

# Broughton Primary School Parent Council Meeting

Wednesday 11 May 2022

## Minutes

### 1. Introductions, apologies and attendance

| Attendance:   |  | Apologies:  |
|---|--|---|
| School Staff  | Parents  | All Apologies   |
| Maria Gowans (Head Teacher)<br>David Borthwick (Principal Teacher)<br>Sam Rushforth (Deputy Head Teacher) | Rachel Blythe (Chair)<br>Naomi Sandilands (Secretary)<br>Shona Campbell (Treasurer)<br>Jess Kearslake<br>Anne Hay<br>Barbara Johnson<br>Robert Pollock | Pauline Oh (parent)<br>Veronika Jureckova (parent)<br>Ryan McColgan (parent)<br>Kriti Srivastava (parent) |
| Guests of the meeting   | Luis Lamas<br>Fernanda Dreger Lamas<br>Matthew Wilkin  |   |
| Elaine Watson (City of Edinburgh Council - learning estates)  |  |   |

### 2. Presentation by Elaine Watson - City of Edinburgh Council Learning Estates

Elaine presented an update on the development of the bowling greens into: 1) A new early years' centre; 2) Housing for the over 55s; and 3) Green space for Broughton Primary School.

- Early Years Centre can accommodate up to 128 children, designed to operate as 2 spaces with 64 children, on a full-time (8am - 6pm and 52 weeks per year) basis. Designed with separate green spaces, free-flow between indoors and outdoors, and with a productive kitchen for on-site catering, which has the potential to serve Broughton Primary School as well.
- Planning permission granted last year includes an upgrade of St Mark's path and a vehicle turning circle, and a sustainable urban drainage pond in the green space which will be fenced but accessible.
- The rest of the green space will be turfed but otherwise left as a 'blank canvas' for BPS community to decide how it can be developed, with its maintenance also the responsibility of Broughton Primary School. This space has access to a toilet within the nursery building. There will be no stand pipe for water access, so plans for the green space should consider water butts.
- Soil Contamination reports show contaminants present and the green space will need to be capped with inert soil. Further advice from the landscape architect is required about the greater depth of capping needed for growing fruit trees.
- Written answers to some questions had been obtained before the meeting (Robbie Crockatt, Learning Estate Planning Manager, The City of Edinburgh Council, replying to Rachel Blythe, Chair of Broughton Primary School Parent Council). The written answer included the following: "Direction is required from the school/Parent Council to confirm if the planters should be retained on the greenspace or relocated, and if they are to be relocated; to where? If the planters are to be retained on the greenspace they would have to be lifted to implement the 600mm clean soil capping layer, then replaced and re-filled with new imported clean soil."
- Delays in procurement and contracts, and increases in costs are affecting the timetable for its delivery but next milestone is Stage 1 and 2 Building Warrants; Tender for construction contract June - September 2022; Contract awarded November 2022 and construction complete 2024.

### 3. Minutes of last meeting 23 February 2022

These were agreed as accurate by Jess Kearslake.

### 4. Head Teacher's Report - Maria Gowans

#### Classes/Staff

Class numbers to drop to 13 classes with a composite P5/6

Two new probationary teachers for next year, as per Council policy

One new temporary post to cover a maternity cover.

#### Teaching and Learning

Empowered Learning - David Borthwick

All P6 and P7 children will be given their own iPad, Initially this will be mainly kept in school but there will be a Home Agreement so that the iPads can be used for home activities. All iPads have restricted settings.

- School priorities continue to be aligned with Council objectives of improving pupil attendance, poverty proofing the school day and closing the attainment gap.
- RSHP (relationship, sexual health and parenthood) teaching continues in classes following its roll out in January 2022.
- Information and Communications Technology - staff will be upskilling to make the most out of iPad learning.
- Maths is being further developed and Social Studies in line with Equalities work.

#### Other School news

- **Important** - Food in School - guidance from the Scottish Government on healthy eating could limit possibilities for School / Parent Council / Friends at Broughton events, which include sales of food / drink during school hours (for example bake sales)
- Still awaiting a contractor to attend to the fallen fence at the foot of the bottom playground.

#### Other events

- Ukrainian fundraiser was a success with donations still coming in.
- Sports Day on 31 May 2022 will be held at Craigroyston Football Club (CFC) pitch at St Mark's Park. Parent Council can run a stall, and school to investigate if the kiosk at the CFC house can be accessed for boiling water.
- P7 are planning their leaving show.
- Nursery to P1 transition will happen in person. There are 67 registered pupils.

### 5. 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:

#### WhatsApp Groups

A question was raised about: "How do we guide any parent, who wants to set up a WhatsApp group chat for parents/carers of the children of a given class/given classes?". It was discussed that guidance should include a request that those setting up WhatsApp group chats should plan their arrangements so that all parents in the targeted class or year group are approached to join. It was agreed that it was not for the School or the Parent Council to get directly involved in WhatsApp groups, enforce or formalise what is an informal channel for parents to get in touch with each other. However, it was also agreed that the Parent Council could post some guidance on the setting up of WhatsApp groups, to be communicated via the usual channels. Also the Parent Council could hold a list of existing WhatsApp groups and try to

encourage those setting up a WhatsApp group to register their group with this list. This would allow parents to ask the Parent Council whether a WhatsApp group for their class or year group exists and then be helped to contact any existing relevant WhatsApp group chat.

#### **6. Parent Council Involvement, Communication and Engagement**

Rachel Blythe to write a report to follow.

#### **7. Plans for the AGM in September and for meetings throughout 2022/2023**

- Nobody attending volunteered to chair the AGM. The opportunity to chair the AGM had also been advertised to all parents via a School Office email and no one had yet offered via this method either. Rachel to continue to call for a volunteer.
- Rachel will circulate a list of potential meeting dates for 2022/2023, with some Tuesdays as well as Wednesdays evenings.
- Agreed that meetings for next year should alternate between in person and online meetings.

#### **8. Shout outs about things, that are going fine.**

Rachel thanked Pauline Oh for organising the playground markings and for her work towards the Nursery to P1 transition: its hand out materials, the virtual welcoming meetings and the in person welcome event. Rachel also thanked Shona and Naomi for running the Pilrig Park Sunday morning practices for the Edinburgh Marathon Festival (EMF) races, which are going well.

#### **9. Social and Fundraising Ideas (Friends@Broughton)**

- A. It was agreed to that the Parent Council / Friends at Broughton would host a stall (potentially using the Craigroyston Football Club kiosk) for the Sports Day on 31st May 2022.
- B. Summer Fair – various June dates were discussed to hold a scaled back Summer Fair. Noted that previous Summer Fairs on different years had brought in around £800 to £2,300 cash in hand. These figures are available via the School website (by searching using the term “Summer Fair”). It is not clear if these previous figures included deduction of expenses.
- C. Funds raised so far this year will be reported by the end of the year by the Treasurer.
- D. Halloween Disco – in order to run this popular event, we may need to book a DJ soon (in previous years we have used Chaplins)

#### **10. Treasurer's Report and Funding Decisions**

As of April there was balance of £8916 with £2,100 outstanding payments, so available funds of £6,855.

##### **Funds previously allocated and ringfenced funds**

- Other funds previously allocated and therefore ringfenced were: £39 for EMF funded places and £3,000 for playground development (some of this now spent on the playground markings).
- Additionally there is a £140 cooking together event grant, which is always ringfenced, because this is an externally funded project.

##### **Funding Decisions May-June 2022 and also for 2022/2023**

- Agreed to honour previously allocated funds: **£360** KidsFit (2020 Health Week) and **£300** for Language Class trip in lieu of Lagganlia;
- School trips £150 per class - **£2,550** can be spent before the end of the year or in early 2022/2023.
- Active Schools – Agreed to definitely fund the cost of **£750** – August 2022 to end December 2022. Full cost for the year 2022/2023 is £1875. The remaining £1125 of this will be approved, if appropriate during Parent Council meetings in 2022/2023. Noted that the pilot of donations

towards tennis will hopefully result in cost recovery, with subsidised/free places. **Suggested by Rachel Blythe that Jess Lambson should be invited as a guest to a Parent Council meeting in Autumn 2022.**

- Agreed to fund the **Lagganlia coach**, as per previous years.
- Agreed to fund **£250** to top up the gardening grant Mrs Williamson secured for entry to the Botanics harvest festival. (Rationale – although the grant was successful, it is hard to use it to buy all things, which the playground needs in gardening terms.)
- To approve all this spending will require fundraising in the future.

#### **9. Green Space Issues / Broughton Growing and Cooking Project / Eco and Cost Saving Issues**

This item was not discussed in detail due to the time available for discussion. Updates to follow in other ways, including a date for the Parent Council cupboard tidy up.

#### **AOB**

The opportunity was taken to thank those parents leaving the Parent Council, because their children were leaving the school. This was Rachel Blythe's (the outgoing Chair's) last meeting as Chair and we all thanked her for all her ideas for new events and activities, participation in all events, hard work and diligence in steering the Parent Council over the last year (as Chair) and for contributing to Parent Council / Friends at Broughton activities and planning since 2017.

We also say thanks and good bye to Anne Hay who has been involved in the Parent Council for 10 years, since her eldest (now S2) was in nursery. She ran numerous events at the school, including three summer fairs, Friday lunchtime cafes and was part of the witches' coven at Halloween discos.

Also many thanks to Bence Solymar (previous Treasurer for 3 years) and involved in the Parent Council before and after this. Bence was also an enthusiastic playground tidier/gardener. Bence contributed well to events and activities including the March 2020 Family Fun Night / Beetledrive.

Many thanks all, we will miss you!

#### **Dates of next meetings:**

To be confirmed - see previous item in agenda.

#### **List of Documents:**

- This Agenda
- Minutes 23 February 2022
- Bowling Greens development update - new early years, housing and school greenspace
- Chairing the AGM meeting in September 2022
- P1 transition (A, B, and C parts)
- Treasurers' Report
- Funding Decision – School Trips and In School Equivalents (e.g. Storyteller coming to the School) May and June 2022
- Funding Decisions – Active Schools 2022/2023