

## **Broughton Primary School and Nursery**

### **PARENT COUNCIL MEETING**

Date: Wednesday 13 May 2026

Time: 6.30pm - 8.00pm

Location: Online - MSTeams

### **ATTENDEES**

James York Meeting Chair

Maria Gowans School Head & School Senior Leadership Team

David Borthwick School Senior Leadership Team

Elena Samoletova

Veronika Jureckova

Xanthe Hancox

Simon Ramsay

Barbara Johnson

Dougal Jumar

Shona Campbell

Husham

Robert Pollock Secretary

### **APOLOGIES**

Sam Rushforth School Senior Leadership Team

Steve Hubbard

Pauline Oh

### **MINUTE**

1 - Welcome and introductions

2 - AOB call and agenda review

3 - Minutes of the last meeting

The minutes of the last minute were agreed with one change to include that Mrs Gowans would reply directly to parents of the class or any individual parent who had concerned about pupils dysregulated behaviour in the class.

4 - School update – Mrs Gowans

Mrs Gowans gave the following update.

#### *Priorities*

- Further develop reading pedagogy
- To revisit our school Relationships, Learning and Behaviour Policy in-line with the new CEC policies and procedures.

### *Activities this term*

- Climate Action week in school when the house morning had this as its focus.
- Many classes had been litter picking.
- Several classes had climate as their class topic this session.
- This term will see the Sports Day, Edinburgh Marathon Festival, the P7 Show and transition events.
- Pupil Progress reports will be issued on Friday 5 June.

### *School Session 2026-27*

- Fifteen classes:
- P1 would be capped at 50,
- Two P2 classes,
- One P2/P3 composite
- A calendar of school dates for 2026/2017 will be communicated to the Parent Form in two weeks. PC can then overlay its events dates.
- A second communication to the Parent Forum will consult on a change to the Parent Consultations to two evenings; Tuesday and Thursday instead of a Friday afternoon which was poorly attended.

### *Staffing*

- One probationer teacher
- Two teachers on maternity leave,
- One teacher returning from a career break

### *Questions from Parents*

#### Question around meeting children's needs?

- There are 2 classes where on occasion children have been taken to another classroom or outdoors because a child has become dysregulated. We understand this can be upsetting for some children. We are working with ASN staff and parents to put strategies in place. We do have 3 new Pupil Support Assistants starting in the next few weeks.

#### Question asking why P7 Leavers Hoodies were not ordered at the start of the session?

- Traditionally these have been ordered for the end of the school year as we already have our gold school uniform P7 Hoodies. P7 Leavers Hoodies are organised by parents and not the school.

#### Question on Active Schools?

- Our usual Active School's Coordinator, Jess, is on maternity leave. The person who covered her post then left. We have another temporary person who has just started. The biggest issue is finding providers/parents who will run free clubs. We did have basketball and football before Christmas. Mrs Gowans was unaware why this had not continued.

#### **ACTION**

- **Maria to speak to Jess about issue improving access to Active Schools.**

#### Questions around school days and times compared to other schools?

- All schools across the country have the same number of school days. All schools have the same length of time in schools. P1&2 this is 22.5 hours per week P3 – 7 this is 25 hours per week. Teachers are contracted to 22.5 hours of class contact so P3-P7 children have 2.5 hours per week with a different teacher. This is nationally. Edinburgh provides funding for these 2.5 hours. Some schools in Edinburgh give P1 and P2 an extra 30 mins of breaks each day to make the length of the day the same. For example: Trinity P3-7 start 15 mins earlier than P1&P2 and finish 10 mins later.

## 5 - Finance Update - Elena

### Broughton Primary School Trust

Treasurer's report GM 13/05/2026

	From the start of the year to the previous GM	From previous GM to current GM	Total
	01/08/2025 - 25/02/2026	26/02/26 - 13/05/26	
At the beginning of the period	20,574.68	14,283.96	20,574.68
Income	4,129.53	938.65	5,068.18
Expenditure	-10,420.25	-466.21	-10,886.46
At the end of the period	14,283.96	14,756.40	14,756.40

### Income/Expenditure for the period 26/02/26 - 13/05/26

Income/Expenditure	Description	Amount
Receipts	EMF	0.97
	Lottery	10.80
	Spring disco/ spring cafe	485.88
	Tesco Grant	375.00
	Winter trail and kids raft	66.00
<b>Receipts Total</b>		<b>938.65</b>
Payments	Gardening misc	-96.99
	Spring disco/ spring cafe	-20.00
	Tesco Grant	-349.22
<b>Payments Total</b>		<b>-466.21</b>
<b>Grand Total</b>		<b>472.44</b>

### Expenses

Description	Expenditure planned and agreed	Payments made/ adjustments	Planned expenditure carried forward	Period when expenses were approved	Notes
Nursery Garden shed	455.99		455.99	2024/25	school to order. PC to reimburse. Could be VAT on top
Tesco grant	1,500.00	-1,350.82	149.18	2024/25	to be spend for Forest school
Planters	500.00		500.00	2024/25	
Outdoor Class Room resources	185.10		185.10	2024/25	
<b>Total historical expenses</b>			<b>1,290.27</b>		
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	
Laganja coach 2026/27	950.00		950.00	2025/26	
Rain ready project (additional to Leith Chooses grant)	1,500.00		1,500.00	2025/26	
<b>Current year expenses</b>			<b>8,313.40</b>		
			<b>9,603.67</b>		

Available funds after committed expenses **5,152.73**

Lottery returns to be submitted by the end of May

Amendment of signatories on VM account - in progress

#### **ACTION**

- Jennifer Williamson to confirm to Eleana what the final £375 of Tesco Stronger Starts grant would be spent on?

#### **ACTION**

- Can Maria clarify that the Nursery garden shed which PC had agreed and committed £455 for had been ordered and the school would ask PC to recharge the cost.

#### **ACTION**

- It was agreed by PC that Eleana can remove the committed expense of £500 for Planters. These will be built by CCG Developers as part of its community benefit from the Bowling Green Development.

#### **ACTION**

- It was agreed by PC that Eleana can remove committed expense of £1,500 for the Rain Ready Playground Project. Pending a meeting between parents, the school and CCG. The decision to re-apply for PC funding would be reviewed at a later date.

#### **ACTION**

- Virgin Bank Account signatories still include Bence and Rachael who have left PC. Eleana to add current parents as signatories to enable ex PC parents to be removed.

#### 6 - Discussion Items

##### *Summer fair – Update*

Veronika provided an update. Kirsten Ramsay was the event leader. Organisers planned a bake – off competition plants sale, jungle theme, trails to follow and an activity passport. More volunteers were required to help on the day and more donations were required of:

- raffle prizes
- crafting supplies ideas

#### **ACTION**

- Veronika offered to be Summer Fair First Aider.

#### Other events updates

##### *Sports Day*

#### **ACTION**

- Robert agreed to run a PC Sports Day refreshment stall on Tuesday 26 May 11:00-15:00hrs.

*2026 EMF Junior 5K - Saturday 23rd May 2026*

School has supply of t-shirts for school athletes. Meeting point is St Margarets Well at 13:30hrs.

**ACTION**

- **Shona to speak to parent Jen to issue a communication, about the leading the Edinburgh Marathon Festival entry and to distribute t-shirts to school athletes.**

*School Transition Event*

Nursery to P1 Transition Day is Wednesday 17 June 09:00-09:45hrs. When the new P1 come to school to meet their teacher for the first time.

**ACTION**

- **Xanthe offered to attend the P1 transition event and represent PC to meet and greet new P1 parents to talk about volunteering in PC and will produce a flyer and possibly offer refreshments.**

7 - Future Events - To agree focus for events and volunteer strategy

Veronika made the point that if, 4 weeks out from a planned event, there was no parent volunteer to lead an event that the event should be cancelled.

**ACTION**

- **ALL to think about raising awareness amongst year group parents about the importance of volunteering to the success of events. And bring forward ideas for engaging local businesses.**

**ACTION**

- **A calendar of school dates for 2026/2017 will be communicated to the Parent Form in two weeks. PC can then overlay its events dates.**

8 -Any requests for funding from the Parent Council:

Currently none

9 - Update on activities, Funding applications, Projects, Ideas

*'Future of Playground' Project – to update on any broader progress/ plans*

City of Edinburgh Council had commissioned its Flood Prevention Team to look at retro-fitting a sustainable urban drainage system.

**ACTION**

- **Xanthe, James , Maria and Micheala from CCG will meet to take this forward and discuss possible funding contributions from Scottish Water and Edinburgh Airport.**

**ACTION**

- **James to pass planters dimensions to CCG.**

*Land at side of Gym*

Xanthe had arranged 4 builders' bags of waste to be uplifted by Caledonian Horticulture. And will remove the pallets and unsafe box by the picnic tables herself.

**ACTION**

- **Xanthe to put a call out for parent volunteers to help fill builders' bags.**

**ACTION**

**Maria to seek advice from Simmons the Council Sustainable Travel officer about potential funding of chevroned cycle racks on land at side of gym.**

Google Workplace proposal - to update on any progress

**ACTION**

- **Proposal to use carried over**

10 - Parent Council administration items

*Parent Council vacancies*

The following PC Office Bearer roles are vacant and any parent wishing to put themselves forward can approach any parent council volunteer or teacher

- Friends at Broughton (FaB) Coordinator,
- ASN Rep,
- Nursery Rep.

*Project / Activity Leads*

No new volunteers.

11 – AOB

James requested a meeting to discuss roles and communicating to the parent form asking parents to join the PC.

**ACTION**

- **Before school breaks up at the end of June James to issue an email (similar to last years, outlining the PC roles on offer. To allow parents to think about joining over summer , outlining the process for nominating themselves at the AGM in Mid . end August.**

*Shona Campbell*

**Lastly and by no means least Shona Campbell attended her final Parent Council meeting after 16 years of service. Latterly, Shona has been the Parent Council's valued and respected Treasurer. Shona had been a loyal volunteer and her contribution had enhanced the school experience for the children at Broughton Primary School in the true spirit of the ethos of our constitution. So well done and thank you Shona for putting in a tremendous shift. A social in Shona's honour was being planned.**

**END**