

# BELL'S BRAE PRIMARY SCHOOL PARENT COUNCIL

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## Chairperson:

Name David Thomson  
Address 40 Bruce Crescent  
Lerwick, ZE1 0PB  
Tel: (01595) 690788 or 07714 340493  
e-mail: david@burradale.co.uk

## Clerk:

Name Dawn Ratter  
Address 8 Runnadale  
Ollaberry, ZE2 9SA  
Tel: (01806) 544366  
e-mail: dawn.ratter@shetland.gov.uk

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Date: 26<sup>th</sup> August 2018

To: All Members of the Parent Forum  
- this is all parents/guardians/carers of a pupil at the school  
Mrs Jennifer Wadley, Head Teacher  
Lerwick Councillors

Dear all,

## PARENT COUNCIL - ANNUAL GENERAL MEETING

You are invited to attend the Annual General Meeting of the Bell's Brae Primary School Parent Council to be held in the Staffroom in the Bell's Brae Primary School on Tuesday 11<sup>th</sup> September 2018 at 6.00 pm.

Apologies for absence should be intimated to the Clerk on the above telephone number or by e-mail.

Yours sincerely,

*Dawn Ratter*

Dawn Ratter  
Clerk to the Parent Council

cc QIO – Robin Calder, Children's Services

## AGM AGENDA

1. Welcome & Introductions by Chairperson.
2. Apologies for Absence.
3. Approval of Previous Minutes (2017).
4. Chairperson's Report (Attached).
5. Treasurer's Report.
6. Election of Office Bearers.
7. Review of the Constitution.
8. Any Other Competent Business.
9. Date of Next Meeting.



Bell's Brae Parent Council is now on Facebook.  
[www.facebook.com/BellsBraeParentCouncil](http://www.facebook.com/BellsBraeParentCouncil).

'Like' for notices, news, discussion and details of events

## **2018 Chairman's Report**

If there was one thing that stood out from the last year then, for me, it was the traffic and parking issue finally making progress. After years of knowing it wasn't good enough and unsuccessfully trying to push for various bodies to take responsibility, we got everyone in a room and got everyone to agree to do something. We've now got a big task ahead of us to see that promises turn into actions but we've also seen that it is possible to make a difference. The cartoon Kiddie Character pop-up signs (provided by Elaine Skinnley at Shetland Islands Council) can make Gilbertson Road at 3pm almost unrecognisable. I'm really grateful to all parents/carers for supporting the campaign and parking safely around the school. The Crossing Patrol Attendant and pupils couldn't believe the difference made to their safety as they crossed the road.

It's been a good example of how our Parent Council can be really useful. It isn't the school's job to sort traffic but it is the school that has to put up with it.

Another outcome of the effort over the last year has been a tangible re-engagement from our local councillors. I was frustrated when the 2017 election made it difficult to convene our traffic summit in the early 2017. However, we were then able to make traffic and parking around the school a material discussion point in the election. All the candidates engaged and it has been pleasing to see the new councillors continue that engagement, regularly coming to Parent Council meetings.

On the more social side we had another sequence of successful Halloween and Christmas parties, which were managed by Louise, Kerry, Frances and Sarah. They also led the Christmas Cards fundraiser again this year, which is such a popular idea but which never quite seems to run smoothly, leaving Sarah with a list of hassles to sort out. As with everyone who manages to make something difficult happen, Sarah will be getting asked to repeat the feat again in 2018!

It is useful to reflect where there room for improvement and communication with the full Parent Forum is possibly a weakness of the Parent Council that I would like to see improved upon. The social media accounts have been successful but it would be good to do more. It is a 'catch-22' sometimes and it would be easier if we had more people involved in the group.

I can think of a list of items where Mrs Wadley and her staff have sought the input of the Parent Council. From the School's Vision, Aims and Values, to PEF Funding proposals, to the new Relationships, Sexual Health and Parenthood Policy. I wish more parents could see the thought and effort that goes into meeting the challenges of running a modern primary school. There is a continual need for new faces on the Parent Council and it is always great to see anyone who is interested or who might want to make a contribution.

In the tradition, I finish by thanking Jennifer Wadley and her staff for their patience and help with the Parent Council. Bell's Brae Primary School takes getting parents involved seriously. We see it at Parent Council meetings and on the many opportunities there are for parents to go into the school. Every parent is welcome. Thank you.

David Thomson - Chair

# DRAFT

Minutes of Bell's Brae School  
Parent Council Annual General Meeting  
Held in Bell's Brae Primary School  
On Tuesday 19<sup>th</sup> September 2017 at 6.00pm

## **Present:**

David Thomson	Chairperson
Louise Sandison	Vice Chair
Frances Tait	Parent Member
Sarah Moore	Parent Member
Kerri Redfern	Parent Member
Michael Tait	Parent Member
Emma Williamson	Parent Member
Leona Smedley	Parent
Katrina Nicolson	Parent

## **In Attendance:**

Jennifer Wadley	Head Teacher
Dawn Ratter	Clerk
Malcolm Bell	Councillor
John Fraser	Councillor
Beatrice Wishart	Councillor

- 1. Welcome & Introductions by Chairperson**  
David introduced himself and thanked everyone for coming.
- 2. Apologies for Absence**  
Apologies were received from Cecil Smith, Stephen Leask, Lisa Brown, Jim Anderson, Amanda Westlake and Laura Thomson.
- 3. Approval of Minutes of 20<sup>th</sup> September 2016**  
The minutes were approved by Louise Sandison and seconded by Kerri Redfern.
- 4. Chairperson's Report**  
See attached.  
Jennifer stated that the school is lucky to have an active and supportive Parent Council.
- 5. Treasurer's Report**  
See attached.
- 6. Election of Office Bearers**  
David said he was willing to remain as the Chair unless any other Parent Member would like to put themselves forward for the role.

**Chairperson: David Thomson**

**Proposed by: Emma Williamson**

**Seconded by: Kerri Redfern**

**Vice-Chair: Louise Sandison**  
Proposed by: Emma Williamson  
Seconded by: Frances Tait

David will continue the role as secretary.

Katrina Nicolson, Scott Nicolson and Leona Smedley all agreed to join as Parent Members.

Frances Tait, Emma Williamson, Sarah Moore, Kerri Redfern, Michael Tait, Jim Anderson and Lisa Brown agreed to remain on the Parent Council as Parent Members.

Dawn will email all the absent Parent Members to see if they are willing to remain on the Parent Council.

**ACTION: Dawn**

**7. Review of the Constitution**

David said the Constitution is not due for review this year but he wanted to make note that the Scottish Government are keen to make official that Early Learning and Childcare settings are covered within Parental Involvement. This may be something to bear in mind for when the new Parental Involvement Act is published next year.

**8. Any other competent business**

Parent Council Meeting Dates 2017/18

The Parent Members all agreed to set a Parent Council meeting schedule for the year. The dates were set as follows:

Monday 13<sup>th</sup> November 2017 at 6.30pm

Tuesday 20<sup>th</sup> February 2018 at 6.30pm

Tuesday 15<sup>th</sup> May 2018 at 6.30pm

**9. Date of Next AGM**

The next AGM will be held on Tuesday 11<sup>th</sup> September 2018 at 6.00pm.

David closed the AGM at 6.35pm, and thanked everyone for coming.

## **2017 Chairman's Report**

Every year there are several people who deserve thanks for their contribution. The current Parent Council members have all given so generously of their time and done so much. It bears listing what we've got through:

During the past year we discussed and sought progress on parents' concerns around the school, from traffic and parking, to school meals and the ParentPay system, to ICT. We arranged a Halloween party and a Christmas Party. I'm not sure if the ladies who organised the Christmas Card fundraiser have quite got over it yet. We considered and participated in significant national consultations such as the Scottish Government's Education Governance Review. In reverse, we were happy to be consulted by the school on items within Bell's Brae such as Pupil Equity Funding, the School Improvement Plan and Up-Helly-Aa. We issued a newsletter to all of the Parent Forum. There was unanimous support to use some of the Parent Council's funds to buy new Library books and to purchase a treat for all of the Primary 7s around the time of the school trip. When we couldn't quite get the big meeting about traffic and parking that we wanted then we adapted and engaged with the local election so that the prospective councillors could not avoid the issue. Not bad for a small group meeting once a term.

In my own position it has been particularly helpful to be able to call on my Vice-Chair Louise Sandison for cover and our Clerk, Dawn Ratter, has patiently made enough sense of our meetings to be able to produce minutes and all the other papers.

I suppose it's worth reflecting that there were a few things that we didn't manage to achieve. Mainly it was where we couldn't find anyone available to attend events such as meeting the Chair of the National Parent Forum of Scotland; getting to the combined meetings of all Shetland Parent Councils; having a table at our own Parent's Evening; and there were other consultations we could have replied to. A few more volunteers could make the difference.

This next year will be no different and over the coming school terms Bell's Brae's Parent Council is going to be meeting with local Councillors to try address the ongoing parking and traffic problems. We'll be hearing from staff about changes to what gets taught for certain subjects. We want to plan some social events and fundraisers.

It'd be great if anyone felt they could bring something to any of these discussions. At the moment we are particularly low on parents who could represent the earlier years, such as nursery or the first couple of primaries.

I've found myself that engaging with the Parent Council is an interesting way to see ahead what your child might experience later.

I finish, as always, by thanking Jennifer Wadley and her staff for their patience and help with the Parent Council. Bell's Brae Primary School takes getting parents involved seriously. We see it at Parent Council meetings and on the many opportunities there are for parents to go into the school. Every parent is welcome. Thank you.

David Thomson - Chair

# BELLS BRAE PARENT COUNCIL

## Income & Expenditure Account

### Year ending 31st March 2017

INCOME	NOTES	£'s
Xmas Cards Income	1	601.87
Halloween Night Income	2	567.80
Xmas Disco Income	3	134.22
Grant		303.20
		<u>£1,607.09</u>

EXPENDITURE	£'s
2015/16 Expenses	105.23
Grant underspend 2015/16	44.77
Donation to School - P7 trip	220.00
Donation to School - P1 Books	145.11
Auditing of Accounts	20.00
Photocopying	123.76
Stationary	21.15
Mileage	133.20
	<u>£813.22</u>
<b>Profit/(Deficit) for year</b>	<u><u>£793.87</u></u>

#### Bank Reconciliation

Balance as at 1 April 2016	£4,188.96
Add Income	<u>£1,607.09</u>
	£5,796.05
Less Expenditure	<u>£813.22</u>
	£4,982.83

Add Unpresented Cheques	
Chq 010168 - E Williamson Halloween Expns	25.73
Chq 010169 - M Tait Xmas Expns	39.86
Chq 010165 - Photocopying	123.76
Chq 010166 - Stationary	21.15
	<u>£210.50</u>
Balance as at 31 March 2017	£5,193.33

Underspend from 2016/17 grant	£5.09
<b>Balance c/fwd 2017/18</b>	<b>£5,188.24</b>

NOTE: Clerk's Salary of £400 paid directly by SIC

I certify this is a true & accurate picture of the Bells Brae Primary School Parents Council's Income & Expenditure for 2016/17

Signed: 

Date: 22/6/17

Print Name: KAREN STEWART

# BELLS BRAE PARENT COUNCIL

## NOTES TO THE ACCOUNTS

YEAR ENDING 31 MARCH 2017

### NOTES

#### 1 XMAS CARDS

<u>Income</u>		601.87
<u>Expenses</u>	0.00	0.00
Profit		<u>601.87</u>

#### 2 HALLOWEEN

<u>Income</u>		
Tickets		658.00
Income on the night		<u>117.25</u>
		775.25
<u>Expenses</u>		
F Tait - Asda, Hobbycraft & M&S	24.90	
L. Sandison - eBay & Baker Ross	97.13	
K Redfern - Glue Dots	8.34	
J W Gray Expenses	51.35	
E. Williamson - Crisps etc	<u>25.73</u>	<u>207.45</u>
Profit		<u>567.80</u>

#### 3 XMAS DISCO

<u>Income</u>		
Tickets		260.00
Raffle & Glow Sticks & Tattoos		<u>120.00</u>
		380.00
<u>Expenses</u>		
L, Sandison - Baker Ross - Gifts	205.92	
M Tait - Tuck Shop	<u>39.86</u>	<u>245.78</u>
Profit		<u>134.22</u>

Total Raised by BBPC 2016/17

£ 1,303.89