

Broughton Primary School Parent Council

Wednesday 16 March 2024

Minutes

1. Welcome, introductions and apologies

Attendance:		Apologies:
Maria Gowans (HT) David Borthwick (PT) Sam Rushforth (DHT) Robert Pollock (Chair) Pauline Oh (Communications officer) Veronika Jureckova (FAB event coordinator) Naomi Sandilands (Secretary) Shona Campbell (Treasurer) Barbara Johnson (Greenspace Coordinator)	Zen Alum Secondina Sue Perkins Israel Orumade Simon Ramsey Lizzie Matheson Olivia Anderson Elliot	Matthew Wilcken (Vice-Chair)

2. Minutes and Matters Arising

- a) Minutes of 29 November 2023 agreed.
- b) Actions Log from previous meeting(s) - updated as follows:

ACTION	STATUS
Robert to create a database of parents willing to come into school and talk about their job. In an effort to get children interested in STEM subjects early and make children aware of other future careers.	On-going
Mrs Gowans to arrange a skip hire in January and obtain a quote for a structure to protect buggies and scooters from the weather. Once the skip is booked Robert to arrange a team of volunteers from the Parent and Carers Forum to clear the area and trim the vegetation.	Completed Feb/March and on agenda

Parent Council to promote awareness in its communications on the Bronze UN Rights Respecting School accreditation.	On-going and noting that to keep this on the agenda for Sam Rushforth to provide updates to the PC.
Poster of the roles and responsibility to be on notice boards - Photos of role bearers. On-going action for Pauline to communicate our roles/who we are.	Completed
ACTION: Mrs Gowans to ask whether St Mary's Church would allow Parent Council sell tote bags at the Christmas Concert on 15 December. ACTION: Veronika to establish a stock control system for Tote Bags sales.	Completed.
ACTION: Mrs Rushforth to explore demand for chess and existing demand for snakes and ladders and possible cheaper alternatives such as attaching a regular chess board to picnic tables, buying connect 4 or Jenga more cheaply. And whether taking chess pieces in and out around break time would impact on children's own play.	Completed and on agenda.
Parent request better communication from the school notifying them when the P1s require forest learning clothing including the need to pack a snack.	Completed
Buggy park in nursery: Simon to email suggested amendments to Mrs Rushforth.	Agenda item
Robert to consult parent council office bearers on the proposed term dates 2023/24 and 2024/25. And respond to City of Edinburgh Council.	Completed.

3. Head Teacher's Report

Class organisation and staffing next session:

From August the roll is expected to go up to 14 classes (2 at each stage). There are currently 68 P1s registered for August intake. This will change as family circumstances change and there are currently 8 are on the out of catchment list. There is still the possibility of a P1/2 composite depending on final numbers.

Some changes in staff as temporary staff leave, one teacher returning from maternity and one going on maternity leave, as well as two teachers on secondments.

The current P6/7 composite will return to two classes of P6 and P7 as the small current P7s leave. Next year's P7 will be mixed up and split into two classes and continue to work closely together.

This year has remained exceptionally busy for senior leadership and the Pupil Support Officer handling a lot of requests for assistance, making referrals and child planning meetings. As a lot of the issues relate to behaviour and anxiety, and managing screen/internet use, the school will look at

offering or suggesting parenting classes. This is not unique to Broughton but is seen a lot across the school estate and the likely consequence of lockdowns.

Robert asked what the Parent Council could usefully do to help, and Maria said that parenting classes can also be helpful in allowing parents to bond over common experiences and offer support to each other.

ACTION: Potential for Parent Council to help promote parenting classes and offer support.

Questions for Headteacher Mrs Gowans and the School Senior Leadership Team

- Update on the Scottish Water works in the carpark: currently in phase 3 out of 4 - estimate completion remains Dec '24 and involves a new Archimedes screw being installed underground.
- Teenagers in playground - not much the school can do as it is an open playground and one of the few local place for teenagers to hang out. However, if they are causing a nuisance and any of the teenagers are recognised, let Maria know so she can try to contact parents or High School.
- Home learning - it has been a long time since the school policy was updated. Most classes have a class grids in teams (with games and activity) and spelling. When consulted parents on this in the past, it is generally a split outcome in favour and against. Could survey parents again. Teachers often find assigning homework takes up time to manage for little reward.
- Buggy and scooter park - can't have a shed next to the nursery building as it is a fire risk (wooden flammable shed next to building). A Health & Safety check is due and will report back on options. It may be that the nursery can get a canopy to shelter the worst of the rain but not a full shed with doors.
- Top playground bike/scooter shelter so kids don't need to go down the stairs to use the shelter there. However, there is not much space and ground is not level. In addition, the school is a Listed Building and would require consent to put a permanent structure to the front of the building. Also need to go through CEC approved list (2 providers).
ACTION Maria Gowans to look into grants and funding next financial with the Council's safer routes to schools officer who previously helped with the bike shelter in the lower playground.
- Active Schools - 20 participants per session, limited space in school (BASC have daily let for the gym hall) and there is a limited number of clubs in the community that are within the CEC framework that are available to work with.
ACTION: Secondina Alum to contact Jess the Active Schools coordinator to discuss potentially running a dance class.

Culture Fund Update - Sam Rushford

So far this year class trip excursions have been free opportunities, and so the culture fund has been used on travel expenses (not all children have or remember their free bus passes and some trips like P4 trip to Jupiter Artland and P5 to Bridge 8 require private coach hire)

Staff are looking at summer excursions to use the remaining Culture Fund allowance.

Parent Council agreed to carry forward the allocation next year of £150 per class or £300 for the stage.

Also discussed the two trips that parents are paying for: P6 Epic Day Out Council organised trip (£49) and P5 Bridge 8 £35/40 for the day. Could the culture fund be used for this? In the future if this is to be an annual excursion for every P5 and P6 year group, it was felt that the culture fund could subsidise this for all pupils. It is acknowledged that the school uses PEF to fund some places.

ACTION: The PC was in agreement to support these excursions and will work with the school leadership to assist in funding these annual trips for P5 and P6 years. Once all the cost estimates are available for next year, this can come to the Parent Council as a spending request/part of Culture Fund allocations.

Agree to top up culture fund for the next year £150 per class.

4. Parent Council Update (Robert - Chair)

PC Locality Meeting North East and South East – 27 Feb

Robert gave an update from this meeting. There was a focus on maximising attendance. There was an update on the consultation on the Future of Scottish Education. It is likely that when our younger primary pupils go to high school, there will not be a system of exams, instead more focus on learning rather than revision for exams. Potential for a new style Baccalaureate curriculum. With a focus on learning about the big issues of the day, self-study and creating a flexible work force to meet the job market.

There is a review of how Additional Support Needs (ASN) is being delivered in the City's school estate. Maria had circulated the minutes of this. ASN to be locally provided in enhanced support bases (ESBs) with the aim that pupils are no longer taxed in from out of catchment (reducing cost of transport, and meeting CEC aim for 20MN). However, most learners with ASN will be in the mainstream classes, with a variety of needs and support requirements. Robert asked how parent councils could support ASN teachers and learners, and the answer was to reach out with ASN leads in the school.

ACTION: Robert to meet with Additional support teacher Eliot Young and Sam Rushford who oversees all ASNs for the school.

Drummond CHS communications

There is a request from DCHS PC to periodically share their feeder Primary Schools activities. Broughton PC is unable to provide this due to limited capacity, resource and its relevance. Bearing in mind many of our events are only for the internal Broughton PS community.

Parent Council would like to consider recruiting an Additional Support Needs/Equalities Representative, Diversity Rep and class year reps.

PC Chair wants to get a ASN rep on the Parent Council to enhance our stated aims of equality, inclusion and diversity increase the range of opinions and enhance the decision making of the parent council.

General agreement that it was hard to recruit the core office bearers and to have parents/carers to attend meetings, could be a challenge to get another role filled.

ACTION: or diversity question in the survey at the international (Sunrise) café

Noted that all communication from the PC go to the whole PS parent forum including language class (ESB).

ACTION: Robert to draft letter (within 2 weeks after this meeting and share with the current office bearers for comment) recruiting new officer bearers for the following academic year. It will include the provisional list of parents/carers to nominate themselves to office bearers, class reps, potential post of Additional Support Needs/Equalities Representative, Diversity representative.

5. FAB Update

- Winter Raffle – Pauline is leading on the thank you certificates for all participating businesses letting them know the total raised. There are also some items kindly being donated back by the winners, these will go into the PC cupboard for next events/raffle.
- Olivia leading the Spring Disco on 22 March - hat themed and tickets are being sold this week.
- Sunrise Café 29 April (Becca leading) - can the school help us recruit since it is related to the sunrise week?
- EMF training session start on 17 March Sunday 10:30 Pilrig Park (Naomi and Shona)
- Summer Fair 8 June - Veronika leading. Sea theme as we are close to Firth of Forth - - school pupil council to pick a title.

ACTION – ALL to look out for charities related to marine/sea life conservation/water activities etc to attend with an information/activity stall at the summer fair.

6. Treasurer's Report

Shona provided an update of our closing balance as of 9 March 2024 of £10, 539.30
The net income from our main events are as follows:

- International café £279.62
- Halloween disco £623.15
- Raffall £815.40
- Quiz night £66.89

7. Spending

Chess and draughts - last year the children voted and made a list and voted for a giant chess and draught pieces and grid painted in the playground. This requires storage of equipment - house reps look after cupboard (system in place) – PC agreed to pay for £800 for the chess/draughts and grid

P1 forest school waterproof gear - work with Pauline on new form for grant.

Barbara in discussion with Mrs Williamson – and seek to invest in cloche/gardening protection for planting.

AOB

- Katie Swanson the manager at Broughton After School Club is retiring at Easter. The Parent Council would like to acknowledge all her help in creating a stimulating environment for children and support she has given to the Parent Council with putting on a creche at in person meetings, supporting events with communications and taking in and storing raffle items. We all wish her a long and happy retirement.
- Facebook membership
ACTION: Pauline to work with school to remove parents from Facebook who no longer have kids at the school.
- Events planning – school year 24/25 Calendar
ACTION: Maria to share in May the school calendar with PC before sending out in email to parents so that we can include confirmed PC events.

Date of next meeting: 15 May 2024