



Bruntsfield Primary School Parent Council

Draft MINUTES PARENT FORUM ANNUAL GENERAL MEETING 7 PM - 25 September 2018

Dining Hall

Present	<p>Karen Galloway (KG), Felix Schaeffler, Brittany Meador, Jasper Stocker, Marianne Wilson, Yvonne Fisher, Kristoffer Boesen, Pauline Golding, Andrea Thomson, Fayaz Alibhai, Herve Dubouchaud, Euan Haggerty, Neil Thomas, Stefanos Papanicolopoulos, Derek Duncan, Mark Roberts, Tom McGregor, Ikuke Mooney, Alex Liddell, Katy Hayne, David Rowley, Paul Kerr, Ellen Langdon, Fiona Reid.</p>
1	<p>Welcome and Apologies David Urch (DU), Sam Hart (SH), (PC members by proxy), Jules Goodlet-Rowley Caroline Phipps-Urch, Bill Dorman, Elizabeth Tennet, Anja Kirchof; Susen Rabold, Fran Cattanach, Sarah Wilmot.</p>
2	<p>AGM Parent Forum KG explained the difference between the Parent Forum and Council</p> <p>i) The minutes of the AGM from September 2017 were approved.</p> <p>ii) Proposed new constitution. Neil Thomas gave a summary of the main changes proposed to make the constitution clearer since its last review four years ago and in light of the income the PC generates. This included clarifications around how office bearers are voted in, voting rights and what action(s) the Parent Council could take when it lacked quorum to make decisions. The new constitution was approved for immediate adoption and the new PC will be formed under this constitution. .</p> <p>The constitution can be viewed at https://bruntsfield.org/constitution/</p>

iii) KG presented the chair's report for the year:

Special thanks to Karen Galloway, Paul Kerr, Andrea Thomas, Neil Thomas, Tara McGregor, Amanda Crawford, Michelle Brown, Suzanne Kennedy, Cheryl Ruiz, Sam Hart, Fayaz Alibhai, Elizabeth Tenant, Ewan Haggerty, Alan Gray.

Chair's Report AGM 2018

The Chair's report is attached.

iv. Draft Accounts. Ewan Haggerty and Neil Thomas presented the main accounts. It was acknowledged that accounts were organised with a great deal of rigour and are independently audited. Main income is generated through fundraising at events (£17,000). Clubs receive a £10,000 buffer to enable sports clothing and equipment expenditure because although they generate £100,000 there is no surplus. There were no objections to this buffer. Costs are incurred through club and event management and the Primrose Fund. **Draft accounts were circulated and approved.**

Next/Ongoing steps

1. Ensure reporting is done each month in format required by the accountants.
2. Set up reporting formats for 2018/19
3. Consider analysis club by club to determine future price rises.
4. Review expenses/additional tutor costs to better understand the termly expense requirements.
5. Consider an improved process for sign-off of monthly invoicing to reduce admin hassle.

v) Outline of the Function of the Parent Council

KG reiterated the function of the Parent Council. Everyone who is a parent and carer of a child at Bruntsfield is a member of the Parent Forum, while the Parent Council represents the Parent Forum with voting rights. Those present at the AGM become members of the Parent Council unless they decline membership.

KG presented three main functions of the Parent Council:

- 1) Represent the forum to liaise and communicate with the school on education and other issues the parents and carers wish to address
- 2) Organise events to raise money to support activities in school and to create better relationships with parents and carers to be part of the School.
- 3) To operate a network of clubs for the pupils to raise funds to provide complementary activities for the School. The school offers one of the largest choice of clubs to pupils numbering 69 clubs across four venues

Parent Forum Survey; key findings

- 440 people, 100 responses, less than 25% engagement
- 33% of people don't know what we do - FAQs and communication methods will be reviewed
- Multiple communications methods are used
- 40% read minutes
- 70% think the parent council do a good job, those who don't, also don't want to be involved with the parent council.
- 75% like clubs and social events
- 34% of people want the parent council to hold the school more to account

v) Recognition of the new Parent Council

The new Parent Council was formed from the AGM attendees according to the Parent Forum constitution. 18 present onparent council and Sam and David by proxy as office bearers and Jules Goodlet-Rowley by proxy. 25 were present, 7 asked to be excluded

vi) Election of office bearers (Chair, Vice Chair, Secretary, Clubs treasurer, Events treasurer, Clubs coordinator)

There were no contested Office Bearer roles.

Chair; DU was proposed by KG, seconded by Andrea Thomson

Vice Chair; Fayaz Alibhai proposed KG, seconded by Andrea Thomson.

Secretary; Sam Hart was proposed by KG, seconded by Pauline Golding; KG nominated Ellen Langdon since the role will be shared, seconded by Neil Thomas

Clubs treasurer; Paul Kerr proposed Neil Thomas, seconded by Pauline Golding

Events treasurer; Andrea Thomson proposed Cheryl Ruiz, seconded by Pauline Golding

Clubs coordinator; Paul Kerr proposed Pauline Golding and Brittany Meador, Andrea Thomson proposed Felix Schaeffler as a shared role, seconded by Neil Thomas

vii) Other PC co-opted roles were confirmed as follows:

Events Coordinator; Andrea Thomson

Class Reps Coordinator; Fayaz Alibhai

Communications Officer; KG

Risk Officer; to be decided at the next meeting

Disclosure Officer; Suzanne Kennedy

This concluded the AGM

Standard business**i) Matters arising from the Parent Council meeting of August 29th 2018:**

- Lateness; Carol has a meeting with a parent who is a statistician to discuss possible ways to identify trends in lateness for pupils, however, the need for confidentiality for all children must be taken into account.
- Sport and physical activity; information from Frank Cavanah and Active Schools is yet to be received and will be circulated when it is.
- Constitution; see previous agenda item for update
- GDPR will be discussed at the next meeting
- Observation Group; any groups purpose will be clearly defined before being allowed

The minutes of the Parent Council meeting of August 29th 2018 were approved.

ii) Finance update**Overview of recent activity**

There was considerable invoicing at the end June. Liaison with Euan Hegerty allowed for preparation of accounts for 17/18. A revised budget and cash flow will be produced to the end of Dec 2018.

Current Balance

The BoS (Clubs) account has £73,908.42 @15/9/18

Future Costs

A small number of unpaid invoices at the end of the summer term (some £500) plus all of Autumn Term (approx. £43.2k - includes bagpipes).

Income

Income for Autumn Term is approx. £43.6 k (n.b. increase from last report due to late registrations/football fees).

Term Budget

Overall budget for autumn 18 term is a small surplus of £400. Expenses have been estimated to ensure a small surplus and therefore caution on expenses is required.

End Term Balance/Future Cash Flow

End Dec 2018 cash position (ex Winter 19 term revenues) is estimated at approx. £29.3k.

iii) Clubs update

The homework club issue of staffing has been resolved and a new doorkeeper has been appointed. New doorkeepers require first aid training costing £1000. Fiona Reid will check the courses to ensure all appropriate training is covered. £800 for football kits was approved. Neil Thomas will organise an offline discussion on accruals.

	<p>iv) Events update</p> <ul style="list-style-type: none"> • Halloween party for P5 and P6 is on Tuesday 30th October from 6:30-8:30pm. • The Pub Quiz for parents and teachers will take place at Akva on Thursday 8th November, doors open at 7pm for an 8pm start, tickets are £10 which includes a drink and can be purchased by PayPal using cheryl.trigg@gmail.com or cash in the PC postbox with a note. • Winter fete is Friday the 30th November (organised by P4). Volunteers are needed. Please contact Andrea Thomson bruntsfieldevents@gmail.com. • We're working on a wine/art event for parents in March. Watch this space. <p>v) Class reps update</p> <p>Thanks to the Head Teacher, Carol for dealing effectively with parent queries. A new system is being trialled where enquiries that can be fixed quickly is working well.</p> <p>Please go directly to the teachers in the first instance with queries if appropriate.</p> <p>An art competition organised by the National Museum of Scotland is available. Class teachers have further information for those interested.</p>
4	<p>AOB</p> <p>There has been a new digital telephone system installed. If there are any contact problems please highlight these with the office.</p> <p>Neighbours of the school have respectfully requested that parents stop double parking when they pick up and drop off children to allow cars parked to get out. Please park a street away from the school where possible. With thanks.</p> <p>A concern was raised about the number of PSA's employed by the school in primary one. Carol highlighted that two new full time PSAs are being employed.</p> <p>Carol conveyed that all assessments, including Primary One Scottish National Standardised Assessments (SNSA), are a snapshot of how children are doing on a given day and are used as 'one part of the jigsaw' to support teachers confirm progress in learning. Children's learning go through phases of progressing quickly and taking time to consolidate. Standardised assessments are considered part of a whole. Carol will update parents on the new SNSA as information comes to the school, via her blog.</p>
5	<p>Dates of next meetings</p> <p>November 12th 2018</p>

Chairs Report

As ever, it's been a busy and challenging year for all involved, but I hope you will agree, a very productive one, building on the foundations established in previous years, and hopefully ensuring we are in an even better position to deal with the challenges, and embrace the opportunities, which lie ahead. I will thank many people in the course of this review, but my first thanks must go to Karen, not least for stepping in to Chair this evening's meeting! I'm very grateful to her, for this, and her support throughout the year. I trust she's not blushing too hard whilst reading this out!! I'm particularly pleased that she has agreed to volunteer to take up the position of Vice Chair. Please accord her your full support in this and in conducting what is sure to be a complex and demanding meeting this evening.

I would like to review the main areas of our operation in turn before looking briefly to the future.

Firstly, addressing Clubs, which is a major operation. We run 25 clubs and 70 sessions per week and generate an annual income of over £100,000. It is hard to fathom how Paul has been able to oversee this virtually singlehanded. From answering queries from parents, tutors, organisers to door keeping to opening bookings, closing bookings and working how what and who is where. The system we use for bookings is apparently straightforward but I'm not so sure. Paul, thank you for keeping the clubs system running. You bows out this evening deserving of all the plaudits directed his way. And what I have here is a small token to say thank you for all your support over the last two years and for keeping me (That's David by the way) on the straight and narrow.

I am really encouraged s that we have been able to recruit a fantastic team to take over from him, in Brittany, Felix and Polly; I hope you will support their appointment this evening. I'm sure that Paul will be an ear as and when needed.

The diversity of clubs offered continues to be a source of amazement and something we should be proud of, particularly as other schools are forced down the line of reducing their participation, falling back on Active Schools. We have enjoyed notable success in theatre, choir, netball, football, fencing, and badminton clubs this year (apologies to any club that I have omitted..), but the greatest winners must be the pupils who have access to to such a broad array of activities every week, a huge achievement in itself in 26 different disciplines - from art to ukulele and with everything in between!

As well as to Paul, huge thanks go to all the club organisers and tutors responsible for the day to day experience the children so prize. Thanks and credit also go to the Doorkeepers. Although we got off to a troublesome start this time last year, trough the employment of Gemma, Monica and their team, we now have a well-functioning unit without which clubs simply could not operate. I would also like to pay particular thanks to Tara McGregor who stepped into the breach at very short notice to help us take on this vital role.

Events have been a great success again this year, from the Teddy Bear's picnic for new P1 families all the way through to the end of year ceilidh. Thanks to Andrea and all the individual contributors for delivering such a wide range of fun and enjoyable events. The highlight, however, as before,

was the summer fete which enjoys the widest participation and is the major source of funding we can channel toward good causes. Not only has Neil previously served as Secretary, and come back to tackle Club finances, he has organised the summer fete, not once, but twice. It's always hard to convey the extent of gratitude owed to an individual in words, but his contribution and impact is truly remarkable and should be widely recognised.

New to the events roster this year was the Art Auction, inspired and organised by Amanda Crawford. It was a huge success, raising nearly £2,000 for the Primrose Fund, and I'm glad to say will become a recurring feature in future.

In today's world, running our events would not be possible without proper health and safety assessments and oversight. In recognition of this, we created the co-opted role of Risk Officer, formalising what Michelle Brown had quietly been doing under the radar for some time. We'd like to thank her for all her unsung efforts in this vital area. I'm pleased that Michelle has agreed to continue in this role whilst we look for a replacement. Michelle has done all the hard work in conducting the risk assessments and is happy to work with someone to ensure that this is a fear-free role.

In this vein, timely 'disclosure' is a critical aspect of allowing tutors, doorkeepers, and others who engage with the pupils to operate. We recognise Suzanne Kennedy's equally unheralded efforts in this regard-- another little known role which makes many of the others possible. And I'm pleased to say that Suzanne will continue for another year. Thank you Suzanne and Michelle.

Turning to our Finances, we are in good shape.

We have two main sources of income; running clubs and events. Each stream of income and expenditure is dealt with in separate bank accounts and we have a Treasurer for each.

Clubs provides the lion's share of our income, but we aim to run this on a break-even basis, so it does not typically generate a surplus. For clarity, club organisers have the ability to invoice for amounts up to £50 to cover sundry items; amounts over £50, up to £300, can be signed off by the club coordinators; amounts over £300 come to the Parent Council for approval. This year we approved expenditure on new football kit and bagpipes, for example. These funds were drawn from the Clubs account. We aim to run a buffer of around £10,000 in the Clubs account to deal with unforeseen eventualities, such as first aid training. Any surplus over and above this can be transferred to the Events account.

Events are the main source of income we can direct to good causes. As we have a historic surplus and are generating around £15,000 per annum, we feel we need to have rigorous and transparent processes in place governing the deployment of these funds. As such, we have introduced a Funding Application process which is designed to ensure we fund applications which have the widest and most enduring impact on our pupils education and welfare. This process is open to all - from parents and carers to staff and the documentation is available on our website.

This year we received five successful applications ranging from building ICT capacity, to yoga, Expressive Arts and helping to ensure all the children have access to a working smart board in their classrooms. In total, we made commitments to spend around £13,000. The detail can be seen in the table appended to the minutes.

I've already mentioned how much I appreciate Neil's input looking after the Club finances, among other things, and I'd also like to pay tribute to Cheryl

who plays a vital role in managing the Events finances. I think it's especially worth highlighting how she has managed to make such a powerful contribution whilst maintaining enough flexibility for the other demands on her time. I hope this serves as a good example and an inspiration for other potential volunteers.

Operating an effective organisation is dependent on good governance, and this covers a variety of aspects.

I am hugely indebted to Sam for all her support as Secretary. She has a key role in the obvious generation of such excellent minutes of all our meetings, to doing a lot of behind-the-scenes heavy lifting, like making sure all the lets are in place so that clubs can function. I'm very pleased that we are going to be able to draw on her services for another year. She is delighted, however, that we are proposing to split the role, with Ellen Langdon having volunteered to take on the minute-taking duties. I hope you will support her appointment later in the meeting.

Good communication is a central aspect of our role, and I think a key component of good governance. To that end, we created the co-opted role of Communications Officer. At the risk of embarrassing Karen again, I'm sure you'll all agree what a fantastic job she has done in shaping this new role with her indefatigable and upbeat approach.

In a move to further recognise the importance of communication, we formalised the position of Class Rep Co-ordinator as another new co-opted role. I think we can all agree, Fayaz has taken this on with gusto; his positive and uplifting approach is truly valued. The class rep system can only function, though, with the input of the 21 class reps. We are very grateful for all you do, helping to allow information to percolate up from each class, and back down again smoothly from the Parent Council. It is this interaction which has led us to support the school in an effective review of its homework policy in the past, and which regularly helps to highlight simmering issues which can be taken 'off line' and addressed effectively before they become corrosive.

It is also important that we not only foster good communication between the Parent Council, the Parent Forum, and the school, but that we engage with the pupils and the wider community. I'm pleased to say I managed to meet with the Pupil Council, but I regret only once; I hope to improve my engagement in the forthcoming year. Similarly, we have made progress in linking up with local councillors and other Parent Councils; again, we hope to build on these interactions. I'm grateful to Elizabeth Tennant for agreeing to liaise with Boroughmuir High School, such an important connection for obvious reasons.

We could not function without our website, and we have to salute our Webmaster, Alan Gray, for all he has done over many years to provide this facility, not to mention all our email accounts!

Effective governance also dictates that we take soundings on our effectiveness as a Parent Council, and that we regularly review our Constitution to make sure it is still fit for purpose.

Again, huge thanks are due to Karen for conducting the recent survey on our effectiveness, and compiling the results, which I know she is looking forward to sharing with you shortly. Please don't underestimate the amount of work involved in this.

Two weeks ago, I circulated some significant revisions to the current Constitution which had come into effect in 2014. The main changes I am

proposing are designed to clarify how the Parent Council is formed, who its members are, and how the voting procedure would work, should it be required.

I am grateful to those who have helped me with the drafting, especially to Mark Roberts, our former Chair, who was also heavily responsible for drafting the current Constitution, for his input and support. Shortly, I hope you will approve the proposed amendments and their immediate adoption. We are, of course, obliged to prepare our accounts and have them independently reviewed. I am incredibly grateful to Euan Haggerty for volunteering to take this on, and for helping to source a volunteer to conduct the independent review. His efforts confer a significant saving to the Parent Council, in the order of £800. Thank you.

On a personal note, I would like to thank Carol and the staff for all their positive engagement over the year. I always appreciate her openness and constructive approach, and I've enjoyed getting to know the Depute Heads and more of the class teachers. I hope we can build on these relationships in the coming year.

Ultimately, we are all here to further the education and wider welfare of the pupils. I'm excited about what we have in place and what lies ahead. Let's continue to evolve, working together, and see just how much we can achieve. Thank you all.

David Urch September 2018