



Bruntsfield Primary School Parent Council

**DRAFT MINUTES
PARENT FORUM ANNUAL GENERAL MEETING
19.00 - 25 September 2019**

Dining Hall

Item		Action
1	<p>Welcome. David Urch welcomed everyone to the AGM, and explained the need for keeping a record of attendees at the meeting. The attendee list was circulated as in appended to the minutes</p> <p>Present David Urch (Chair), Karen Galloway (Vice-Chair), Sam Hart (Secretary), Fayaz Alibhai, Polly Golding, Felix Schaeffler, Andrea Thomson, Martyn Wood, Jenni Fuchs Madine, Bridget Kearney, Maeve Fryday, David Redpath, Kate Stewart Roper, Susen Rabold, Dasha Naiog, Jay Feeney, Jolia Moon, Shona Simon, Catriona Penny, Fiona Galbraith, Jae Fassam, Cindy Coleman, Sorour Malaekkeh, Victoria Lopez Craig, Ceri Sutherland, Miaochen Gray, Elspeth Mackay, Ariane Critchley, Maddy Millar</p> <p>Apologies Jen Beattie, Maya Berry, Leigh McGuigan, Ros Claase, Karen Grant, Neil Thomas, Cheryl Ruiz, Alan Gray, Brittany Meador, Stefanos Papanicolopoulos, Yvonne Fisher, Ellen Langdon, Euan Haggerty, Carol Kyle</p>	
2	<p>AGM</p> <p>i. Approval of AGM Minutes for September 2018 Approved with small minor amendments</p> <p>ii. Chair's report David Urch reviewed the operations of the Parent Council (PC) over another successful year.</p> <p>Clubs; thanks to the clubs team, especially Polly Golding and Felix Schaeffler in their first year in the role, the tutors, the door keeping team and the finance team for helping to run a hugely successful clubs programme. The diverse range of opportunity open to the children continues to be a great asset.</p> <p>Events; a successful year of events, with thanks to Andrea Thomson, to those who helped run specific events, and to all those who attended, generating such enjoyable and vibrant occasions, and, of course, the significant funds we are able to channel toward good causes.</p> <p>Finances; over the last year the PC has contributed >£20K to a wide range of good causes including Numicon, outdoor play materials, yoga, Scottish opera, screen printing and the accelerated reading programme This represents a concerted effort to support a wide range of activities, across all age ranges, hopefully having a significant and sustained impact on as many pupils as possible.</p> <p>Governance; DU reviewed steps taken over the last couple of years including the introduction of consolidated accounts, a review of the constitution, improving communications through the creation of the co-opted roles of Communications Officer and Class Rep Coordinator, and the introduction of a Funding Application process. Whilst there is inevitably room for improvement in all these areas, it is hoped that they have served to bring greater rigour and transparency to our processes, helping to strengthen good governance across our activities.</p>	

In other areas of engagement, DU noted his regret at not having been able to build on his interaction with the Pupil Council, but was encouraged by increased collaboration with local councillors, cluster school parent councils and local community groups.

DU also noted thanks to Elizabeth Tennent (liaison officer with Boroughmuir High School), Alan Gray (web master), and Brittany Meador and Ellen Langdon who helped out Clubs and Secretary respectively. Thanks also to Suzanne Kennedy and Michelle Brown who have helped to ensure that our activities have been able to run safely. He also thanked Carol Kyle and the SMT for their positive engagement and continued support of the PC.

DU reflected that while there are always limits to what a voluntary group can achieve, it's worth remembering that we are essentially running a complex small business without any full-time staff, and that it's pretty amazing what we've been able to deliver as a team.

DU closed his report by thanking the PC team for their input and friendship during his time in the chair.

iii. Consideration of the draft accounts

DU presented the consolidated accounts, which were prepared with a great deal of rigour and have been independently reviewed, for both of which we are very grateful to Euan Haggerty.

Events generated £17,223 and clubs turned over £104,367, producing a total annual turnover of £121,590.

Costs of running the events were £3,282, releasing £13,941 for good causes, and Club costs were £90,118, generating a gross profit of £28,190.

The implied surplus from Clubs of £14,249 is tempered by PayPal costs (which are deducted lower down the Profit & Loss, under Finance costs) of £3,824, so is actually £10,425. This figure itself is potentially flattered by the dropping out of Kidzcare costs from the prior year, so we should not rely on a surplus from Clubs in future. As a reminder, we do not intend to run Clubs at a significant surplus.

Of particular note, the following good causes were supported in this accounting year:-

Yoga £3,840

Drama £1,310

School equipment and resources £17,815

Of which, P7 yearbook £627, Numicon £2,535, Accelerated Reading Programme £6,800, Outdoor Play Equipment £6,750, and P1 Materials £1,103

The Balance Sheet is in good health with Net Assets of £48,704 to carry forward.

A question was raised about whether the level of Net Assets was appropriate for a Parent Council. It was explained that £26,139 of the Net Assets relates to cash generated by events over the years and held for good causes. It was noted that a buffer of £5,000 is maintained to run Events and that a number of spending commitments would likely see this number reduce over time. It was also explained that around £25,239 of Net Assets was related to Clubs, this being the difference between cash held and deferred income relating to activities in the new school/accounting year. The relatively high level of Net Assets in Clubs is due to the £10,000 buffer retained to cope with any unforeseen issues, and the relatively high surplus generated this year due to Kidzcare costs dropping out. Some funding commitments for clubs, noted below, were approved which will see this level of Net Assets drop by around £2,000. It is reminded that any sustained surplus over and above the £10,000 buffer, having taken into account the regular equipment spending on clubs, can be transferred to the Events account to go towards good causes. It was agreed that the maintenance of such buffers and Net Assets were appropriate for a Parent Council operation of this scale.

Draft accounts were discussed and approved and are appended to these minutes on the web site.

iv. Function of the Parent Council, including the recent parent forum survey

The function of the PC is to facilitate and enhance communication between the parent body and the school, to coordinate the clubs and run events to raise money for good causes.

	<p>The PC conducted a second survey (following the first one at this time last year) to explore whether the parent forum understood the role of the PC and how well it was functioning on behalf of the parent forum. As with last year, response rate was ~25% (99 in 2018 and 98 in 2019 responses), or nearly 50% assuming only one person per household would be expected to respond. Data suggests parents understand the parent forum better this year, and are successfully using the parent rep system to help communication between the school and the parents. There was a call for the PC to review inclusion, events that celebrate diversity, and informal ways to connect with the PC. A more detailed analysis of the survey data will be circulated.</p> <p>v. Recognition of the new Parent Council The new Parent Council was formed and recognised as per the attached list.</p> <p>vi. Proposal for new co-opted role; child protection officer Ariane Critchley discussed the parent council’s need to review child protection practices, and suggested that a review be undertaken in order to define policy and training needs. Ariane will lead the review with a small working group. Depending on the outcome of the review, a CPO may be co-opted.</p> <p>vii. Election of office bearers (Chair, Vice Chair, Secretary, Events treasurer, Clubs treasurer, Clubs)</p> <p>There were no contested office bearer roles Chair; David Urch proposed Karen Galloway, seconded by Andrea Thomson Secretary; Sam Hart proposed Jae Fassam, seconded Karen Galloway Clubs treasurer, David Urch proposed Neil Thomson, seconded Karen Galloway Events treasurer, David Urch proposed Cheryl Ruiz, seconded Karen Galloway Clubs tutor coordinator, David Urch proposed Polly Golding, seconded Andrea Thomson Clubs technical coordinator, David Urch proposed Felix Schaeffler, seconded Andrea Thomson</p> <p>viii. Other PC co-opted roles (Events coordinator, Class Reps coordinator, Communications officer, Risk officer, Disclosure officer)</p> <p>Events coordinator; position to be filled Communications officer, Karen Galloway proposed Jenni Fuchs, seconded by Sam Hart Risk officer; position to be filled Disclosure officer; position to be filled Class reps coordinator; Fayaz Alibhai proposed Jasper Stocker seconded by Karen Galloway</p>	
3	<p>Standard business</p> <p>i. Approval of the minutes from August 28th 2019 The minutes were approved</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Scope for enhancing the school experience for those with additional learning support; on-going • Tiny medics will be coming in to provide 1st aid training for all children in P6. £1180 has been pre-approved. • Playground chalk board; three sites have been identified and a playground chalkboard is forthcoming • The art auction is currently running with exhibits welcome, see below <p>ii. Finance update Clubs finances are unchanged since the last meeting, with a current net balance of £69,578.40</p> <p>Events finances Current available balance £13,800 after payment for approved good causes, leaving £8,800 after allowing for the £5,000 buffer. This included screen printing (in the new year aligned with Scots week) and accelerated reader (Martyn Woods provided an overview of the accelerated reader programme which is being rolled out by the end of October across P5, P6 and P7; more information on this will be forthcoming)</p> <p>iii. Clubs update A new member of the clubs team has joined Polly and Felix. The team are reviewing the chaperone service, and are asking for someone to help with the administration of the service. A new club</p>	KG

	<p>organiser for swimming is needed; this will also include piloting a new on-line booking system. Creative writing club will start next term. The new debating club is running very well.</p> <p>There has been a request for girls' football strips (£645), judo mats (£860) and shuttlecocks (£375). This expenditure was approved.</p> <p>iv. Events update</p> <ul style="list-style-type: none"> • The art auction is currently running. Amanda Crawford is looking for volunteers to help with one of a number of very small jobs to help with this. • The next calendar event is the pub quiz • The Halloween party appears to have an organiser, and will be on the 30th October • The winter fair needs an organiser • Andrea expressed how much she had valued being the events organiser and thanked everyone for their input. <p>v. Class reps update</p> <p>Carol Kyle has already addressed a number of queries raised by the class reps directly. The following queries have also been raised:</p> <ul style="list-style-type: none"> • There was a query regards whether a sprinkler system in the school was in place and if a fire risk assessment has been carried out. It was explained that, on the basis of a risk assessment that had been conducted some time ago, it was considered that a sprinkler system was not required. • There was a query about access to books in the upper school classroom libraries. Martyn Woods explained that as part of the accelerated reading programme, there will be a review of reading materials in the upper school. The school would however appreciate donations of books, and will communicate how and when this can be done. Martyn also noted that he would review an audit of books in the lower school as well. • There was concern that some children could not participate in Bikeability because they did not have access to a bike. The PC are exploring options as to how they can help fund bikes that the school can loan out. 	
4	<p>AOB</p> <p>Funding applications (Yoga); DU recused himself from the assessment given his ongoing conflict of interest. £1400 has been requested to continue the yoga for children with additional support for learning needs. The application was approved.</p> <p>Carol Kyle has invited a parent to sit on the School Fund, and it is the intention that this parent will also be able to represent the parent council. Given the large amounts of money passing through the School Fund from the Parent Council, this is a very welcome development.</p> <p>Kristoffer Boesen asked for an update on St Oswald's at the next meeting. This will be added to the agenda for the next meeting.</p> <p>Martyn Woods explained that the ice cream that was available on the school menu is actually frozen yoghurt. Carol Kyle is following up the concern that this is available to children every day.</p> <p>To close the meeting Karen Galloway thanked David Urch for his outstanding contribution to the parent council.</p>	
5	<p>Date of next meeting</p> <p>Wednesday 20th November 2019 (TBC)</p>	