved.

It was agreed that the Chair would raise concerns with PKC about how the work on the school renovation will be prioritised against nursery expansions to allow for the provision of 1140 hours.

## **8. AOCB**

**Photo book** – There is an electronic version of the photo-book that was created before the Summer. Options for purchasing the book will be communicated via the School App.

**School bags** – Mrs Ross communicated that provision had been made for hanging coats etc. It was acknowledged that with weather deteriorating, children may need to bring dry changes. Guidelines continue to discourage bringing personal items to School as much as possible.

**STEM** - £3000 from the Community Investment Fund. The Parent Council were reminded that this grant is currently on hold due to the pandemic as it is recognised that in-person community learning events cannot take place. It was suggested that Mr A Davidson discuss the grant with Mr Morrison and Ms Digance who both have science backgrounds. It was noted that there was a suggestion of using the money to purchase a village weather station.

**School uniform** – The Parent Council have a stock of second-hand/gently used uniform that it wishes to make available to Parents. There will be a message on the App regarding how to receive uniform and also how to make donations.

## Appendix 1 – Chair’s Report

### Christmas Craft Fair

The pupils, staff and parents provided an array of goods to sell with a lot of effort of put into creating them. Unfortunately the effort made in was not reflected in the funds raised but this was a lovely way of linking in with the wider community and profits from the table hire and donations for teas/coffees were kindly split between Braco Parent Council and Aberlour Charity.

### Christmas Lantern Event

A lot of effort was put in, especially by Sarah Dove, to create a wonderful clock tower lantern which was a central feature to our Christmas Tree evening. There was a good turn out from both families and members of the community. Special thanks goes to those who helped with food and drinks as well as those who led the singing.

### Head Teacher Appointment

The potential changes in staffing has been an ongoing concern for many families and I felt very privileged to be part of the recruitment process and even more so to appoint Mrs Ross who clearly has such a drive and passion from our school. I think this has possibly been the most challenging scenario to start anyone’s permanent Head Teacher career but I feel she has risen to the challenge and is providing an incredible response to the ongoing situation.

### School State Transformation

There have been some movement in this area more recently during lockdown. As a result we have now been given a briefing of what has happened and the proposed plan moving forward.

### Playground Re-vamp

Over the summer the Parent Council agreed that we should make the playground as welcoming as possible for children and staff returning in August. A successful application to the ADT gave funds to buy paint, decking treatment and varnish so that the Ark could to given some TLC with hopefully more to come! The Ardoch in Bloom group very kindly donated their time and plants to create some wonderful planters. Sarah Dove also came along and repainted a lot of the playground games.



## COVID-19

Obviously this has been a particularly challenging year so far for all of us in many different ways but I am very mindful as we start this new school year that one of the aspects that drew me initially to Braco is that of the community we have. The school is very much at the centre of this community and I hope that we can find inventive and creative ways of maintaining this sense of community. I recognise that not every family wants to be an active attendee at meetings or join in fundraisers etc. but I do hope that everyone feels they have a parent council that is approachable and we have the means to communicate with families in a way that works for everyone.

Looking forward we had discussed potential fundraising opportunities and creating a fundraising calendar through which we could utilise the many interests and skills our community has (as well as raising some money!). Although we are not able to host family events or raise money in the ways we have previously our school is open and is doing a fantastic job at educating our children in creative ways therefore I will be looking to find new ways to fundraising and maintain the school community exists here.



## Appendix 2 – Treasurer’s Report

I would like to thank Michelle McWhinnie for auditing the books for the Parent Council.

A copy of the Audit Certificate will be sent to Perth & Kinross Council.

Set out below is the income and expenditure for 2019-2020.

### Perth & Kinross Council

Income		Expenditure	
B/f from 2018-2019	£0.00		
Payment from P&K	£372.00		
<b>Total</b>	<b>£372.00</b>	<b>Total</b>	<b>£0.00</b>
		<b>C/f...</b>	<b>£372.00</b>

### Braco Parent Council

Income		Expenditure	
B/f from 2018-2019	£1711.12	Panto Buses (Nursery & P1-7)	£330.00
Toy Sale	£169.53	Panto Adult Helpers	£42.00
Christmas Raffle - Hamper	£273.50	Halloween Disco	£180.00
Lego Raffle	£65.50	K'NEXT Generation	£272.00
Christmas Fayre & Donation	£252.70	Bus to Sky Academy (P5/6/7)	£240.00
ADT Xmas Event	£129.87	Bus to Deep Sea World	£220.00
		Bus to Dynamic Earth (P5/6/7)	£280.00
		Christmas gifts for P1-7	£74.93
		Thank you gift for Santa	£15.50
		Curling Equipment	£245.98
<b>Total</b>	<b>£2602.22</b>	<b>Total</b>	<b>£1900.41</b>
		<b>C/f...</b>	<b>£701.81</b>