

Broughton Primary School Parent Council

Wednesday 15 May 2024

Minutes

1. Welcome, introductions and apologies

Attendance:		Apologies:
Maria Gowans (HT) David Borthwick (PT) Sam Rushforth (DHT) Robert Pollock (Chair) Matthew Wilcken (Vice-Chair) Pauline Oh (Communications officer) Veronika Jureckova (FAB event coordinator) Naomi Sandilands (Secretary) Shona Campbell (Treasurer)	Amanda Skinner Simon Ramsay Lizzie Matheson Sam Chitreddy Asad Tanveer Khan	Barbara Johnson (Greenspace Coordinator) Deborah Elliot

2. Minutes and Matters Arising

- a) Minutes of 16 March 2024 - agreed.
- b) Actions Log from previous meeting(s) - updated as follows:

ACTION	STATUS
Review of how Additional Support Needs (ASN) ACTION: Robert to meet with Additional support teacher Eliot Young and Sam Rushford who oversees all ASNs for the school.	Completed, letter sent out.
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.	Completed, letter sent out. Robert met Enhanced Support Base to discuss how to ensure our activities include needs of the ESB and pupils in the

	additional support base.
<p>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.</p> <p>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.</p> <p>ACTION: or diversity question in the survey at the international (Sunrise) café</p>	
<p>Summer Fair 8 June</p> <p>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.</p>	On-going – on agenda
<p>Facebook membership</p> <p>ACTION: Pauline to work with school to remove parents from Facebook who no longer have kids at the school.</p>	Voted to delete all parent forum from Facebook and ask to rejoin. Pauline Oh to action.
<p>Events planning – school year 24/25 Calendar</p> <p>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.</p>	Agreed list of proposed dates, with some changes, then final vote at AGM in August
ONGOING ACTIONS:	
<p>Parent Council to promote awareness in its communications on the Bronze UN Rights Respecting School accreditation.</p>	On-going and noting that to keep this on the agenda for Sam Rushforth to provide updates to the PC.
<p>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.</p>	On-going
<p>Buggy park in nursery: Simon to email suggested amendments to Mrs Rushforth.</p>	On-going – need to assess with FM
<p>Bike and scooter shelter:</p>	Apply to Sustrans next financial year

3. Head Teacher's Report & Questions for Head Teacher and Senior Leadership Team

Class organisation and staffing next session:

14 classes, 2 new teachers, two temporary maternity and secondment cover, and one probationary teacher.

School focus on writing using 'Talk for Writing' where children learn and act a story and re-write their over version, including oratory skills. This is a cluster-wide literary attainment initiative.

P6s have not selected their grouping for classes yet but are aware. This will happen soon.

Digital learning update from Mr Borthwick: The Cyber Captains have been busy collecting digital learning evidence across the school sharing on Teams between classes. A P1 parent has started a coding club. Supporting OneDrive in P5 getting ready for i-pads in P6. Staff have been surveyed how they use devices across the school. More work on coding using BBC's 'microbits'. Continue to develop more creative ways to use digital learning.

Rights Respecting Schools Update – Sam Rushforth

Two rights with school Article 27 and 24 shared with assembly, workshops with teachers, and included in the Nursery Vision. Sway is being used as a way to record evidence of what RRS activities have been going on in the school, to allow evaluation for Silver (September).

4. Active Schools volunteers needed for classes to proceed

Jess struggling to find providers who are able to provide classes which are paid for by donations, CEC has asking for parent volunteers to help run clubs. Taster sessions from local clubs are offered, for example cricket.

5. Treasurer's Report

Closing balance as at 15 May 24 is £11,204.22

Total income £5,225.93 and expenditure £2,958.29

Net income per event:

- International café 279.62
- Halloween Disco 623.15
- Winter Café 420.85
- Raffall 815.40
- Quiz night 66.89
- Tote bags (240.50)
- Spring disco 453.14
- April café 213.44

Annual accounts and return to OSCR for year to 31 July 2023 have been submitted to OSCR, the charity regulator.

Tax returns brought up to date (all years submitted up to 31 July 2023). The last year that had been submitted was 2017. School office had mistakenly been forwarding any HMRC mail received for us to the Council. This should no longer happen. (we do not need to pay any tax as a charity, but we still

need to submit tax returns). There have been some penalties received for overdue returns, but we will be able to appeal these.

Bank account – signatories to be updated for the accounts.

Pending expenses of ~£400 for previously agreed playground painting and culture fund for 2024/25.

6. Gambling and gaming harms training session

Fast Forward is keen to deliver training session to school/parent council and has funding opportunity (up to £1,000) for young people and parents/carers to raise awareness. Youth Fund - Scottish Gambling Education Hub (fastforward.org.uk)

Parent council has a lottery licence from the Council for 2024 and returns are submitted every two months.

7. PC meetings (events update)

Dates agreed in principle to be confirmed by vote at AGM.

PC meetings:

- 28 August in person (AGM)
- 9 October (online)
- 27 November (in person)
- 26 Feb (online) – voted in favour of moving this forward instead of mid March to reduce gap between meetings
- 30 April (in person) – voted in favour to move this forward from mid May.

Other PC/FAB events as follows:

- FAB international café and pre-loved uniform Friday 27 September
- Book Exchange (Robert to lead) at the end of the parent drop-in at the end of Scottish Book Week in Mid November (22 Nov tbc)
- Playground tidy-up/bulb planting Sunday 3 November
- October Halloween Disco Friday 25
- Winter Café 29 November (voted in favour of end of Nov due to usual winter activity heavy month in December)
- Family night 31 January
- Playground tidy-up Sunday 2 March
- EMF training starts 16 March
- Spring Disco Friday 28 March (voted in favour of having second disco)
- Summer Fair Sat 7 June (voted in favour of early of June so events are more spread out in June for Nursery/P1 and P7/S1 transition events)

8. FAB Update

Sports Day (including family picnic) – parent council agreed to run a refreshment stall, and assist with the nursery event the week after.

ACTION: email out call for volunteers. Rob to lead, Simon to assist with nursery days

Summer Fair – demos slots are full, and other activities confirmed include: clothes mending ‘street stitching’, fire engine, bag piper, information box from Marine Scotland. Other parents have offered to investigate other contacts.

Veronika plan to stock check PC cupboard on 31/5, update first aid kit for summer fair and will act as the first aider on summer fair.

Rob has contacted RNLI

P1 Transition leaflet – on hand. Kirsten Ramsay (P1) is leading.

Action: Need person to help Kirsten on the in person transition day on 19th June.

AOB

PC members asked if they would like to be involved in a CEC survey on 'parental input on the new maximising attendance policy' to get in touch with Pauline for details.

Date of next meeting (AGM): 28 August 2024