

Broughton Primary School PSA meeting Minutes

Wednesday 29 January 2020

Attendance: Maria Gowans (HT), David Borthwick (PT), Lisa Bradley (DHT), Jennifer Longstaff (Chair), Sandra Rathjen, Rebecca Winterstein, Bence Solymar (Treasurer), Rachel Blythe, Ross Gibson, Suzanne Gibson, Catherine Evans, Chris Knowles, Naomi Sandilands

Apologies: Sandra Bagnall, David Mitchie, Tommy George

1. Matters arising from last meeting of 30 Oct 2019

- Football coaching – to be carried forward.
ACTION: JL to enquire with Tommy George of progress and see if another plea for coaching is needed.
- Funding request form agreed for use for requests of over £200

2. Senior Leadership Report

- Staff priorities are writing and maths, with shared learning across cluster schools. 'Lesson Study' CPD has a maths focus.
- Eco schools status has been lost and the sustainable group with a staff lead will work towards regaining the award.
- Member of staff visiting Tanzania in Feb with samples of learning to share with schools there, with the hope for future link between schools, with a sustainable theme.
- BEST launched
- Next drop-in on a Thursday
- Internet safety week coming up
- Staffing – Lisa Bradley started as Deputy Head
- Music specialist attends 1day/week
- Temporary PE teacher
- Next session expect 14 classes based on projected rolls, with 49 P1 registered which if increases could result in 2.5 classes.
- Parenting Matters 8-week accredited course started.
- P7s have started working with Office 365 accounts, roll out to P6s later in the year.

3. PC Chair Report

- **Broughton Decides** marginally voted for climbing equipment. Discussion on costs to deliver and include safety matting, and on-going maintenance budget. Need to look at siting of any equipment in the wider picture of the playground. OPAL contract needs to be reviewed – what has been delivered, any outstanding owed to the school for OPAL to deliver? Where was the staff group and staff training left?
ACTION: SLT to find OPAL contact to investigate. With a clear aim for playground improvements, fundraising targets could be set for rolling investment.
- **'Food for Life Get together'** food social with £140 budget has no time limit. Involve community centres (Broughton St Mary's, Annandale Mosque) and grandparents. Potential for a history focus, links to class topics as a conversation starter. Ensure that it is cost-proofed. Likely a Friday PM or Saturday in March/April.
ACTION: JL will liaise ideas to Sandra B and David
- **Powderhall/Bowling Greens update:** JL, MG and Katie (from after school club) met Council education estates officer Elaine Watson in December. Positive consideration of allowing the

school community sole use of the back green as a 'closed' (not-publicly accessible) greenspace. Access to a shared toilet with nursery, storage shed, water/power connection discussed in a positive meeting. Still to hear back, but all agree that clarity on liability, fence maintenance and details of lease/land transfer to BPS and formal agreement for after school club's use are required.

4. Treasurer's Report

- **Treasurer circulated Report** – total income from events so far: £1,995. *see Report below minutes
- **FAB's assets** – at next AGM determine the assets held.
- **Funding requests** – two requests over £200 were agreed at the meeting: Health Week Kids Fit for the whole school and Ratho overnight residential for the language classes.
- **Income Forecasting** – with annual expenditure currently at least at £5k (£4k Culture Fund and £1k Lagganlia bus subsidy), agreed that a sub-group should look at income forecasting and budgeting (BS, RW and RB).

5. FAB Events planned, activities and AOB

- **Edinburgh Marathon Festival (EMF)** Team BPS - 58 signed up including 13 former BPS runners. [Post note update: now at 90 participants]. Contact bpsrunners@gmail.com to tell us if you have registered or have any queries (there is a registration guide). Remember there are paid marshalling opportunities over EMF weekend which can be donated to the Cultural Fund. Discussed difficulties in targeting free places, possible to gauge interest from the school running club. Pilrig Park practice runs to start Sunday 29th March at 10:30.
- **Lagganlia**. discussion on how to support children who have concerns about attending and about the barriers (real and perceived) to childrens' attendance. This year there were 15 children that didn't go. How to better prepare the children? The school can and does support children in case of financial hardship and can/does support those with Additional Support Needs to attend, via extra arrangements being set up with discussion with DB.
- **Family Night on 6 March, RB** *agreed *beetle drive* with other activities involving reading and food, and celebrating international school community.
ACTION: RB Seek advice from Ailsa McMullan as she has organised a Beetle Drive event in past.
- **Gardening Project, RB** * note circulated outlining in detail all elements of the project. P5s are on a 13 week programme at the Botanic with a plot to grow. Three apple trees still to be planted in final position – anyone with building expertise to assist in digging up tarmac? 12 March at Drummond CHS 16:30 – 18:30 meeting to share project experiences – all welcome. Rachel will write report on the project and how we aim to keep work going at the school. *ALL – contact Rachel at broughtonparents@gmail.com if you want to get involved in the activities.
- School photos date in diary using Tempus. Office will notify parents of date.
- Summer Fair. Confirmed date is Saturday 30th May. **ACTION:** will be discussed in detail at next meeting.
- RB suggested developing a proposed new list of FAB events for the year August 2020 to June 2021, so that we can incorporate ideas from those present at the meeting on: timings, number of events and types/names of events. **ACTION:** JL will ask for parent ideas and will place on next meeting agenda.

Date of next meeting with creche facilities: **Wed 25th March 2020 18:30-20:00 in the Link Building**

Treasurer's Report – 2019/20 year-to-date

1. Income

Total income to date is £6,449.61. (Not counting Leith Chooses and Cooking Together, which are restricted.)

2. Expenditure

- Event related expenditure has been £2,562.43.
- General expenditure is £183.99.
- Total expenditure to date is £2,746.42, excluding Leith Chooses expenditure by FAB or any partners.

3. Fund balances:

- There is one very recently outstanding cheque of £45.43.
- Cash held on 29/01/2020: £94.38
- Virgin: £5,964.12 – which includes VMG, GM and YSL items not printed on a statement yet
- BoS: £2,852.47 – available balance (after o/s cheque)

4. Commitments:

- Leith Chooses grant of £3,911 was received on 11 th June 2019. Expenditure has been submitted by partner organisations, and is now at £2,251.61, leaving £1,659.39 to spend until the end of the project.
- Purchase of sound system: costs £3,195, and was transferred to the school's account on 02/01/2020. £2,620 of this was capitalised, being the starting value of the asset installed. Annual market value will be represented on accounts each year until there is no market value to be noted. Decision is required for the disposal of the asset should FAB fold.
- £3,000 of "Broughton decides" awaits decision.
- No expenses have been submitted from the £140 Cooking Together project.
- Unrestricted fund balance is at £4,111.58.

5. Fundraising:

Events income is £4,558.11 (inc. £885.22 Christmas Cafe takings). With events expenditure reported under point 2, the total raised from events to date is £1,995.68.

6. Pending requests for funding:

- Health Week 2020
- Language Class - residential trip to Ratho (in lieu of Lagganlia)

Bence Solymar

29th January 2020