

PSA Meeting

Tuesday 18th January, 6.30-7.30

Present – Gillian O'Rourke (HT), Samantha Rushforth (DHT), David Borthwick (PT), Sandra Rathjen (Chair), Anne Hay, Naomi Sandilands, Nicola Clark-Tonberg, Charlotte Stewart, Conor Horan, Lesley Smith, Richard Smith and Sandra Bagnall.

Apologies – Kate Moir, John Gardner

PSA Chair Vacancy

Not filling – Narrative to put together to generate interest. To go on Facebook and E-mail. G.O'R to include in newsletter with parent council e-mail address.

Update on Accounts

- See Treasurer's Report for full update
- Halloween disco and Christmas Café profits (£1080/£1100 – Christmas café well attended.
- School lottery update/The Giving Machine (£1135.60/362.18) – Lottery has run for a full year, 32 people at present signed up – needs more promotion. DB to promote on website. NC-T to e-mail LS lottery info to e-mail to parents.
- Notify parents of expenditure – PSA looking into an incomings and outgoings chart for Parent's to easily identify expenditure thus promoting what the incomings are being used for.

Forthcoming events and Fundraising ideas

- Winter Disco – Only tuck, no cakes, staff event clash (crisps in PSA Cupboard)
- International Café – 10/02/17 - AH

EMF (27th and 28th May, SB)

- 67 children ran last year, 2 per class paid last year. This year funding 1 place per class.
- 2 new races 5KM – age 11 and up. 1KM – age 3-6yrs.
- Aiming to have a Broughton representative for every race; 10KM – Conor Horan
- Newsletter – tear off slip, to be returned by 6/2/17; lucky dip for free places; go out soon as want everyone signed up by Easter.
- Specific fundraiser – DB, pupil council
- KS and SB – Friday drop in before Easter hols, stall in playground
- Sunday morning Pilrig park fun run sessions from 26/3/17.
- Gaps – younger/nursery, need help promoting P1/P2, Vice house/captains to promote round classes.
- T-shirts to use from last year
- EMF – coming to meet in March, GO'R to check date, linked to health week, ask about Hairy haggis.
- Virgin money page still available.
- CB-S to promote on Twitter

Cultural and Extra Curricular Fund

P1 – Dynamic earth

Staff working on trips at present. E-mail form with details for staff to fill in. Sent to KM and LC – copy kept in school office. Money can be combined, the 2 sets of year lots for a bigger event. School looking at buying food for cultural event - NCT and KM to look at spend spread sheet to check monies spent/left

AOB

- International Café (AH) – Friday 10.02.17, looking for volunteers and donations. Promote on FB page, GO'R – newsletter, DB – website. AH to make a blurb for promo.

- Playground – Genielift to check the slates before fencing will come down
- Breakfast Club – to promote to new P1's (GO'R to share 2017 P1 numbers once received)
- Nursery roof – completed
- Gym hall – PSA cupboard door still broken, GO'R to check with PMcK(FM)
- Daily Mile – patchy, GO'R will look at this with staff Most Entertaining Music – free session, under discussion with HT and MEM
- Consultation traffic calming – McD Rd, good response, design stages with changes (NS)

Parent Council

Tuesday 18th January 2017, 7.30-8.30

Head Teacher Report, and update on 154 McD Rd - GO'R

- Very busy run up to festive season – good attendance at both celebrations and positive feedback by attendees. Thanks to AH and PSA for organising a super Christmas Café.
- Great parties and three successful performances. M and M productions already booked for next year.
- Staffing Changes – Mrs Stannage (LC Teacher) Mrs Smith (PSA) moved onto other posts, recruiting a new LC teacher currently, post will be filled by Feb.
- Staff reviewing SQIP on in-service day, pleased with progress so far:
 - Whole school engagement with 'Broughton Counts'
 - SEAL progression embedded from Nursery to P4
 - Further CPD for Seal
 - Spelling Framework – whole school
 - Reading Framework – Implementation of new RF
 - First Ministers Reading Challenge began
 - ICT progressions pathway – Introduced new
 - Behaviour support training
 - Further development of PLP's, E-learning journals and Learning folders
 - Review Reflection and Target setting
 - New CIRCLE – staff CPD
 - Whole school focus on Growth Mindset
 - OPAL – play training and action plan supporting OPAL work, money received for Kingsford Estates and funded OPAL programme
 - RRS work reviewed, new steps for our accreditation to the next level
- Diversity week – Focus will be food from different cultures this year. Week beg 06/02/17 – Funding from PSA cultural fund.
- Internet Safety Day – Tuesday 7th Feb
- McDonald Road Building Update:
 - Scaffolding down end of Feb 2017, SB asked NG any financial penalty? Checking
 - Funds 4,800 in cash. Opal
 - Access issue resolved by Graeme McPartlin (CEC)

OPAL(Outdoor Play and Learning) report (SR (DHT) update)

- SR handed out an OPAL calendar of actions up to June 2017, will share with the PSA's then will go on website and noticeboard.
- Play Champion – Mrs Dickson, on mat leave at the moment
- P5 & P6 – Play champion pupil group.
- PSA's working with P5 & P6
- Under Shelter – 1st developed - in place by June
- Under trees – small world
- Messy kitchen area
- SR rec'd Toolkit, 6 training sessions
- Tesco Bag of Help – application in for messy kitchen, £5,000
- Starting soon – together Tuesday, extend to other days, all ages any part of the playground.
- Edinburgh Council – Health and Safety awaiting

PC Chair Report – SR

- Education Governance – opinions/parents, SR typed and submitted before deadline, awaiting to hear.
- Locality Group meeting – NE Cluster – SR to attend in February and send a prompt in e-mail form.

Pupil Council Report – DB

- Pupil Council sold raffles
- To organised a Toy Donation for a local charity, such as The Yard, Saheliya, Leith Toy Library or the Sick Kids – collection of little toys
- Evidence of learning – presented to GO'R, will do this year too
- Red nose day, 24th March responsibility.

AOB

- Lunch eating times too short (RN) GO'R and SR explained lunch system which allows enough time for all classes.
- Parent pay – moving to Phase 2
- Swimming Pool – lining coming off, pool closed until further notice till the relining takes place – from Capital budget.

Date of next meeting – Tuesday 28/02/2017 @ 6.30-8.30

Broughton PSA/Parent Council Wednesday 18 January 2017

Treasurer's Report

1. Income and expenditure

Current income for the 2016-17 financial year is £10,627, comprising £5353 from the marathon, £4822 from events and £452 from the Giving Machine. Charitable spend is £6442, which consists of £442 spend from the Cultural Fund and £6000 for the outdoor classroom. We have incurred fundraising expenses totalling £1003.

2. Bank accounts

The current balance of the Trust account is £13,0008.80. Julie McKinna has been removed from the account and Richard Smith has been added, as agreed at the AGM. I am still going through the process of changing the other (non-charitable) accounts (1 for PSA and 1 for Parent Council) into my name and hoping also to merge them into one account. Once this is done I will be able to report on balance in these accounts also.

3. Gift aid

We are due a payment from HMRC for gift aid. There has been issue paying into our account which I am currently resolving.

4. Corporation Tax

Tax returns for the last 3 years have been submitted.

5. Charity reporting

Annual report and accounts were submitted to OSCR. Change of Trustees (removing Julie McKinna and adding Richard Smith and Samantha Rushforth) will be done as part of 2016-17 submission. As mentioned in my last report, we need to find a new person to audit the charity accounts as my colleague who used to do it has left the organisation. It's a pretty straightforward task and should only take less than an hour, once a year. It should be someone with a professional accounting qualification. If you know of someone who may be able to help, please email me – kate.seymour@live.co.uk.

**Kate Moir
January 2017**