

BROUGHTON PRIMARY SCHOOL AND NURSERY PARENT COUNCIL MEETING

Wednesday 30 April 2025. This meeting was held in-person.

ATTENDEES

Steve Hubbard, Chair of Meeting
Mrs Maria Gowans, Head Teacher, School Senior Leadership Team
Mrs Sam Rushforth, School Senior Leadership Team
Shona Campbell, Treasurer
Elena Samoletova, Treasurer-Elect
Aya Saraheem
Naomi Sandilands
Veronika Jurekova
Barbara Johnson
James York
Pauline Oh joined (from 7pm)

APOLOGIES

Mr David Borthwick, School Senior Leadership Team

1. Welcome and Introductions, Any Other Business call, Agenda Review

There were no matters arising.

2. Minutes of Previous Meeting of 28 February 2025

Textual amendments were received from Naomi Sandilands and Pauline Oh and incorporated.

ACTION

- **Robert to incorporate the amendments and ask Mr Borthwick to place on the school's website.**

3. School Update

Mrs Gowans gave the Head Teacher's Report and there were no questions for the Senior Leadership Group from the Parent Forum.

Mrs Gowans reported that there were 8 weeks of the academic year remaining. The Talk for Writing theme was Non-Fiction Dragons. The Interdisciplinary theme was World News and information letters would be sent to parents, week commencing 3 May. The Printing Art Workshop had produced six metre banners from each class hung from the stair well. P6's had achieved their Forest Award. A school team was assembled for an interscholastic event, pupils had entered the EMF (Edinburgh Marathon Festival) on 24/25 May and school Sports Day was to be held on Tuesday 27 May.

Staffing and class allocations will be confirmed by the end of May/early June. Mrs Gowans confirmed two full-time additional pupil support posts had been created.

As requested, Mrs Gowans had explored options for a Nursery buggy and scooter parking shelter. Owing to fire regulations City of Edinburgh Council could permit metal structure. The proposed site to the north side of the nursery door would need concrete foundations and add £1,000. An alternative site in the nursery playground, to the south

of the nursery door would require no concrete base and be cheaper. The cost of the alternative was £3,000.

ACTIONS

- **Mrs Gowans to speak to the Nursery staff and parents to get their views on losing playground for the proposed shelter and to judge current usage.**
- **Simon Ramsay to work up a proposal using the funding request form based on the information provided.**

4. Finance Update

Shona gave the Treasurers Report for 30 April.

- CEC grant for running of parent council of £680.80 received in December 2024. We did not receive any more monies so assume that we have “missed” the 2023 payment.
- Leith Chooses money for Mural of £1,333.57 received. These funds are restricted and can only be used for the mural. The mural will cost £2,994 in total with the other £1,659.43 being met from parent council funds.
- The winter raffle realised funds of £686.00. There were associated fees of £102.90 meaning net proceeds of £583.10. This compares to the previous winter raffle with income of £815.40.
- Other income since the last meeting from the Spring disco and some residual winter event income.
- The payment of the Lagganlia Coaches for 2023 and 2024 has been made to the school. A total of £2,363.
- OSCR (Office of the Scottish Charity Regulator) accounts to July 2024 submitted 30 April 2025.
- Current funds in hand of £16,836.79.
- The current treasurer has not been able to attend the last two meetings of the parent council.

It is understood that that current committee spending is as follows:

COMMITTED EXPENSES	
Mural funding	1,659.43
Mural funding [this amount is what the PC received from	1,334.57
Planters	500
P5 & P6 trips	1,785
Outdoor classroom resources	185.10
Cultural Fund 2023	2,400
Cultural Fund 2024	2,700
TOTAL	10,564.10

- Assuming this is correct, this means there is £6,272.69 unallocated funds remaining.
- Tax return for year ended 31 July 2024 submitted
- 31 July 2024 Accounts currently undergoing Independent Examination.
- Lottery Licence for 2025 obtained.
- Lottery returns up to date.

- Bank account signatories to be confirmed at the meeting and formal resolution passed. Copy resolution required to update signatories by bank of Scotland.
- Treasurer handover in progress.

Summary of culture fund payments

Culture Fund		
Paid	Amount	Academic year
Aug-22	2,550.00	21/22
May-23	1,165.00	22/23
outstanding	2,400.00	23/24
outstanding	2,700.00	24/25

The delay to the 23/24 and 24/25 payments is because the office only confirmed the amounts in December. We have not been given any further breakdown of the balances or amount of under spend carried forward. Treasurer to confirm dates and periods with Mrs Gowans and Mrs Rushforth and request analysis of previous spend. Treasurer to discuss with school to assess the process going forward to balance accountability with administrative burden and to report back at next meeting. Cultural fund to pay for percentage of experiential trips distributed across all years.

Resolution to Amend Bank Signatories

At a meeting of the Broughton Primary Parent Council held on 30 April 2025 it was resolved that:

1. The authorised signatories for the Bank of Scotland account number 06005143 and Virgin Money Account number 52135K-02880 be updated.
2. The following individuals be removed as signatories:
 - Bence Solymar (Bank of Scotland and Virgin Money)
 - Rachel Blythe (Virgin Money)
 - All other unknown signatories (Shona Campbell to be retained on Virgin Money Account)
3. The following individuals be appointed as new signatories on both accounts:
 - Shona Campbell, Treasurer
 - Robert Pollock, Secretary
 - Elena Samoletova, Treasurer-elect
4. The bank is hereby authorised to act on instructions from any two of the above-named signatories.

This resolution is to take effect immediately and remains in force until further notice.

5. Funding Requests

The funding of the following projects was discussed:

- Outdoor cupboard in nursery playground for learning resource agreed funding up to £500.
- It was agreed that the P4 trip to Dynamic earth would be funded up to £454, but a breakdown of what is being funding by the cultural fund and remaining balance was requested by PC from the school.
- Chill unit for PC to sell food items safely at events such sports day and summer fair agreed funding up to £200.

6. Update on Activities and Funding Applications

Leith Choses

James gave an update on behalf of Anna York that workshops on the new mural's design would be held with pupils before June which proposed the inclusion of a time capsule behind the mural. Engagement would also take place during summer fair. Anna agreed to forgo cost of storing material if secure storage and a key could be found on the school estate/have access to the playground during the summer holiday. It was estimated that the mural would be complete by the start of the term in August.

ACTIONS

- **Anna to receive a key from school for mural material storage area.**
- **Anna to draw down funding by submitting receipts from expenditure and invoices for work.**
- **Anna Y to work with Matthew Wilcken to arrange for the installation of mural panels.**

Stronger Starts

Robert reported that the result of the Tesco Community vote would be known in May.

EMF Edinburgh Marathon Festival

Euan Paterson is the running lead and organising comms on meet-up point and time on the EMF day. He is also trying to source fruits and snacks donations from Broughton Road Tesco

ACTION

- **Parent council voted to approve £50 to spend on refreshments on the day of EMF.**

Sports Day

School Sports Day was to be held on Tuesday 27 May.

ACTIONS

- **Veronika to create a form requesting volunteers**
- **Robert to send Sports Day volunteer form to Parent Forum via the office.**

Transition Event

Transition event (Nursery to P1) would be held on 18 June. The PC has been invited by school to have a stall at the marketplace.

ACTION

- **Kirsten to lead by reviewing and updating the transition flyer.**
- **Kirsten to attend in person event**
- **Pre loved uniforms will be at the stall**

Summer Fair

Summer Fair will be Saturday, 7 June , 11.30 to 14.00hrs. Veronika leading. A STEM Ambassador and an Edinburgh University Representative had agreed to attend. They would staff a table with materials printed by Parent Council and answer any space related questions. Choir confirmed but GLEE with Regionals. Bake off would have

two categories: adults and children. Robert asked to provide contact details of the STEM Ambassador so Kirsten can get in touch with them and agree on activities. Email seeking donations on was sent for a second time on 7th May. 8 prizes donated by local businesses received.

ACTIONS

- **Tom Johnson, parent has offered to run a smart-phone-free-childhood stall at the summer fair.**
- **Cosmic Competition: School will help to gather entries in the week starting 2nd June.**
- **Robert to put STEM Ambassador in touch with Kirsten to discuss their involvement.**

7. Main Discussion Item – PVG changes in Regulation and Guidance

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated roles with these groups. For example: teachers, social workers, sports coaches or other school-based worker or volunteer (with the opportunity for unsupervised contact).

ACTION

- **Stephen Hubbard , with support from Pauline agreed to find out the extend of the Parent Councils responsibilities and action to take in relation to new PVG legislation. Including checking with the wider city wide Parent Council Groups, Connect to seek clarification from the enforcement public body Disclosure Scotland.**

8. Other Brief Discussion Items

Road safety

The footpath on the west side of Broughton Road north of McDonald Road at the old refuse centre had reopened. The CEC planned to widen the path on the opposite, east side of Broughton Road at Pilrig Heights, currently single path. CEC confirmed trees obscuring traffic signs would be trimmed. Work at Broughton Road / McDonald Road T-Junction is longer-term and the lead officer is seeking external funding 2026/27. City of Edinburgh Council is seeking clarification of improvements to the brought Road / East Claremont and McDonald Road / Belleview Road junctions. Depending on a CEC usage survey a traffic island may be installed as a possible improvement solution as Belleview is a wide road at that point.

Inclusion review

A link was shared with Parent Forum to the City of Edinburgh Council's Inclusion Review.

9. Parent Council Administration Items

Future meetings

Parent Council meetings in academic year 2025/26 to be agreed at the AGM. With the first meeting six weeks after the AGM. AG date agreed as Wednesday 27 August (in-person).

ACTIONS

- **Pauline to issue survey asking parents for PC meeting preference for future meetings.**
- **Steve Hubbard volunteered to chair the AGM.**
- **Steven Hubbard agreed to review the constitution, circulate for comments before presenting it to AGM.**
- **Steven Hubbard agreed to give chair report at AGM.**

Access to Gmail Accounts and PC Keys

Current Key holders:

- Noticeboards: Veronika, Kirsten and Rob
- PC Cupboard in the Gym Hall: Veronika, Rob and Barbara
- Gardening cupboard under afterschool club: Rob and Barbara
- Parent Council Gmail account accessed by: Veronika, Pauline, Naomi, Shona, Kirsten and Anna S.
- Parent Council Outlook email account accessed by: Naomi [It has been agreed to ceased access to this account as agreed at previous meeting, due to cost and the inflexibility of it. Sole email is gmail account.]

Lets

It was reiterated that the Secretary is responsible for let bookings. Robert will lead on the current session until new secretary is elected at the next AGM.

10. AOB

Date of next meeting AGM Wednesday 27 August (in-person) 6:30-8:00pm