

Broughton Primary School Parent Council

AGM

28 August 2024

Minutes

1. Welcome, attendance and apologies

Maria Gowans	MD Omar Farouqe
Sam Rushforth	Simon Ramsay
David Borthwick	Ivan Denisov
Robert Pollock	Anna York
Shona Campbell	Katie Paterson
Naomi Sandilands	Evan Paterson
Barbara Johnson	Elena Samolefova
Veronika Jureckova	Lizzie Matheson
Rebecca Winterstein	Ruth Evans
Pauline Oh	

2. AGM 2023 Minutes

Minutes approved.

Actions review from AGM 2023 – Facebook rationalisation has taken place.

Find out the event with the highest cost saving potential (not all events need to make a profit, but we don't want wastage either) – in Treasurer's Report

Money agreed to be spent on the playground improvements following prioritised list consultation with pupils, in pipeline to deliver chess board markings once car park is reinstated and contractor is available.

Advertise who's who of PC office bearers- actioned: photos on website and on boards.

3. Chairs Report

Robert delivered the Chair's Report and gave the parent forum an opportunity to hold the chair to account. The presentation was a look back at progress towards aims stated in last year's constitution and a look forward to next year's events. Slides of this presentation can be found on the [school website \(parent bodies\)](#).

17 Events were delivered (5 parent council meetings) in large part their success was down to the leadership role of the FAB coordinator (Veronika was thanked for all her hard work and inspiration this year).

We were fortunate to get free labour from the Leith Men's Shed to make the compost area in the bottom playground and hope to use them for planter troughs in the top playground. This fostered links with the community and reduced our expenditure.

Planned events:

- A draft list of events was circulated and presented. Agreed that the events for the rest of 2024 are agreed (and will run subject to sufficient volunteers and an event lead).
- The event in 2025 will be agreed with the in-coming office bearers.
- Checklist for (generic) event organisation to be refreshed by Robert and circulated with a call for volunteers to lead the events.
- All agreed to book Chaplins Disco for the Halloween Disco due to our usual DJ (Stuart) not being available (subject to understanding the cancellation fee). Pauline to action.

Looking Forward 2024/25:

- Three funding opportunities are being explored with bids for grants. Agreed that smaller costs should be paid by normal expenditure and use potential grant funding for larger aspirations eg if successful use Leith Chooses fund for the summer fair that promotes community at the school.
- Buggy park at the nursery school remains an aspiration but looking at alternative options that meet Council constraints. Will know more once the Council audit is complete and know what is likely to be approved.

4. Treasurers Report

- Opening balance as at 1 August 2023 8,936.58
- Income 8,993.87
- expenditure (3,968.47)
- Closing balance as at 31 July 2024 13,961.98

Net income per event:

International café 279.62
Halloween Disco 623.15
Winter Café 420.85
Winter Raffall 815.40
Quiz night 66.89
Tote bags (213.00)
Spring disco 453.14
April café 213.44
Summer fair 2,250.01
Summer raffle 321.30
Sports day 269.21

Summer Fair took approximate 1/3 of the total income.

Robert agreed to find out why CEC PC admin funding of £665 was not received last year.

Treasurer submits to OSCR (charitable regulator) our annual report for them to audits our charitable aims and funds.

Prepare annual Culture Fund expenditure including Bridge 8, Epic Day and Lagganlia coach to understand year ahead expenditures.

Treasurer (Shona) will look into Lagganlia and Culture fund expenditures from previous years not accounted for.

Approval of the annual Treasurer's Report will follow once total income will be confirmed when a full bank account statement is obtained.

Pending expenditure include playground marking – agreed funding but contractor not available.

Shona was thanked for her thorough and frequent financial reporting.

5. Election of Office Bearers

Chair – vacant

Secretary – Robert Pollock nominated by Naomi Sandilands, seconded by Anna York

Treasurer – Shona Campbell nominated by Robert Pollock, seconded by Mrs Gowans. NB Elena agreed to shadow Shona this year.

FAB (Friends at Broughton) coordinator – vacant

Growing and Cooking Coordinators: Barbara Johnson, Ruth Evans and Amanda Skinner, nominated by Robert Pollock and seconded by Rebecca Winterstein.

Pauline Oh will continue to lead on communications, but not a role that is in the constitution requiring election.

6. Spending Plans

Refresh the top playground (entrance) mural. Anna to prepare a list of possible plans and discuss at next meeting. Potential to include this in a funding application.

The parent council agreed that Mrs Williamson should receive £180 to create an outdoor classroom.

ACTIONS:

- Send call out to **volunteers for the two upcoming planned events** – 27 September International Café and 25 October Halloween Disco. These two events were approved subject to securing event lead(s) and enough volunteers, as well as the other events in the calendar up to end of 2024.
- **Checklist / general guidance note** for the planning of events: prepare and circulate with call for volunteer event leads. Robert to action. [Post-meeting note: Pauline Oh has a checklist that requires updating].
- Book the **hire for the Halloween Disco (Chaplins Disco)** for 25 October subject to confirming their cancellation fee. Pauline to action.

- Follow up the **City of Edinburgh Council funding** for parent councils – if and when this payment will be made. Robert to action.
- Prepare plan for the **refresh of the school mural** (top playground) to bring for discussion at the next parent council meeting. Anna to action.
- **Annual expenditure plan** from culture fund for agreed annual trips: Bridge 8 for p5s, Epic Day Out for p6s and Lagganlia coach for p7s. School Senior Leadership Team to prepare and bring to Treasurer at next parent council meeting.
- **New roles** for Parent Council:
 - Contact Ms Venn for Equalities/ASN Rep. Robert to action.
 - Diversity Rep: communicate this role along with other unfilled office bearer roles. Robert to action
 - Independent examiner (of accounts) – ask Dionne to do this again. Shona to action.
- Invite Drummond Community High School Head Teacher to next parent council meeting. Secretary Robert to action.
- In the absence of a Chair nominated at this AGM, meetings will be chaired by a member of the parent forum on a rotation basis.

Date of Next Meeting

Wednesday 9 October: Parent Council Meeting (On-line)