

Parent Council Minutes 16/01/2019

Attendees

Jennifer Longstaff (Chair), Catherine Evans, Samantha Rushforth (DHT), Elaine Watson (CEC, Education Planning), Robbie Crockatt (CEC, Education Planning), Stewart Crabb (HT), Rhona Wilson, Suzanne Gibson, Ross Gibson, Rob Noronha, Rachel Blythe (vice-Chair), Sandra Bagnall, Mark Symonds, Naomi Sandilands, Sandra Rathjen, Richard Smith, Vassiliki Fotaki, Matt Boyle, Rob Noronha

Apologies: Kate Moir (standing down Treasurer), Bence Solymar (new Treasurer)

Minutes:

- Special guests were Robbie Crockatt & Elaine Watson from the Edinburgh City Council talking about Powderhall redevelopment into housing and potentially a nursery for 192 children (currently 50 places at the nursery). Nursery would become part of the school buildings. **Next consultation event for 7/2.** Will be presenting the architect's interpretation response to previous submissions and consultations. These will not be designed buildings but an idea of layout of the site; Still open to discussion. Bowling green likely to be mainly green space. Lots of suggestions from the consultation for use of the space, here are a few:- allotments, after-school club area, dog walking area. Elaine Watson stated that the **place brief** set out by planning committee says that there is to be no net loss of green space. **Action Robbie\Elaine – clarify if loss of amenity (practical usable green space) or loss of green space (may not be practical) was set out by planning committee.**
- New acting Head Teacher Mr Crabbe was introduced. Will be here till 5th April or longer if Headteacher is not recruited by then. Will put a weekly newsletter out on the website, first one is there now. Will also put a short questionnaire out to see what is working well and what could be improved.
- Email system only allows 1 contact per children for 2 parent families. There's a workaround for separated families. This is citywide. **Action Mr Crabbe – will check with council if there's any update on this issue.**
- Highlights from the survey for feedback for Christmas Concert are as follows:
 - All children took part. This has never happened before.
 - 18 returns with feedback from whole school.
 - 16/18 happy with days\times choice.
 - Split on venue 50likes/50 dislikes
 - Feedback: Look at other community spaces; Xmas story missing; Show of great talent; Be good to get note of dates and times further in advance; Great having it in school – especially for younger children; Very inclusive, especially for kids with additional support needs.
 - Will take feedback and use it for planning in the future.
- Refurb going to plan with 2 refurb every 3 weeks. Will get 2 rooms back this weekend: the Den and Rainbow Room then will move onto Boost Room and Resource Room which will be repurposed as learning space.

Parent Council Update from Chair

- Complaint letter about recruitment issues sent to CEC. CEC said it is a national issue. If teachers transfer between local authorities there is a 12-week lead time for disclosure checks. Jenny has emailed Disclosure Scotland for further information and is waiting for a response.
- **If anyone can be a moderator for the Facebook page or private group then let Jennifer know.** To update with school related news items etc.
- Rachel: Will put in Leith Chooses application in. Broughton applied last year for a gardening project but wasn't successful. This year putting a project together about growing food, harvesting etc. Funding is for up to £5k. Will put application in on Monday.

St Helia will partner & Drummond High. Looking for other partners as partnered applications are looked on more favourably. If the parents could go on Sat 23/2 to the voting event that would be great. Children are welcome also. Opportunity to pitch to the people at the voting event and hopefully get more votes. No online voting this year so voting event will determine who wins. It's a really nice event and demonstrates local democracy. Children are able to vote from age of 8. If not successful, let's see what we could look at growing in the school playground and having green space anyway.

2 vacancies

- **PSA chair – needs a new chair or co-chair.**
- Kate is standing down as treasurer. Proposed Bence Solymar – Sandra Rathjen Proposed and Jennifer Longstaff seconded.

Treasurers Report – Kate Moir

Income and expenditure

Income to date for the school year 2018-19 is £3074 (Lunchtime café, Halloween disco, Christmas Café, Lottery, Giving Machine). Spend is £665 (swimming caps & sports tops). Expenses are £1726.

Bank balances

The bank balance for the Trust Virgin Money account is £14,730 I have finally got access to the Bank of Scotland account. The current balance is £2934.

Culture Fund

At the last meeting, it was agreed that each class would get £250 per year rather than shared between classes. All additional spend requests would be sent to the Treasurer for approval. No spend has been received since the last meeting.

Action: can the meeting please agree the transfer of the initial grant of £4000 for the Culture Fund.

Charity reporting

Our annual accounts for the financial year 2017-18 have been submitted to OSCR. The figures show an income of £13,818, spend of £14,679 and expenses of £1847.

Draft Proposal for Finance Procedures

Please find a draft proposal for Finance procedures attached: Finance Procedures - proposal.docx

PSA Minutes 18/01/2019

Attendees

Jennifer Longstaff (Chair), Samantha Rushforth (DHT), Stewart Crabb (HT), Rachel Blythe (vice-Chair), Bence Solymar (new Treasurer)

Minutes:

- More PSA helpers are needed if events are to go ahead, Jennifer can't plan PSA events on top of her Chair role. If no-one wants to be a PSA chair we could have 1 or 2 vice chair helpers to support Jennifer and Rachel.
- Jenni has done a cupboard stock-take and tidy, some old unused items like straws have been given to the nursery for their crafting corner.
- Christmas cafe was a huge success raising around £900!
- Bence - as new treasurer, happy to keep our float safe in the school, agreed with the Allocation of Funds process that was put forward at Wednesdays PC meeting and will use broughtonparents@gmail.com as main communication for anything PSA fund related. Spreadsheet will be created to keep track of all requests, objections and approvals. Any PSA related receipts go to the office in an envelope, Bence will file every 2-3 weeks and issue money back.
- Rachel Blythe has been appointed vice chair of the Broughton Primary PSA. Nominated by Rob Noronha, Seconded Jennifer Longstaff

- The 'Broughton Decides' initiative has been proposed to make sure there is a clear framework for assessing PSA funding proposals and a method for generating funding ideas and accepting proposals from **anyone** in the school; Sandra talked through framework for spending the PSA funds. Please find attached:
 - **Allocation of PSA Funds.docx – the framework for assessing proposals**
 - **Broughton Decides draft proposal 010918.docx – as the title states - a draft proposal for Broughton Decides**
 - Any ideas on funding allocation or Broughton Decides please send to: broughtonparents@gmail.com.
 - Funding request from pupil council for 'Craze of the Week'. Fidget toys is the first craze. Requested £200 to buy resources. This was accepted and went through the assessment.
- PSA wanted to try parent rep in each class\stage again, maybe 2 from each class\stage so not so much pressure. Next drop-in session is 8/2 can try to recruit then for parent reps for classes.
- Next event is: **International Cafe, Friday 8th February 11.30am-1.30pm.**
 - Language class special invitation 11-11.30am. Sam will get children to create flags or decorations for the lunch hall and provide some music. Classes P3-P4 will be sent plates home to fill with international food. No tuck will be sold at this café
 - Action: **Source 48 Halal/vegetarian hot dogs; source 2 soup makers; volunteers for set up and running of stall; Order rolls and request free fruit from Tesco.**
 - Student helpers asked for 10-11, 11-12 and 12-1.30
- Following event: **Spring Fling Disco, Friday 8th March 5pm-8.30pm.**
 - 4-5pm set up
 - 5-6pm Nursery to P2 disco
 - 6.15-7.15pm P3 to P5 disco
 - 7.30-8.30pm P6 and P7 disco
 - 8.30-9pm tidy up
 - 1 parent can bring 4 children to the disco's, this will hopefully allow more children to attend.
 - In person ticket sales will be from Monday 18th February, times and dates will be announced by email before they can be sold.
 - Jenni has booked Chaplins Disco for the DJ'ing, he will do games to break up the disco hours.
 - Action: **Sam will double check time for let; source some prizes for disco games; Jenni will create poster and tickets; source volunteers; Cash and Carry run Friday 1st March;**
- Next PSA planning meeting, 22nd March will be for Health Cafe and Summer Fair. If there is still no more vice-chair's or helpers by this stage the Summer Fair may have to be a smaller event. Ex-Broughton pupils would be good for volunteering at PSA events.

EMF update:

- Race is at the end of May. 68 children have signed up already.
- ***If your child wants to run register now! Places are running out!***
- Registration guide from Jenny or Sandra if any issues.
- Fun training runs start from 24/3 Sunday mornings in Pilrig Park 10:30am.
- 17th May handing out T-Shirts.
- Sam, David and Katy Blair are running. 2 parent relay teams are running the Hairy Haggis. Broughton have parent entries for the 10k, 5k and half marathon.
- 6 former Broughton Primary pupils still run.
- This is a fundraiser however, even better, it is a great school event.
- Could raise funds around a theme.

- *Can we get children who have ran before to talk to others about what good fun it is and encourage more people to register?*

154 MacDonald Rd Update:

- Comprehensive email from Stuart Montgomery (Kingsford) re tenant situation.
- 30% of lets now 'long term' and aim is to have all units let to long term tenants by March 2019.
- On-site team would welcome visitors from school community.
- Plan to have 'resident events' and would like to foster constructive relationship with school.