

**Broughton Primary School Parent Council Meeting  
Minutes  
Wednesday 1 December 2021, 6.30 pm to 8.00 pm**

**1. Attendance, Introductions and Apologies**

<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) David Borthwick (Principal Teacher) Lisa Bradley (Class Teacher-PC/PSA Rep) Laura Clark (Emotional Literacy Co-ordinator) Zoe MacPherson (P1a Class Teacher) Eve Borrowman (P3b Class Teacher)	Rachel Blythe (Chair) Naomi Sandilands (Secretary) Shona Campbell (Treasurer) Caroline Messer Rebecca Winterstein Veronika Jureckova Pauline Oh Anne Hay Rachel McColgan Bence Solymar Barbara Johnson Anna Stansfield	Ryan McColgan (Parent) Nicoletta Oosthuizen (Parent)
<b>Guests:</b>		
No guests were invited or attended.		

**2. Minutes of the last meeting (13 October2021)**

These were agreed as an accurate reflection by Shona Campbell.

**3. Head Teacher's Report**

**Learning and teaching** – The children's participation in **Cop 26** activities included the following:

- Whole school took part in the 'forest of promises' World Wide Fund for Nature (WWF) initiative for children to make promises and to write questions to world leaders. The display is in the school entrance. The Eco Group presented at assembly on Cop 26.
- Early years used online resources focussing on recycling, animal habitats and did the poster competition in class. Older years watch Newsround to follow Cop 26 events, and had a topic on ecosystems and climate. P7 classes were able to work in more depth on the Cop 26 outcomes and are preparing a newscast from the year 2040.

**School's 125<sup>th</sup> anniversary** - **Richie Collins (local artist)** came in to work with the school and is working on a picture to celebrate the **School's 125th anniversary**. The children have made figures that will be included. This can also be used for making merchandise for sale/fundraising. Maria Gowans is thinking about an unveiling for the picture.

**School Nativity** – **Sam Rushforth** and **Lisa Bradley** have been working on the school nativity. The film release date will be announced.

**Cello** has now started and a new brass instructor is coming next week with a mentor. However as there are only four brass instruments available. The school may need to acquire more if it can be extended to more students. (Brass is generally for upper years only.)

**Pupil Groups - David Borthwick** provided an update on the **pupil groups**:

- **Pupil Council** given 2 tasks:
  - 1) to create a wall of 'what makes our school unique' and a 'pride wall' filled with examples of things that make pupil's proud of Broughton like the buddy system, creative confident kids, the Den, being praised and being awarded with a star or house points.
  - 2) Also to propose improvements and new resources – they suggested litter pickers. The house team will look at the playground, its activities and equipment, and will go into classes to survey them on the playground.
- **Equalities Group** - have created an events calendar to celebrate and recognise days. They will decide what to bring up at assemblies to celebrate. Group is going to create a visual mural on languages spoken at the school – they are writing a letter to parents, asking them to respond about languages spoken in the home, to assist in making the world map of languages.
- **Team House Captains** - house points for the dining room - encourage good eating and saving food waste; Broughton Day to be celebrated annually on Sept 8th day it opened in 1896. All groups could be involved in what that would be like. Weekly bulletin of what is going on, and they collect photo evidence of learning from classes.

**Sustainability Group** is working on getting reaccredited with the EcoSchool green flag award. There are eight components. Each year group will focus on one or more components.

**Maths Group - Lisa Bradley** has formed a **Maths Group** for p3-7s, meeting Thursday 02 December 2021 for the first time. Aim to develop maths teaching within the school starting with a pupil survey. A plan for February 2022, in conjunction with Broughton Counts, is for whole school challenge around a theme. Big push in City of Edinburgh Council on 'manipulatives'. [Manipulative materials are any concrete objects that allow students to explore an idea in an active, hands-on approach. Manipulatives can be almost anything – blocks, shapes, spinners or even paper that is cut or folded.] Some staff have had training, and this can be rolled out to the pupil 'maths masters', so they can teach their peers. The school is planning to re-write the school's maths policy, with input from the pupil maths group.

**Relationships, Sexual Health and Parenthood (RSHP)** - The School will be progressing the national online resource on **Relationships, Sexual Health and Parenthood (RSHP)**. A link to that will be going out soon, and the content will be circulated.

**Staffing:**

- Mrs Sitaridou and Mrs Murray will both be back in January 2022 from maternity leave.
- Katie Cormack is leaving in January 2022 to start her maternity. Temporary maternity cover will be replacing her.
- A Pupil Support Assistant (PSA) position will be advertised.
- City of Edinburgh Council is providing funding for permanent 'transition teachers' to work across p5-7 and S1-3 to reduce the attainment gap. This will fund 1 teacher per cluster.

**School trips** - The advice remains that classes can go out outside the school grounds. However because public transport and toilets are both considered high risk, there are limited opportunities. Indoor trips can only be organised for essential reasons. Closer by trips might be a possibility, in Spring / Summer 2022.

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**4. Questions raised for Questions for the Head Teacher / or others from Senior Leadership Team / or Office Bearers from the Parent Council / Questions from the School for the Parents (where not already covered above)**

**4. A. Question from School for Parents - How do we plan together to improve uniform / school clothes reusing and recycling?**

- Laura Clark, Emotional Literacy Co-ordinator and Conor Horan, P4 Class Teacher are looking at the cost of the school day for families. In order to help with the cost of uniform / school clothing and to promote sustainable reuse of clothes, the School and the Parent Council jointly need to improve how we can manage donated clothes and lost property.
- Most families access both new clothes and preloved clothes, at different times in the 7+ years, when they have children in the school.
- Current systems for allowing parents to collect and donate preloved uniform and school clothes include:
  - i) The main way (pre-covid) was that opportunities to pick up / donate uniform / school clothes were incorporated into Parent Council events, like the Summer Fair or the Winter Café;
  - ii) In 2020, the BPS Parent Forum's private group Facebook pages were used for informal passing on of uniform;
  - iii) Since June 2021, the Parent Council has been running 'Clothes Spot' opportunities to pick up/drop off preloved uniform / school clothes before and after school. These opportunities averaged one or more times a month.
- It was agreed that the 'Clothes Spot' opportunities to pick up/drop off preloved uniform / school clothes should become more regular, with dates and times clearly advertised. The sheltered area in the back playground could be used and those attending would have the 'right to select' what clothing to pick up.
- Advertising is important. Methods can include: School Office emails, on behalf of the Parent Council; School website; BPS Parent Forum's private group Facebook pages; notice boards or laminated posters on fencing. On the School's website it could be shown under: <https://broughtonprimary.org/family-support/> and <https://broughtonprimary.org/uniform/>
- Veronika Jureckova and Rachel Blythe offered to support the activity, but more volunteers are needed to help with sorting the clothing stock (by age/clothing type) and running the service. It is also necessary to wash some clothes, for examples those clothes that are not donated, but that are long term unlabelled lost property.
- School staff also need access to the preloved uniform / school clothes collection, to allow clothes to be issued to families new to the school, or if there is a need for an emergency change of clothes in school time.
- Reminders in newsletters that parents should ensure that clothing is labelled with the child's name. (Action: Mrs Gowans)
- Photos of some lost property items could be put on the BPS Parent Forum's private group Facebook pages, however this only helps where the items are fairly individual to the owner (not blue School branded hoodies)
- P1 Induction packs should advertise opportunities to collect preloved uniform / school clothes, as well as opportunities to buy new clothes from Superlogo.
- Laura Clark and Conor Horan are available to help on this activity too.

**Question 4. B. (COP 26 learning) and Question 4. C. (Learning away from the classroom & playground) were both incorporated into the Head Teacher's report.**

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## **5. Treasurer's Report**

Accounts have been submitted to the Scottish Charity Regulator, OSCR, <https://www.oscr.org.uk/> . Shona Campbell (the Incoming Treasurer) is now a signatory of the Parent Council's Virgin account but not yet its RBS account. There is £8586 in the accounts. Bence Solymar (the Outgoing Treasurer) set up a Paypal account for use for fundraising purposes, where appropriate.

## **6. Active Schools follow up**

£1050 had been allocated to Active Schools activities by the Parent Council in the meeting on Wednesday 13 October 2021. Parkour, dance and judo had been started up with the funding from the PC funds (parkour for p 5 - p7; dance for p3 - p7 and judo for p3 - p5). A p2 dance class had been started too, using other funding. There is some money still to spend, with £605 carried forward to January to April 2022.

In January to April 2022 there is planned to be: Parkour, p 5 - p7; Dance, P3 - P7; Judo, P3 - P5; and Multi Skills, P1 - P2 funded from Parent Council funds. Other funding will fund: Dance, P1; Football, P1 - P2; Cluster Badminton, P4 - P7; Cluster Football, P4 - P7; Cluster Basketball, P4 - P7; and Cluster Dance P3 - P7. It is hoped that an extra £200 will be raised by Active Schools from the running of Christmas camps, which can later be spent on some of the activities, which are not funded by the Parent Council.

**Authorisation was required from those present to spent a further £125 of Parent Council funds on more Active Schools activities in January 2022 to April 2022. This extra spending was agreed.**

It was also agreed that the Parent Council would ask Active Schools about the extent of the demand for these activities, (waiting list etc.) Some 1<sup>st</sup> term activities had had only 12 spaces, which is a very limited service. (Action: Pauline Oh and Rachel Blythe)

## **7. Edinburgh Marathon Festival**

This would be further discussed outside of this meeting. It was decided that we would like to "do something about" the Edinburgh Marathon Festival happening 28/29 May 2022 / informal weekly meets on Sunday mornings at Pilrig Park, emphasising kids and families running, walking and socialising. Deadlines and a timeline would need to be considered. (Action: Naomi Sandilands, Shona Campbell, Rachel Blythe)

## **8. Green Space Issues / Broughton Growing and Cooking Project**

Most recently, some weeding, moving soil to the top playground flower beds and bulb planting taken place. (28/11/2021) Previously, weeding and potato planting had taken place too (17/10/2021 and 03/10/2021). It was agreed that we should try to discuss the Powderhall bowling green in the February Parent Council meeting, because construction is likely to start in April 2022. (Action: Rachel Blythe)

## **9 Raising money and spending money - discussion about some of the ways money could be raised and spent**

**Income** – money is still being raised from Your School Lottery (this requires a license) and GivingMachine (shop and give app). The labelling company that allows fundraising (Easy2name) no longer seems to give us a commission and this requires investigation. All these systems could do with greater promotion and use. We need to continue to plan both fundraising and social events. We should monitor and advertise how much is raised by any given event. Restricted funds (fundraising for a specific activity) is possible but with a risk - what happens if that activity can't go ahead for whatever reason? Virgin Money Giving is now closed. The Parent Council new Paypal account allows for online donations.

**Spending of money** – We still have the Soil Association small grant to spend. Active Schools looks like a regular cost to our funds, as is the Lagganlia coach cost. We need to plan for the continuance of these costs. Mrs Gowans stated that some schools have “Family Funds” (certain % at discretion of the school to be spent on particular families).

We should reprioritise both income and spending for next agenda. (Action: Rachel Blythe)

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

**A. Winter 2021**

Activities: Winter Trail (Parent Council); Adult Raffle (Parent Council); Kids’ Raffle (Parent Council & School); Festive Jumper Donation/Collection (School) – Trail maps are available to buy for £1 from Friday 03 December 2022. The Winter Trail is a trail of 12 local businesses, with clues to solve on posters in windows. Local businesses have donated prizes for the Adult Raffle and the Kids’ Raffle. The Kids’ Raffle also includes bought prizes and good quality preloved prizes. Tesco donated sweet treat prizes for all participants in the Winter Trail.

**B. Cop 26 poster competition**

The winners of this competition will be decided by 02 December 2022.

**11. AOB**

Reminder that we need to follow up about the competition club (goIT Student Monthly Challenge) that Laxman Raman suggested last meeting. (Action: Rachel Blythe to consult with Laxman Raman / others)

**12. Dates of next meetings**

Wednesday 23 February 2022 and Wednesday 11 May 2022.