



**BRUNTSFIELD PRIMARY SCHOOL
MINUTES OF MEETING**

Draft

**PARENT COUNCIL AGM
21 September 2016**

Staff Room

Draft

(draft until approved at next meeting)

<p>Present: Neil Thomas ; Elizabeth Tennet , Carol Kyle, Douglas McGregor, David Rowley, Bill Dorman, Pauline Ah-hot, Sarah Cran, Mark Roberts, Samantha Hart, Jonathan Pryce, Andrea Thomson, Alan Gray, Sarah Macrae, Lisa Emslie, Sorour Malaekkeh, Fran Cattanach, Claire Fyvie, Isobel Paul, Holly Provan, Natalie Borrowman, Loukia Koutsoventi, Fayaz Salibhai, Antonis Giannopoulos, Katy Hayne, Barbora Skarabela, Paul Kerr.</p>	<p>Action</p>
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<p align="center">1</p>	<p>Welcome & Apologies</p> <p>Morag Reid, David Urch, Shari Sabeti, Tara McGregor, Suzanne Kennedy.</p>	<p align="center">AG</p>
<p align="center">2</p>	<p>AGM</p> <p>There were 25 Parents or carers of pupils present so the AGM was declared quorate and commenced.</p> <p>a) The minutes of the AGM from September 2015 were approved</p> <p>b) The Chair presented his report for the year :</p> <p>MR welcomed everyone to the meeting, especially those who were new to the school or the Parent Council. MR thanked:</p> <ul style="list-style-type: none"> • all the parents and carers of children in the school who have given their time to come to events, organise events and run stalls, act as clubs organisers or class reps, scrutinise accounts etc. It is an immense collective effort that strengthens the school and its wider community • all the people who have come to Parent Council meetings and contributed their opinions, their experience and their advice. Discussions have ranged across the demographics 	<p align="center">MR</p>

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	<p>of south Edinburgh, to language teaching, to school uniform</p> <ul style="list-style-type: none">• all the staff of the school under Carol Kyle's leadership• Tara McGregor who is standing down as Events Coordinator• the Parent Council office bearers (Elizabeth Tennet, Pauline Ah-Hot, Bill Dorman and Neil Thomas) who are standing down after doing a huge amount over a number of years to manage finances, make events happen, ensure clubs run safely and effectively and the manage the governance of the Parent Council. <p>MR highlighted the four aspects of the work of the Parent Council over the last year:</p> <ol style="list-style-type: none">1. The role of the Parent Council2. The clubs run by the Parent Council3. Fundraising - past and future4. South Edinburgh schools <p>1. The role of the parent council. During the year, we tried to define, briefly and clearly, what the role of the parent council was. There are three elements to it.</p> <ul style="list-style-type: none">• To provide a means for parents and carers to communicate their views on the school and its operation to its management and staff and for the school to liaise with parents and carers.• To raise funds for the school by organising events to provide financial support to the school and its pupils and to foster a wider sense of community among parents and carers with children in the school.• To organise a range after-school clubs to provide pupils in the school with opportunities to experience and explore art, culture, languages, music and sport <p>2. Clubs. Bruntsfield's clubs are lauded across the city and are a huge asset to the school and its pupils. From French, to judo, to chess, to football, to choir, MR stressed the vast amount of work put into running the clubs by the Clubs Coordinators, individual club organisers and tutors.</p> <p>MR highlighted that the clubs do not raise funds. They operate in a way that is financially sustainable so that costs are covered and we can periodically invest in new equipment</p>	
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and cross-subsidise new clubs to get them going. The clubs' finances are managed through a separate bank account that is entirely separate from the one used for events and fundraising (see 3 below).

3. Fundraising. Fundraising happens through events, in particular the summer fete. The last few years have been dominated by raising money for the new playground. During this year the playground was completed. Pulling it together was a partnership between the school, the Parent Council, the City of Edinburgh Council and sportscotland. MR recorded his thanks to those partners and to Harrison Stevens and P1 for getting it built and to Maeve Fryday for bringing her expertise to the project.

The completion of the playground means that we can now concentrate on raising money for other things to support the school. During the past year, we agreed to focus efforts on:

- supporting the school's Primrose Fund that ensures that all pupils at the school are able to participate in school events, activities and trips
- raising funds for specific activities or resources or equipment for the school. The priority for these would be agreed between the school and the Parent Council. In the latter part of 2015-16, the priority was agreed to be modern languages resources. Barbora Skarabela has been working with Carol and the school on a proposal to coordinate volunteer parents, paid tutors and teachers to further enhance modern languages in the school. Later on tonight, we'll gather ideas for fundraising for the current school year which we'll review and agree at the next "standard" meeting of the Parent Council on 16 November
- ensuring that we built up a "rainy-day" reserve

As with clubs, we have a separate bank account for monies raised, so that there is no ambiguity about the financing of the clubs and the raising of funds to support the school.

4. South Edinburgh schools. During past year, the City of Edinburgh Council agreed in principle to the building of a new primary school in south Edinburgh adjacent to St Peter's. The Parent Council contributed to the written consultation on the council's proposals, met the Convener of the Children and Families Committee and spoke at a full council meeting. The proposed new school would alter the southern part of the Bruntsfield catchment - though to a lesser overall extent than either South Morningside or James Gillespie's.

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MR noted developments within Bruntsfield PS which will likely result in a new classroom being formed in summer 2017 taking the school to a three stream, 21 class school. Finally, MR noted that the Parent Council had spent time discussing various implications of the new Boroughmuir High School.

Mark Roberts, 21 September 2016

Question on whether PC/PF can be involved in (school) decision making. TBC

c) The Treasurer presented the following report

Treasurer's Report for AGM on 21 September 2016

1. I was appointed at AGM in Autumn 2013. In terms of clause 8 of the constitution, the maximum term of office is 3 years. I now require to step down
2. Previously, all funds were held in the Bank of Scotland account. Latterly, funds raised at events have been placed in Royal Bank Of Scotland plc account instead.
3. Going forward, it's agreed that the treasurer role will be split, to make it more manageable. Constitution provides that office bearer posts may be held jointly by two people. Proposal is two treasurers, of equal status -
 - events / fundraising treasurer, who uses the RBS account
 - clubs treasurer, who uses Bank of Scotland account
4. Events/Fundraising treasurer role -
 - as at 2.9.16 (last bank statement) balance of RBS account was £65,147.87
 - since then, written cheques of £58, so balance is £65,089
 - this includes £52,463.80 balance of match funding from Sport Scotland, which is to be paid over to the local authority
 - also includes £2,622, which is our share of project management costs, which will be paid over to the local authority as soon as we see a copy of the Harrison Stevens invoice
 - once those payments are made, credit balance will be £10,061
 - in the past, the Parent Council made donations to the school. For a number of years, Parent Council has not made donations, in order to save as much money as possible for the playground
 - now the playground is out of the way, it's agreed that we wish to make donations again, in particular to support the Primrose Fund, which supports vulnerable

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	<ul style="list-style-type: none">children• when considering how much to donate, need to bear in mind that we should retain sufficient funds to pay costs for other events e.g. costs of Halloween party £140, Winter Festival £1,439, quiz £50 = £1,629• going forward, I suggest the events / fundraising treasurer and events coordinator explore the possibility of selling tickets for events via Eventbrite, to reduce the need to handle cash <p>5. Clubs treasurer role -</p> <ul style="list-style-type: none">• dealing with payments for clubs, settling invoices, processing credits for cancelled classes• system works brilliantly if people register for the correct club, invoice is issued at correct rate (full price or concession), parent pays online and doesn't change their mind. As soon as we deviate from that, it causes anomalies behind the scenes, which are tricky to resolve – probably harder than parents realise• generally, I get very positive feedback from parents and club organisers. The only issue which tends to cause difficulty is when parents or children ask if they can cancel a club place. This was discussed in 2014. In the past, quite a lot of people were chopping and changing. It causes a lot more admin behind the scenes than parents realise• going forward, I suggest the treasurer role focuses on admin and record-keeping, supported by a small team who analyse the numbers, for example preparing financial projections, monitoring profitability of clubs and liaising with the clubs team about club pricing <p>6. PayPal account -</p> <ul style="list-style-type: none">• only used for income from clubs• payment made directly to PayPal account• I transfer money out to Bank of Scotland account regularly• PayPal account is only linked to our bank account.• Currently NIL balance. <p>7. Clubs finances</p> <ul style="list-style-type: none">• as at 5.9.16 (last bank statement) balance of HBOS account was £57,528• perception that clubs generate significant income, not really the case• expenses incurred in relation to clubs eg doorkeeping, MUC, Kidzcare were previously treated as general expenditure, not clubs• club expenses are high – approx £2,000 per week for tutors, £350 per month for Kidzcare at school, £120 per week for doorkeeper at MUC, £100 per week for MUC. Currently pay £80 per week to Kidzcare for	
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	<p>escorting children to MUC. Discussions under way with Kidzcare to revise the overall Kidzcare contract</p> <ul style="list-style-type: none">• issue approx 2,000 invoices per year <p>8. Playground Improvement Project -</p> <ul style="list-style-type: none">• in total, Parent Council contributed £46,895 in March 2016, previously paid £3,666 in design fees & will pay £2,622 towards costs of project managers (Harrison Stevens)• total expenditure by Parent Council = £53,183• balance paid by Sportscotland <p>9. 2015/16 accounts have been prepared. They amount to 214 pages. I keep accounts updated as we go along. I send them to Parent Council office bearers & event co-ordinator from time to time, but I don't share them more widely as they contain some sensitive info about people on concession rates for clubs.</p> <p>Elizabeth Tennet, treasurer 21.9.16</p> <p>Question on playground maintenance costs. Yes the PC do have to cover some annual costs amounting to several hundred pounds. Question on why parents think that Clubs make so much money. Maybe put 'not for profit' note on registration part of website and other better comms ?</p> <p>d) The new Parents Council was formed from the AGM attendees according to the PF constitution (see above). (N.B. Any parent or carer can attend PC meetings regardless of whether they are members of the PC).</p> <p>e) There were the following additional matters raised.</p> <p>One parent has raised the idea of a school fleece with the logo as their child cannot wear the sweatshirt ? School Blazer have asked if we wish the navy jacket to be replaced- they have a new model available. Separate discussion on school uniform to be arranged at PC meeting. Get ideas in advance via class reps and run by school to get some potential answers in advance.</p> <p>Question on wider access of swimming pool ? It is the CEC sports department that books this. Lots of other schools use the BPS pool and CK has little control. Within BPS swimming is focussed on P4 currently and then mop up in P6/7 for those requiring it.</p> <p>Which classroom is going to be split in Aug 2017 ? Computer suite.</p>	
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	<p>What about wider music lesson access ? Does via CEC. Issue raised on Piping Hot (CEC organised pipes/chanter), And Ukele too. Are Parents missing music opportunities for their children ? Ukele is currently taking place in P4 & P5 classes, NYCOS are currently working with P3s. Any other appropriate offers, within school time, are followed through, and generally accepted. After /out of school opportunities, which come to HT or School Administrator, are sent to parents and carers via parent mail and shared with teachers to share with classes. If anyone hears of more opportunities, please share with school staff who will pass to parents and carers.</p> <p>f) There were no contested Office Bearer roles.</p> <p>Mark Roberts was proposed by Antonis Giannopoulos and seconded by Sarah Cran for the role of Chair.</p> <p>David Urch was proposed by Mark Roberts for the role of Vice Chair and seconded by Sorour Malaekah.</p> <p>Loukia Koutsoventi was proposed as Clubs Treasurer by Elizabeth Tennet and seconded by Holly Provan. Isobel Paul to be Events/Fundraising Treasurer. Proposed by Elizabeth Tennet and seconded Andrea Thomson. A number people have also volunteered to provide further finance support in various ways: Pauline Smith and Kate Searle and David Rowley and Jules Goodlet-Rowley.</p> <p>Sam Hart was proposed by Neil Thomas and seconded by Bill Dorman for the role of secretary.</p> <p>The role of Clubs organiser will be split between , Carmela Carnicella and Sarah Macrae. Proposed by Bill and seconded by Paul Kerr. Plus Paul as additional support.</p> <p>g) The other roles/groups on the PC were confirmed as follows.</p> <p style="padding-left: 40px;">Events Organiser – Isobel Paul</p> <p style="padding-left: 40px;">Disclosure Officer - Suzanne Kennedy.</p> <p style="padding-left: 40px;">School Management Sub Group – Mark Roberts, David Rowley, Isobel Paul & Neil Thomas (exact team TBC).</p> <p style="padding-left: 40px;">Parental Involvement and Community Liaison -</p>	
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	<p>unfilled. Disband this role for now (check the constitution).</p> <p>This concluded the AGM.</p>	
3	<p>Fund Raising Ideas</p> <p>There was an open discussion on ideas where funds raised by the PC could be directed. In no particular order the ideas discussed were</p> <ul style="list-style-type: none">• Baseline stuff first (playground maintenance plus annual gifts)• Primrose Fund. Approx £2k.• Modern Languages – Proposal circulated from Barbora Skarabela.• Music lessons for all.• Big Learning Company– maybe for 2017/18. <p>Teachers request is modern languages.</p>	
4	<p>Next PC Meeting</p> <p>16 November 2016</p>	