

MINUTE OF BROUGHTON PRIMARY AND NURSERY PARENT COUNCIL

9 October 2024 (ON-LINE) 6:30-8:00pm

Attendees

Maria Gowans Head Teacher Broughton Primary School (BPS)	Rachael Robertson Head Teacher Drummond Community High School (DCHS)
Sam Rushforth, Deputy Head BPS	Daisey Drummond Pupil (DCHS)
Aswa Shamsuddin, Parent Council meeting chair	Asad Khan
Eleana [SURNAME] Deputy Treasurer	Pauline Oh, Communication Officer
Rachael Ballie	Amanda Skinner
Anna York	Anne Hatton, Funding Officer
Niaomi Sandilands	YKO
Barbara Johnson	Aish
Sue Perkins	Lizzie Matheson
Veronika Jureckova	Olivia Anderson
	Robert Pollock, Secretary

Apologies

Simon and Kirsten Ramsay, Anna Savage, Ross Gibson, Shona Campbell and Mr Borthwick Ruth.

1. Previous Minutes and Matters Arising

- Minutes from the previous meeting of 15 May 2024 were agreed.
- Actions Log from the previous meetings was updated as follows:

ACTION	STATUS
In pursuit of the stated aims of the constitution the PC had recruited an ASN rep. The Diversity Rep. remains unfilled. ACTION: or diversity rep recruitment question in a future survey.	On-going. Anna Savage volunteered to be ASN Rep
Parent Council to promote awareness in its communications on the Silver UN Rights Respecting School accreditation awarded on 9 October 2024.	On-going. Sam Rushforth to provide regular updates to the PC.
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
Buggy Park in nursery: Simon to email suggested amendments to Mrs Rushforth.	On-going – Mrs Gowans to assess with Facilities Management.

Bike and scooter shelter:	Apply to Sustrans next financial year 2024/25
Mrs Gowans to promote the awareness of applying for free school meals as eligible parents will then be eligible for other funding such as clothing grants.	10 October email went to parent forum
Can attainment statistics be obtained of the roughly 19 learners who have remained in Broughton between P1 to P7 from the statistics shown in Mrs Gowans report?	Mrs Gowans will try to show this at next meeting
Anna York to refresh the mural on the front of the school by consulting the children, to reflect diversity. Planters would be included in the design proposals.	Anna to work with Mrs Gowans to set up children consultation workshops.
PC to consider funding Jupiter Art Land Coach and P5/P6 trips and other activities throughout the school every year	Veronika to put on agenda of next meeting.
PC to assess the amount of P1/P2 forest schools boots and clothing donated before asking for a PC grant to make up the shortfall.	Kirsten Ramsay
Anna S + ASN Rep has two letters objecting to the potential cuts to ESB (Enhanced Support Base) funding. One for PC to issue the other for parents to send to their councillors.	PC agreed to join the petition. Anna S will sign on behalf of BPS PC.
Robert to recruit those parents interested in tackling the trees at the side of the gym during the playground tidy up on 3 November.	
Pauline to issue a call for volunteers for the winter events and the next meeting chair.	
Pauline proposed a Parent Council distribution list which would expire in one year to comply with GDPR. Pauline to set this up.	

Item 2. Presentation by Rachel Robertson, Head Teacher of Drummond Community High School. Followed by questions from Broughton parents.

Q: "I've noticed that Drummond High School seems to offer fewer extracurricular activities, especially after-school programs, compared to other high schools. Is this a temporary situation, or is there a plan to expand these opportunities for students?"

A: Rachael could not speak for other schools, but Jess Lambson and volunteering teachers deliver a wide range of activities.

Q: "What is the ratio of pupils to teachers at DCHS?"

A: Even though the role is relatively low the class size is like other schools 31 in non-practical subjects such as history and 20 in practical subjects such as physics.

Q: "What is the transition from P7 to S1 like for ESN Learners?"

A: It's bespoke to meet the individual learning needs of each pupil.

Q: "Can Rachael expand on the steps taken to improve the focus on attainment in S6?"

A: Drummond is a Lothians Equal Access Program for Schools which aims to encourage and advise students who are traditionally under-represented in higher education. Learners have email access to a LEAPS Counsellor as well as a Career Adviser who can advise and even contact further education institutions directly. Regular Sixteen Plus meetings are held to identify which partners including Developing Young Workforce, Edinburgh College and Enable, can sign-post pupils to help them reach a positive destination.

Q: "What is the split of subjects offered by DCHS?"

A: Rachael put the full list of subjects in the chat and confirmed that the school adheres to the principles of the curriculum for excellence. Additionally an reciprocal exchange arrangement is in place and pupils can travel by taxi to Leith Academy if a subject is not offered by DCHS. Rachael explained DCHS has a focus on Nurturing Big Ambitions, 95% of S6 pupils move into a positive destination. The priorities for DCHS are Inclusion, people and progress and the curriculum.

Q: "Have teacher numbers gone up to correspond with the increase in pupil roll?"

A: This is done on a formula basis and teachers had been recruited.

Item 3. Head Teacher, Mrs Maria Gowans Report and Questions for the Senior Leadership Team.

The school was awarded its Silver Accreditation as a UN Rights Respecting School, and the pupils would be told at assembly on Friday. The school is not far off gold accreditation. Congratulations to the pupils who gave the inspectors a tour and Mrs Rushforth for her efforts.

Maria reported that the school roll had increased to 375 over 15 classes. 1 probationer, 1 permanent and 5 temporary teachers had been recruited. And 2 teachers are on a career break and maternity leave respectively.

A cluster of attainment drop had been identified across Edinburgh, which included Broughton Primary and the teaching support had been moved from P7 to P5 to address this.

Turnover remains high with around 25 children leaving and 25 arriving each year. It was reported that in one sample year 19 children were taught from P1 to P7.

SIMD (Scottish Index of Multiple Deprivation) profile for BPS is 19%. There may be some underreporting as some parents may be unaware that applying for and being eligible for free school enables them to access other grants and funding to help their child. Mrs Gowans would promote uptake of free school meals to the parent forum. Inclusion and Equity funding is directly related to the number of free school meals families. Currently this is £55k. Which is spent on a full time Pupil Support Officer and a Pupil Support Assistant.

Steps taken to improve attainment include:

- a focus on language acquisition

- 1-to-1 support for reading
- Oral skills
- Changes to writing teaching approaches.
- Intervention when attendance drops to 90% (95% expected, 85% a concern).

Mrs Gowan's 202/25 Improvement Plan included:

- Outdoor learning Art Project
- Learners being participants in their own learning (UN Rights Respecting Schools)

Questions for Mrs Gowans and the Senior Leadership Team

Q: "Do the attendance statistics shown in Mrs Gowans report include children taking time off for holidays."

A: Yes.

Q: "Is City of Edinburgh Council expecting a decrease in the attainment of P1's this year owing to the negative effect of covid on their early years' education?"

A: The Council had provided funding to schools to offset the loss to education caused by the Covid pandemic. There is now an early year's practitioner in every school.

Q: "Can attainment statistics be obtained of the roughly 19 learners who have remained in Broughton between P1 to P7 from the statistics shown in Mrs Gowans report?"

A: Mrs Gowans will try to show this at next meeting

Q: "Can Inclusion and Equality funding be increased if more parents were aware and claimed for free school meals?"

A: Yes. Promote this message to your class parental networks and ask them to contact the school.

Q: Does the school want used benches from the Botanic, if so parent council could purchase at £100 each.

A: Yes, these would be deployed around the perimeter of the school and be a welcome addition.

Item 4. Funding applications to Tesco Grant and Leith Chooses update by PC

On 26 March 2024 Robert had a response from Susan Corbett from Groundwork about his, "application Ref 116762 Tesco Stronger Starts Fund Ref 116762 has now gone to shortlisting. It can take up to 12 months at this stage before reaching the public vote but, as soon as there is an update, we will be in touch."

Anna York (the Parent Council Funding Officer) gave an update on the Leith Choses funding application. The theme is Leith Unites. Both Anna H, Anna Y and Pauline applied for nearly £4k to refresh the mural on the front of the school by consulting the children, and reflects diversity. Planters from Leith Men Shed would be included in the design proposals. Anna York to work with Mrs Gowans to set up children consultation workshops. Pauline thanked those helping to obtain quotations for the application: Ritchie, Matthew, Amanda, Barbara and Ruth.

Item 5. Treasurer report (Shona and Elena)

Elena delivered the Treasurer's Report.

No monies were paid to the school in respect of Lagganlia and culture fund between 1 August 2023 and 31 July 2024.

The cost of Lagganlia coaches was confirmed for 2022/23 will be £1,248 and in 2023/24 £1,3880 There was £535 left in the Cultural Fund from last session.

The updated closing cash as July 31, 2024, was £14,194.76. The previous August meeting report stated £13,961.98, the difference being the £232.78 lottery money. The income is the cash and sum up takings from the Sept Cafe. The expenses are 2 school lets at £22.70 each, one parent council creche at £30 and £137.13 for café expenses.

Pending expenses

Veronika Expenses (awaiting receipt and voucher)	33.99
2025 lottery licence	20.00
Lagganlia 2023 coach (TBC - estimated)	1248
Lagganlia 2024 coach (TBC - estimated)	1248
Culture Fund - school to confirm - estimated	<u>3,000.00</u>
	5,453.99

Specific points on treasurer matters for noting at the meeting:

1. All tax returns are up to date.
2. HMRC has waived all penalties for late returns except 2020 for some reason. (I previously reported that returns from 2018 were outstanding). I have appealed this and am hopeful it will be waived too. It is £200.
3. All lottery returns are up to date. (We are required to submit a return to Edinburgh City Council every two months).
4. 2025 lottery licence to be applied for shortly (plenty time before 1 January 2025).
5. Dionne McLaughlin is lined up to be Independent Examiner of the July 2024 accounts. The accounts and supporting vouchers will be finalised in the next couple of weeks and then passed to Dionne. Deadline for submission for OSCR is April 2025.
6. Mail from our bank has been received addresses to previous treasurer, so it looks like bank has not updated the signing authorities as requested. I will look into this but suspect we may need to resubmit new signing mandates.

Item 6. Spending update

The following funding application had been received:

- House captains (tabletop games for the quiet area £76.76),
- P6 funding for keyboards use in classroom £374.75 for 25 x £14.99 (Ross).
- Mr Bothwick P5 & P6 trips Total cost of £4,277 (P5 Bridge 8- £35 pp x 55 pupils= £1925, Epic Day- £49pp(TBC) x 48 pupils= £2352)
- P1 Forrest school clothing (£500 - £1,000) Kirsten Ramsay who could not attend the meeting provided an update, "Kirsten had spoken to nursery and school staff about the durability, long-term wearability and ease of use for learners and staff, dungarees are the popular choice as they are easy to put on, can be adjusted in length (shoulder straps) to accommodate different heights (and thus age range) and provide a greater overall cover and subsequent warmth to the body. Kirsten provided a quotation which included boots and clothing from 3 suppliers (Spotty Otter, Muddy Puddles and DryKids) all of whom provide a 15% discount to schools.

Funding decisions:

- Tabletop games grant was approved.
- A decision on keyboard funding was postponed.
- The Parent Council decides to partially fund the P5s and P6s class trip to help reduce the cost for each family. This means that P5 child would pay £20 instead of £35 and P6 would pay

£29 instead of £49. P5 and P6 class trips for £1,785 (p5 outing to hub8 £15 x 55 pupils = £825, epic day p6 £20 x 48 pupils = £960)

- P1/2s Forest school clothing was approved in principle. PC to assess the amount of P1/P2 forest schools boots and clothing donated before asking for a PC grant to make up the shortfall. Kirsten Ramsay

Item 7. City of Edinburgh Council cuts to Enhanced Support Base funding.

The ASN Rep Anna S raised a potential cut to ESB (Enhanced Support Base) funding which may have a knock-on effect to mainstream classes. Anna to join other Parent Councils in signing a petition objecting to the cuts – this was agreed, and Anna would make available to parents a campaign letter that could be sent by parents as individuals to all councillors – this was also agreed.

Items 8. Gardening Update (Ruth, Amanda, Barbara)

Amanda gave an update from Gardening and cooking Coordinators. There will be a playground tidy up on 3 November which Amanda will lead. Ruth is working with Ms Williamson on how to integrate gardening into the curriculum to give outside space regular care and attention. Move on Wood has agreed to donate wood for planters and men's shed will build them.

9. Events Update

Halloween disco. Olivia is leading and reported that 7 more volunteers had to complete the availability form.

Playground tidy. Amanda leading and it will be 3 November. leads for winter cafe 29 Nov and winter trail required ASAP. Pauline to issue a call for volunteers.

10. Chair for next meeting? In-person 27/11

Pauline will incorporate the call for this in the email.

11. AOB

- Pauline proposed a Parent Council distribution list which would expire in one year to comply with GDPR. Pauline to set this up.
- Robert to arrange a team of parent volunteers to tackle the space next to gym hall during the Nov 3rd playground tidy event.
- Date of next parent council meeting will be Wednesday 27 November 2024. (In-person in the link building).