

**Broughton Primary School - Parent Council Meeting  
Meeting and Emergency General Meeting  
Wednesday 13 October 2021  
Minutes**

<b>Attendance:</b>		<b>Apologies:</b>
<b>School Staff</b>	<b>Parents</b>	<b>All Apologies</b>
Maria Gowans (Head Teacher) Samantha Rushforth (Depute Head Teacher)	Rachel Blythe (Chair) Naomi Sandilands (Secretary) Bence Solymar (Treasurer) Caroline Messers Pauline Oh Rebecca Winterstein Rachel McColgan Shona Campbell Ryan McColgan Anne Hay Barbara Johnson Anna Stansfield Laxman Raman	David Borthwick (Principal Teacher)
<b>Guests:</b>		
Grace Igbinoke and Madiha Choudhury (Heads of School from Drummond Community High School's Senior Pupil Leadership Team)		

**1. Introductions and Apologies**

**2. Visit from Drummond Community High School's Heads of School (Senior Pupil Leadership Team)**

Grace Igbinoke and Madiha Choudhury introduced themselves and talked about their personal experience of starting at Drummond Community High School. Grace started 4 years ago, while Madiha went straight from Broughton Primary School. Both commented on the good community feeling, good transition and welcoming from across the year groups.

Drummond Community High School's motto is 'nurturing big ambitions' - parents asked what their big ambitions were and how has Drummond helped achieve this. Drummond Community High School helped with opportunities from the very start, from Secondary 1 - Guidance Teachers and Head Teachers promoted and provided opportunities to support individual goals. Drummond Community High School cares about students' destinations after school. Not many left in Secondary 6, but there are apprenticeships and work placements, alongside study opportunities. College courses can be taken, alongside Drummond Community High School's timetable, and there is a good and supportive transition between school and college/work life. Pupils are involved in extra-curricular activities.

Other positives: diverse school, many other pupils arriving from other countries, enjoying practical subjects, individual i-pads. Good teacher-pupil relationships and understanding helps to make the subjects fun. A lot of charity events help pupil and student interactions, and interactions between year groups.

Advice for new students is to speak to guidance teacher - communication with them is important so that help is there for pathways and dealing with other issues eg anxiety, and to reassure parents.

### **3. Minutes from last meeting**

Agreed as accurate record by Maria Gowans.

### **4. Head Teacher's Report**

A newsletter has been recently circulated with most School news. (Newsletter of Tuesday 12 October 2021)

#### **Learning and Teaching**

- Emphasis on literacy and numeracy especially for the middle years, P3 and P4, who have been most affected by lockdowns. Boost programme for literacy Support for Learning teaching 3x week. Support assistant with literacy for younger years, 5x per week.
- Laura Clark delivering Stages of Early Arithmetical Learning (SEAL) (numeracy) for p5-7 and additional one-to-one maths support for 10 identified students.

#### **Staffing news**

- P1a started with a student placement teacher alongside Lisa Bradley. The student placement teacher's training was impacted by Covid but she has now passed her training. She is p1a's probationary teacher, freeing up Lisa Bradley on work out of the classroom.
- P5a - Linzi Halliday - on a temporary contract covering maternity leave and has now secured a permanent position elsewhere, so Mr Jacob Davies will take over.

New nursery - proposed opening date was January 23 but now likely to be nearer end of 2023. Still not secured planning permission nor a contract to tender for construction.

### **5. Communications between school, parents, pupils - questions from parent body**

Parents raised how communication has been affected recently e.g. "Meet the Teacher" presentations now a slide presentation, consultation via video/phone replacing face to face Parents' Nights, unable to go inside the school classrooms to see work, and sometimes it is hard to find information. Parents appreciate work coming home for parents to view - this is missed, and more would be good. During lockdown, parents actually understood more about how pupils were learning. Opportunity to work on that would be positive. Class information website to be updated, timetable for what will be learnt over the terms. Homework confusion when finding on the Teams links. Sometimes homework tasks could be clearer. Posting on Teams would be helpful.

#### **Reply from the Head Teacher:**

- Understand that it is really sad not to have access in the school.
- Priority for in-service day will be looking at ways to increase sharing of school learning eg snapshot jotters. Star awards could be shared through the website. Book of achievement - always welcome.
- Will look into where homework instructions can be clarified.
- Teams was used only because of Lockdown and because they were not in class. It will not be possible to spend additional time on creating learning videos etc that would take time away from in-class preparation and time face to face teaching.

#### **Parent consultations (points from parents and discussion):**

- Phone easier than attempting video links.
- Any possibility to extend the 10 minute time slot to 15 minutes? If a class has 33 students that could be 5 hours, could be up to 7 hours time for the teacher.

- Parent consultation and the length of time - Format of report has changed to allow 3x consultation. Time would be taken out of this allowance if longer consultation, or could be 1 x 20 minutes and 1 x 10 minute.
- Open email policy – the School does contact and discuss with parents throughout the year. Any concerns can be picked up. Double appointments especially for parents in separate households.

Since beginning of pandemic, through all the change, parents really appreciated the progress made by the School to aid teaching.

## **6 Treasurer's Report**

Bence presented his final report, which Shona Campbell has independently audited. Shona confirmed that Bence has been a good treasurer. It has been easy to vouch for all the transactions and they are well organised.

The Parent Council has over £7k of funds - Bence recommends that the historical funds are further reduced, in line with our policy not to hold reserves.

Today's EGM proposes that these accounts are approved, for this new accounting period (1 August to 31 July 2022) in line with academic year. Question on why we changed from financial to academic year when that means when there are two accounting periods to try to resolve. Keeps all financial activities that happen over the school year in the same accounting period, so easier for committee members and treasurer to recall and record. Tax year is not a significant issue, as we are not paying much tax.

Naomi Sandilands proposed to approve the Report and the proposal to change the financial reporting time and Pauline Oh seconded this.

Bence Solymar ran through the Office of Scottish Charity Regulator (OSCR) return. Bence will do the statutory filing, and will resign on 1 November 2021. Approved by Maria Gowans, seconded by Naomi Sandilands. Rachel Blythe will co-sign the OSCR form.

**ACTION -** Approve the financial report and file with OSCR (Bence and Rachel Blythe).  
**ACTION:** Bank signatories - Need to remove the former signatories, and propose new ones. Propose minimum 2, best to have 3. Rachel Blythe should be a signatory, and Bence Solymar until end of the financial year (31 July 2021). New incoming Treasurer – Shona Campbell to be added as a signatory on both bank accounts.

All thanked Bence for all his work over the last years.

## **7. Spending decisions:**

- Spending decision on Active Schools - expenditure of £1050 to allow an Active Schools programme to get started. Pauline Oh, Jess Lambson and Rachel Blythe worked positively on a way forward to reinstate active schools.
- ACTION:** To follow up: figure out if there is a way, in which parents can make donations to the Active Schools programme in order to get more activities
- DECISION** This funding proposal is to kick-start the activities. The vote to spend this money was carried.
- ACTION:** Add to agenda to next meeting to see how this can be carried forward.

## 8. Constitutional Issues

This meeting will become an Emergency General Meeting to allow for:

- A. Reviewing the constitution - to be continued.
- B. Appointment of further committee members

Treasurer

Shona Campbell to take over as Treasurer from 1 November 2021. Naomi Sandilands proposed and Rebecca Winterstein seconded.

Other roles and appointments:

- Anna Stanfield – an ad hoc member. She would like to offer help regarding communications or marketing to ensure that communications are presented in an engaging way. She is also keen to contribute to raffles and to links with local businesses.
  - Ryan McColgan - happy to be involved as ad hoc, and potentially on the cooking side of the “Growing and Cooking” gardening project.
  - Funke Osae-Brown – an ad hoc member (unable to attend the meeting of 13 October 2021, in the end) – digital campaigning and content, social media, twitter, facebook, Instagram, newsletters, video content.
- C. Agreeing that there can be a Parent Council Finances sub-committee, to help organise and raise awareness of accounts matters.

This was agreed. Rebecca Winterstein volunteered to be part of this sub-committee, in addition to Shona Campbell, Bence Solymar and Rachel Blythe.

## 9. Outdoors activities:

By this time the meeting was running late and some items could not be discussed in full.

The following items on the agenda were briefly discussed. It was agreed to continue to pursue these ideas further, at future meetings, or via other ways, between meetings:

- A. Getting p5 and p6 children ready for Lagganlia via other outdoors activities (eg. Bridge 8 Hub outdoor activity hub) (Naomi Sandilands)
- B. Or 1 night at Bonaly Scout Centre?
- C. Language class trip to Ratho (£300 was set aside for this in 2019/20)

## 11. goIT Student Monthly Challenge - <https://tcsempowers.tcsapps.com/global/goIT/monthly-challenge> )

Monthly science, technology, engineering and mathematics (STEM) environmental challenge/ activity, problem solving using digital solutions with a monthly competition entry. For children to present their ideas and solutions. Laxman would be interested in helping the school to do this. Potentially to be a club out of school hours.

**ACTION:** To discuss after this meeting - How could an out of school hours' club take forward this activity? (Rachel Blythe to start, Laxman Raman and others to reply and contribute. Start this before the Wednesday 01 December 2021 meeting.)

**12. Fundraising and Social Ideas (Friends@Broughton)**

A. Halloween (Pauline Oh, Rachel Blythe) - ideas to be communicated through email and other means.

B. Apple sauce made by Bence Solymar from the Botanical Broughton apple trees on the Bowling Green. Distributed to classrooms for Halloween

ACTION: Bence to coordinate this with Maria Gowans/the Senior Leadership Team).

**AOB**

Pauline Oh - plan for Christmas events, fundraising, or venue booking?

ACTION: To discuss ideas outside of this meeting, through a variety of ways. (All)

**Date of next meeting:** Wednesday 01 December 2021 via MS Teams

**Dates of other remaining meetings:** Wednesday 23 February 2022 and Wednesday 11 May 2022