

PARENT COUNCIL MEETING

Date: Wednesday 25 February

Time: 6.30pm - 8.00pm

Location: Online - MTeams

ATTENDEES

Steve Hubbard Meeting Chair

Maria Gowans School Head & School Senior Leadership Team

Sam Rushforth School Senior Leadership Team

David Borthwick School Senior Leadership Team

Teresa Curran CCG

Claire Mistrella CCG

David Robertson CEC

James York

Elena Samoletova

Veronika Jureckova

Xanthe Hancox

Pauline Oh

Simon Ramsay

Barbara Johnson

Robert Pollock Secretary

MINUTE

1.	Welcome and introductions.
2.	AOB call and agenda review.
3.	Minutes of the last meeting - as attached and actions. Minute of the last meeting was agreed.
4.	CCG Construction – Community liaison Claire Mistretta, Terea Curran from CCG is the main contractor for the Powderhall site, and David Robertson City of Edinburgh Council Powderhall Project Manager attended the meeting to hear from parents what Community benefits CCG may be able to deliver both within school grounds and across the road on the Powderhall site. School staff and Parent Council representatives had toured the school to talk through what might be possible: <ul style="list-style-type: none">• Hedging at the front on Broughton Road,• Planters,• Cycle proficiency playground markings,• Water butts, and• Help to deliver the Parent Council aspiration for a sustainable urban drainage and water capture project.

were considered possible with in the CCG Community Benefits budget.

Water butts as a source of water for plants were urgently required in the lower playground. Bikeability can provide cycle training on new markings at school for P6 & P7. And the woodland trust can offer free trees. A polytunnel is also expected to be delivered after the construction at Powderhall is complete. CCG has engaged with the college on building planters to keep costs down and shared links to other potential project delivery partners with PC reps.

David Robertson stated the Council's vision for the Powderhall site is a shared outdoor learning space, accessible under the school lets system, which will include enhancements and alignments with the Edinburgh cycle network.

ACTION

CCG to arrange a meeting with PC Reps to agree a list of community benefits with quotes and timescales.

5. **School update** – Mrs Gowans

In academic year 2026/27 the school has a full roll of 15 classes. The composite class will be a P2/3 class.

There were plans to feed back to parents soon on plans for woodland learning. Most classes were taking home a book, and many parents had volunteered to help be class librarians. On 3 March P6 will invite parents to a sale of their "Grow-a-Fiver" items.

Planned school trips included:

- Dynamic Earth
- Edinburgh Castle
- Topping Bookstore for a reading

The school currently had no Business Manager and no English as an Additional Language specialist. One Pupil Support Assistant (PSA) was retiring. Two further PSA posts were being actively recruited for. Four Additional Support Needs specialists were starting.

Mrs Gowans commented that like Scotland as a whole Edinburgh and Broughton Primary had seen a significant increase in ASN Learners. All teachers at Broughton had therefore been trained in deescalation strategies.

Mrs Gowans invited parents with any concerns about dysregulated behaviour in the class to get in touch. As an assurance Mrs Gowans undertook to write to the parents of any individual class affected and any parent who raised concerns on those steps and measures taken.

6.	ASN issues update on any actions from last meeting.
7.	<p>Consultations and representation- How to handle / any points.</p> <ul style="list-style-type: none"> • Mobile Phones Ban update (from Parent Council network) – Steve Hubbard Steve Hubbard fed back from a recent Connect meeting of Edinburgh wide parent council chairs on the council elected administration’s manifesto pledge to ban mobile phones during school hours. Secondary school pupil parent would not like to see a ban, but primary school parents would more detail on what constitutes a ban was required. • Integrated Impact Assessment: changes to school estate (toilets and changing facilities) <p>ACTION</p> <ul style="list-style-type: none"> • Steve to circulate a question to parent forum asking what approach the parent council should adopt to gather views when responding to council or Scottish Government consultations. <p>Consultation with Mainstream Parent Council representatives- Steve Hubbard</p>
8.	<p>Future Events To agree focus for events and volunteer strategy – See event list details at end of agenda.</p> <p>No volunteers had come forward for the following events: Playground tidy, Edinburgh Marathon Festival, Spring Disco, Summer Fair.</p> <p>ACTION</p> <ul style="list-style-type: none"> • Robert to pragmatically book a let for the Spring Disco on Friday 27 March and the DJ Stuart had been booked. <p>ACTION</p> <ul style="list-style-type: none"> • Steve to email the parent forum to ask for parents, or groups of parents, are interested in forming a project group to work together to deliver the Spring Disco or the Summer fair for the enjoyment and enhance experience of all children at the school. And for Steve to state that these events are in danger of being cancelled if no parents volunteer to come forward.
9.	<p>Finance Update Elena presented her Treasurer’s Report below:</p> <ul style="list-style-type: none"> • Lottery returns are up to date. • Accounts for 2024/25 submitted. • CEC funding has been received. • Signatories on BoS account updated. • Amendment of signatories on VM account - in progress

- Mr Borthwick confirmed the cost of the Laganlia Coach in 2026/27 at £950.

Calculation - trips P5 and P6 2025/26

Class	Number of pupils	Trip	Cost	Parents to pay	PC to fund
P5	44	Port Edgar	56.85	20	1621.4
P6	56	Epic Day	52	20	1792
					3413.4

ACTION

- Robert to circulate to Mrs Williamson and Ms Rushforth the Tesco grant award and conditions letter to show that 75% of £1,500 has been donated to the school and that an additional 25% will follow in May to keep spending up to £1500.

Broughton Primary School Trust

Treasurer's report

GM 25/02/2026

	From the start of the year to the previous GM	From previous GM to current GM	Total
	01/08/2025 - 03/12/2025	03/12/25 - 25/02/26	
At the beginning of the period	20,574.68	20,070.32	20,574.68
Income	2,335.88	1,793.65	4,129.53
Expenditure	-2,840.24	-7,580.01	-
At the end of the period	20,070.32*	14,283.96	14,283.96

* 20 differences from previous report due Winter cafe float has been incorrectly recorded

Income/Expenditure	Description	Amount
Receipts	CEC grant	680.80
	Lottery	17.40
	Misc sales (Tote bags)	10.00
	Raffle - winter	1,069.20
	Winter trail and kids raffle	17.00
Receipts Total		1,794.40
Payments	Administrative expenses (School let, lottery licence, creche)	-31.50
	Bank charges	-4.73
	Culture Fund 2023	-1,865.00
	Culture Fund 2024	-1,907.10

	End of term staff gifts	-41.94
	Lagganlia Dec 2025	-1,100.00
	Misc sales (Tote bags - sum up fees)	-0.25
	P5 P6 trips 24/25	-1,575.00
	Tesco Grant	-1,001.60
	Winter café	-52.44
	Winter trail and kids raffle (sum up fees)	- 0.45
Payments Total		7,580.01
Total		5,785.61

Expenses

Description	Expenditure planned and agreed	Payments made/ adjustments	Planned expenditure carried forward	Period when expenses were approved	Notes
Culture Fund 2023	1,865.00	-1,865.00	0.00	2023/24	Paid in Jan 26
P5 and P6 trips	1,785.00	-1,575.00	0.00	2024/25	underspent - less pupils attended than expected
Culture Fund 2024	1,907.10	-1,907.10	0.00	2024/25	Paid in Jan 26
Nursery Garden shed	455.99		455.99	2024/25	school to order. PC to reimburse. Could be VAT on top
Tesco grant	1,125.00	-1,001.00	124.00	2024/25	to spend
Planters	500.00		500.00	2024/25	
Lagganlia coach 2025/26	1,100.00	-1100	0.00	2024/25	Paid in Jan 26
Outdoor Class Room resources	185.10		185.10	2024/25	
Total historical expenses	8,923.19	-7,448.10	1,265.09		
Culture Fund 2025/26	2,450.00		2,450.00	2025/26	150 per class (15 classes)

					and 100 ESB (x2)
P5 and P6 trips 2025/26	3,413.40		3,413.40	2025/26	see calculation
Laganlia coach 2026/27	950.00		950.00	2025/26	letter from school 25/02/26
Rain ready project	1,500.00		1,500.00	2025/26	
Current year expenses	8,313.40		8,313.40		
			9,578.49		

Available funds after committed expenses **4,705.47**

10.	<p>Any requests for funding from the Parent Council: Currently none</p> <p>Mrs Gowans confirmed to PC Gardening Coordinator , Barbara Johnson that Men's Shed could only build wooden planters at school if they were 10meters away from the building for fire safety. .</p>
11.	<p>Update on activities, Funding applications, Projects, Ideas</p> <ul style="list-style-type: none"> ● Leith Chooses project – Any update and information on timescales. ● 'Future of Playground' Project – <i>to update on any broader progress/ plans</i> <p>ACTION</p> <ul style="list-style-type: none"> ● Pauline Oh to take a discussion on fundraising off-line . ● Google Workplace proposal - <i>to update on any progress</i>
12.	<p>Parent Council administration items:</p> <ul style="list-style-type: none"> ● Parent Council vacancies: Friends at Broughton (FaB) Coordinator, ASN Rep, Nursery Rep , Project / Activity Leads

13.	<p>AOB</p> <p>Question by Veronika Jurokova. Should we take P5 and P6 classes out of our calculations for culture funding by parent council as we are subsidising their school trips?</p> <p>ACTION</p> <ul style="list-style-type: none"> • Question by Veronika Jurokova to be tabled at next meeting.
14.	<p>Date of Next Meeting 29 Apr (Wed): PC In person meeting 6:30-8pm</p>

Parent Council Meeting

MINUTE

Date: Wednesday 3 December 2025

Time: 6.30pm - 8.00pm

Location: In Person - Link Building

ATTENDEES

James York Meeting Chair

Maria Gowans School Head Senior Leadership Team

Sam Rushforth School Senior Leadership Team

Lizzie Matheson

Elena Samoletova

Veronika Jureckova

Miguel Dos

Mariola Popko

Khansa Elamin

Mohammed Arbab

Xanthe Hancox

Janette Laurente

Barbara Johnson

Robert Pollock Secretary

1.0 - Welcome and introductions

2.0 -AOB call and agenda review

3.0 - Minutes of the last meeting of 8 October

3.1 - The minutes of the last meeting were agreed.

4.0 - School update – Mrs Gowans

4.1 - Mrs Gowans gave a report. Drama had been added to the school timetable; once a fortnight for P6&P7.

4.2 - The path to school from St Mark's Park was closed for 8 weeks until 12 January 2026 while the Bowling Green was developed. Outdoor learning continued at St Mark's Park or Hopetoun Gardens despite the closure of the St Mark's Path.

ACTION

- **Mrs Gowans to keep the Parent Forum updated about the St Mark's Path closure. And whether a faster diversion will be made available.**

4.3 - Nursery to P5 have regular trips to the 'forest'. Primary 6 pupils are participating in the John Muir Award. Our Primary 7 pupils had been at their residential trip to Lagganlia Outdoor Centre. In the coming months Primary 5 would attend Port Edgar for water sports and Primary 6 would attend the CEC Epic Day in the Pentland Hills.

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4.5 - Mrs Gowans thanked parents who helped make Scottish Book Week at the school so successful. There were 100 responses to the school Parent Survey on Reading. 90% of families in P4-P7 wished to take a school reading book home and 92% of families who responded wanted to take library book home. The P1-P3 already do this. In January the School was to begin organising this taking home their reading books starting with P4 classes and more information was to be shared nearer the time.

Parents responded that they would like to volunteer to oversee a class library lending system as well as supporting children with reading practice. A separate form was to be sent to Parents and Carers to get information about availability their availability to volunteer.

ACTION

- **Mrs Gowans to send the P4-P7 Carers and Parents details of how to take school books home and how to return them.**

4.6 - Miss Erin Cummings was leaving to take up a full-time job at another and Miss Amy Pringle is re-joining. Mr Borthwick and Miss Clark will return from leave in early January. The office Business Manager is absent at the moment. Three new Pupil Support Assistants had been appointed: Mrs Anna Scott, Miss Anna Davidson and Mrs Elena Furman. A further new Pupil Support Assistant would be starting in January

2026. A new Transition Teacher to the Learning Community also started, Ms Trisha Hepburn who supports on Wednesdays.

4.7 - Mrs Gowans addressed a point raised regarding dysregulated pupil behaviour and its impact on pupils and school activities. The school has had a higher intake of children with Additional Support Needs (ASN) in recent years. Particularly 4 – 6 years olds which follows a national trend. Four PSN staff have been recently appointed to provide support in the classrooms, however the school have limited ASN teaching resource (part time teacher), in spite of a recruitment drive Mrs Gowans advised that the school has procedures and policies in place to ensure the welfare of all children.

whilst at school. The Parent Council advised Maria that they are keen to support the School leadership, teachers and pupils in any way that is beneficial and enquired whether there is any benefit in raising the need for increased ASN teaching resource in the school with Maria's leadership team. Mrs Gowans will advise who to write to in the Council.

ACTION

- **Mrs Gowans to identify who parents could write to about inclusive ASN education.**
- **Barbara Johnson has volunteered to draft letter**
- ***Post Meeting Note: James York and Steve Hubbard to engage with Edinburgh Schools Parent Council community to enquire how other schools are addressing the need for increased ASN support and establish if a lobby to government to increased ASN specialist teaching in schools.***

4.8 - This week P7 attended camp. Twelve children from the P6 Glee Club took part in a ceremony, attended by the First Minister, to mark the start of construction on the

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Dunard Centre, St Andrew Square, the new home for the Scottish Chamber Orchestra. The children sang "Caledonia" with singer-songwriter Dougie MacLean.

4.9 - With 2 weeks before the holiday there was a good atmosphere in school and information about a church service and class parties will be given to parents shortly.

5.0 – Treasurers Report

5.1 - Treasurer Elena Samoletova presented the treasurers report and discussed the current Parent Council finances. A copy of the report is appended to the minutes.

- Current Balance as of 03/12/2025 is £20,051.32
- Planned and Agreed expenditure is £10,423.19 (dating back to 2023) • **Available Funds £9,628.13**

5.2 - Other Financial Updates

- Lottery returns are up to date
- Lottery license renewed up to 01.12.2026
- Accounts for 24/25 are under independent examination
- Tax return filled
- CEC funding hasn't been received (*PMN. Funding received*)

5.3 - Action carried over from previous minutes: Shona to transfer the legacy account containing £2000 with Virgin Money to the Trust's Bank of Scotland account

Elena reported that she was still working with the banks to change signatories and that this had been challenging. This has prevented the payment of some of the currently agreed expenditure. An in person visit to the bank is planned to attempt to resolve matters.

Action

- **ES to progress signatory change enquiries and advise PC if further assistance required to facilitate change of names on account and access to funds.**

5.4 - Action carried over from previous minutes: Mrs Gowans to contact Mrs Williamson and request proof of purchase for Forest School clothing for reimbursement.

Action

- **Elena to refund receipts for P11 Forest School carried over to February when bank accounts are in new signatories Names Robert and Elena.**

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6.0 - Funding for School projects

6.1 - Xanthe had revised the form Parents, Carers and Staff can use to apply to the Parent Council for funding of ideas, projects, activities or materials over £200.

ACTION

- **Xanthe to publish the Funding Application Form somewhere accessible to the Parent Forum and Staff.**

6.2 - Lagganlia trip (Coach funding)

Parent Council agreed to provide £1,100 to fund the coach for the P7 Lagganlia trip in 2025/26. The Council was developing plans to utilise Transport Scotland's free u-22's bus passes to travel to Aviemore by public transport with only the Aviemore to Lagganlia leg by hired coach.

6.3 - Partial funding of other trips (P5 / P6)

Parent Council agreed to part fund school trips: P5 Port Edgar and the P6 CEC Epic Day in the Pentland Hills. Once Mrs Gowans has provided the cost per pupil of the trips PC would confirm their exact contribution.

ACTION

- **Mrs Gowans to confirm the P5/P6 school trip costs. PC to confirm funding accordingly**

6.4 - Culture Fund use

PMN – £150 is available per class (£100 for ESB). Use of culture fund is at teachers discretion.

7.0 - Update on Funding applications / funding streams

7.1 - Happy by Nature fund

Happy By Nature is a World Wildlife Fund programme, for primary-aged children, helping schools embed nature into everyday learning and play. Xanthe agreed to look into what resources and funding might be available in support of planned projects in school playground.

ACTION

- **Xanthe to explore what resources and funding might be available from WWF.**

7.2 - City of Edinburgh Council – Leith Chooses (Community Grants) Barbara, Xanthe and James have issued a funding application to Leith Chooses for the Rain Ready Schools Project.

Leith Chooses will start the voting process in January 2026.

7.3 - City of Edinburgh Council – Parent Council funding

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Funding has been applied for by Steve Hubbard. Application being processed. *7.4 – Edinburgh Airport - Carbon Offset Funding*

Xanthe advised of funding pot available from Edinburgh Airport which may support the planned works to the playground. Funding application in 2026.

ACTION

- **Xanthe to explore what resources and funding might be available from Edinburgh Airport.**

7.5 – Gardening Club – Waste Collection

It was agreed that Parent Council would fund the Gardening Club to work with a body who could supply five builder's bags and remove the tree cuttings at the side of the gym on McDonald Road.

Action:

- **Xanthe to obtain quotes for skip/ bags and pass to parent council for agreement.**
- **Mrs Gowans to advise if there is anything else the school wants to dispose of and this could potentially be added to any waste collection.**

7.6 – Rain Ready Schools

A preliminary proposal for a Playground Rain Resilience Project estimated costs of £1,500. The project would collect rainwater by way of sustainable drainage planters and a gutter

water collection system. The team had further developed the proposal and had revised costings up to £2,370.

A secondary proposal for introducing rain gardens to areas of the school playground that are flooding had been tabled on 08/10/2025.

The school had agreed the projects.

Barbara, James and Xanthe had met representatives of the City of Edinburgh Council in November 2025 who have shown an interest in what we are proposing and a willingness to collaborate in support of the projects. Further permissions will need to be sought based on developed proposals.

ACTION

- **The Rain-Ready School project team to develop the proposals and strategy for the Leith Chooses application and to progress discussions with the City of Edinburgh Education Estates & Facilities Management teams. A focussed report can be presented at the next PC meeting ahead of further discussion on funding.**

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7.7 - Tesco

The P1 Forest School Clothing Project won the top prize of £1500 from a Tesco competition. The first tranche of 75% was paid to Parent Council and receipted expenditure had begun to arrive with the Parent Council Treasurer from Mrs Williamson at the School. Unfortunately the School had not been reimbursed yet owing to a new Treasurer taking up post and the Parent Council Bank account not being transferred yet, The second tranche of 25% will be paid by the end of May by which time all receipts must be submitted to Robert Pollock who will submit a report to Tesco outline how the money was spent.

ACTION

- **Elena to arrange new bank account signatories Robert and Elena with Bank of Scotland then reimburse the school for receipts submitted.**

8.0 - Update on Existing Activities/ Projects/ ideas

8.1 Rain Ready-Schools - Playground Rain Resilience Project

See item 7.6above.

8.2 - Future of Playground Project – Planters to Broughton Road Boundary

Mrs Williamson who is leading had confirmed that planters will no longer be placed along the Broughton Road fence owing to the presence of drains there. The Royal Botanic Garden Edinburgh had been keen to be involved.

ACTION

- **Further coordination by the Gardening Rep was required with Mrs Williamson.**

8.4 – LED Lights for Gym Hall

James asked Parent Council to be reimbursed for lights used at Winter Café. This was agreed and the lights can now be used as an asset in successive events.

9.0 - Upcoming Events

9.1 – Event Planning and Resourcing

JY raised that there is a need to discuss, and identify the role of volunteers for specific events, to identify what each event needs in terms of planning and resource and to enable more clear and direct engagement with the parent forum to seek support for these events.

ACTION

- **James to arrange a knowledge transfer meeting in January to pass experience of planning and running parent council events including**

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Summer Fair. It would be helpful if as many office bearers from previous years and those wishing to be office bearers could attend.

9.2 – PC Year End Closing Session

JY suggested that the PC hold a closing PC meeting in June 2026 to round off the year, discuss priorities for next academic year and potentially have a social gathering afterwards.

ACTION

- **To be discussed at next AGM and date agreed if deemed beneficial Broughton Primary School Parent Council – Activity / Events list 2025/2026**

9.3 - Events since the last meeting

November Sunday 2 FAB: Playground Tidy Up TBC

2025

Friday 28 November FAB Winter café

Nov-Dec 2025 - Winter Raffle

Dec 2025 – Jan 2026 - Winter Trail

9.4 – Forthcoming Events

2026

Friday 30 January FAB Family Night TBC

February 2026 Wednesday 25 Parent Council Meeting (Online)

March 2026 Sunday 1 FAB Playground tidy

March Sunday 15 FAB - Edinburgh Marathon Training starts (Mrs Rushforth has registered BPS as a Park Run School.)

March Friday 27 Spring Disco

April 2026 Wednesday 29 Parent Council Meeting (in Person)

May 2026 Saturday 23 FAB - Edinburgh Marathon Weekend

Tuesday 26 Primary School Sports Day

June 2026 Saturday 6 FAB - Summer Fair

TBC Parent Council Meeting - Year Close (in Person)

9.5 – FAB Family Night

Options for event discussed. Traditionally Mr Borthwick would hold a quiz for parents and children. Alternative options suggested included a silent auction, or board game night. Leaders needed to organise the event.

ACTION

- **Mrs Gowans to ask if Mr Borthwick wanted to arrange the January family quiz night again this year as he was not scheduled to return from leave until mid-January.**

PMN: No planning has been undertaken for this event to date. If there is a desire to progress with this event, then it may be worth scheduling something for late February/ Early March. A let will need to be arranged.

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9.6 – Playground Tidy

The next playground tidy is scheduled for Sunday 1 March. Xanthe queried whether there was the potential to arrange more playground tidy or activity events. The need for a let was discussed. Funding for a let was agreed.

Action

- **Xanthe and Barbara to advise on any additional event dates they wish to progress with and liaise with Robert to arrange the let.**

9.7 – Summer Fair

It was highlighted that the planning for the summer fair needs to be started as soon into 2026 as possible. This is to be discussed further at the event planning and resourcing meeting – see 9.1 above.

Action

- Summer Fair Action Plan to be developed by PC to include o Call for volunteers to be made

o Event leaders to be identified

o Event activities planned with leads and volunteers

10.0 - Child protection and PVG

10.1 - James reiterated previous calls for all parent council members and volunteers to obtain PVGs. The process is simple and straightforward and doesn't take much time to do.

10.2 - Steve Hubbard had set up a link to allow Parents and Carers to register to comply with the PVG scheme.

10.3 - Janette Laurente agreed to volunteer as a PVG Registered First Aider for Parent Council events.

11.0 - Road Safety

11.1 - Closure of St Marks Path and Bowling Green Construction Works

Refer Maria's comments above.

PMN: *The school PC email account has been registered with Broughton developments page to receive updates on the works at the bowling green and St Marks Path.*

St Marks Path will re-open on 5 January and remain open during the construction works with intermittent short-term closures depending on the nature of the construction works.

Diversions will be provided for longer term closures.

Further updates to follow.

11.2 - Road safety

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James gave a Road Safety update. The Council had planned to trim trees obstructing Traffic signs. Light improvements at the McDonald Road and Broughton Road junction are 18months from completion and would not be in place for Bowling Green development site traffic. The schools travel plan needed development with collaboration between the school and the appointed council team. James has been speaking with Councillor Jack Caldwell to establish relevant parties in the council to liaise with to help support the school in developing their plan.

ACTION

- **James to continue to liaise with Mrs Gowans until BPS and CEC have defined the school travel plan.**

12.0 - Parent Council Comms

James reiterated some of the previously discussed challenges associated with the current communications channels. The benefits of focussed message threads or channels tailored to activities, events or actions would aide communication and understanding of roles and responsibilities.

Additionally, it was identified that there is a need to update the website in collaboration with the school and to determine what media/ platforms (email/ social media/ website/ WhatsApp) best serve communicating with the parent forum. It was discussed that updates to the website can be done by Mr Borthwick, but there is a need to update content and be clear on messaging and where to find relevant info, such as minutes for PC meetings.

Action

- **James to arrange a meeting with PC members previously involved in setting up Google Drive and WhatsApp and who are currently engaged in comms to explore how best to simplify, focus and clarify communication channels and amplify messaging to the parent forum.**

13.0 – Notice Board Repairs

13.1 – It was raised that the notice boards are suffering from condensation in spite of being relatively new.

Action:

- **James to investigate and recommend remedial action/ replacement. 14.0 - Parent Council administration items**

14.1 - Confirmation of who has PC keys

- **PC Cupboard: Robert, Barbara, Veronika**

14.2 - Confirmation of who has PC Noticeboard keys

- **PC Noticeboard: James, Kirsten, Veronika**

14.3 - Confirmation of who has Gardening Cupboard keys

- **Gardening Cupboard: Robert, Barbara**

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14.4 - Confirmation of who has access to the PC Gmail account

- **Robert, Steve, Pauline**

15.0 - Parent Council vacancies

15.1 - The following Office Bearer Roles were Vacant

- Friends at Broughton (FaB) Coordinator,
- ASN Rep,
- Nursery Rep
- Project / Activity Leads

ACTION

- **Sam to advertise for a Nursery Rep.**

16.0 - AOB and date of next meeting 25 February 2026

16.1 - It was announced that Zumba classes take place at school each Wednesday at 12.40.

16.2 - An agenda item was suggested for the next meeting: to make use of the land between McDonald Road and the gym hall as a bicycle rack.

16.3 - It was agreed that Parent Council Event vouchers would no longer specify Food, Drink or Activity to allow families the flexibility to decide how they wanted to use them. The number of vouchers would also be increased from 3 to 9 per child or adult.

17.0 – Next Meeting

17.1 – Next Meeting scheduled for Wednesday 25 February 2026 at 18:30 online

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Broughton Primary School Trust

Treasurer's report

GM 03/12/2025

Opening balance as at

9 October 2025 18,774.93

Income 1,837.13

Expenditure -560.74

Closing balance as at

03/12/2025 **20,051.32**

Including Funds readily

available

(SumUp balance) 1,313.20

Income/Expenditure for the period 09/10/25 - 03/12/25

Description Amount £

Receipts 1,163.85

Halloween Disco
Lottery
Winter café

10.80 662.48

Receipts Total **1,837.13**

Payments Halloween Disco -382.46

Lottery -20.00

Winter café -158.28

Payments Total **-560.74**

Net 1,276.39

Comparison with previous years			
Net income per event	2025/2026	2024/2025	2023/2024
Sept café	453.41	446.20	279.62
Halloween	781.39	727.53	623.15
Winter cafe	504.20	674.29	420.85

Committed**expenses****Description Expenditure planned and****agreed on****previous****meetings****Planned****expenditure e carried forward****Notes**

Nursery Garden shed	£455.99	£455.99	
Tesco grant	£1,125.00	£1,125.00	
Planters	£500.00	£500.00	
P5 and P6 trips	1,785.00	1,785.00	Planned to be spend 15 * 55 for Hub8 (Bridge 8) for P6 and 20 * 48 for epic Day for P7 in the year 24/25
Outdoor Class Room resources	185.10	185.10	
Culture Fund 2023	1,865.00	1,865.00	
Culture Fund 2024	1,907.10	1,907.10	
Culture Fund 2025/26			Culture Fund trips - £150 per class and £100 for the ESB.

P5 and P6 trips 2025/26			The Cultural Fund covers costs of the trips to allow parents to pay no more than £25 for P5 trip and £20 for P6 trip.
Lagganlia coach 2025/26		1,100	
Rain ready project (additional to Leith Chooses grant)	1,500.00	1,500.00	
		10,423.19	

Available funds after committed expenses - **£ 9,628.13.**

- Lottery returns are up to date
- Lottery license renewed up to 01.12.2026
- Accounts for 24/25 are under independent examination
- Tax return filled
- CEC funding hasn't been received (*PMN. Funding received*)
- Lagganlia coach hire included in above report as an update since the PC meeting on 03/12/2025