



## Bruntsfield Primary School Parent Council

### Draft MINUTES PARENT FORUM ANNUAL GENERAL MEETING 7 PM - 20 September 2017

#### Dining Hall

<b>Present</b>	David Urch (DU), Mark Robert (MR), Paul Kerr, Andrea Thomson, Sam Hart, Sorour Malaekah, Katy Hayne, Fran Cattanach, Karen Galloway, Jenny Mitchell, Loukia Koutsoventi, Yvonne Fisher, Elizabeth Tennet, Tara McGregor, Julie Allison-Wosu, David Rowley, Anja Kirchhof, Carol Kyle (CK), Shona Simon, Lizzie Williams, Nicola Smith, Elspeth Fairgrove, Aktar Somalya (present for half of meeting), Ahmed Abdelaah, Maeve Fryday, Fanny Boden, Halle O'Neal, Jenny Dobie	
1	Welcome and Apologies Fayaz Alibhai	
2	<p><b>AGM</b></p> <p><b>i) The minutes of the AGM from September 2016 were approved.</b></p> <p><b>ii) The chair presented his report for the year:</b></p> <p>MR thanked all the parents and carers of children in the school who have given their time voluntarily to:</p> <ul style="list-style-type: none"> <li>• come to events</li> <li>• organise events, carry out health and safety assessments, provide emergency medical cover, coordinate raffles or run stalls</li> <li>• act as clubs organisers or class reps</li> <li>• ensure that everyone who needs a disclosure certificate has one.</li> </ul> <p>MR noted that year-in, year out, it is a huge collective effort that really strengthens the school and its wider community. Without parents and carers coming forward to offer their help none of the events, clubs, fundraising, meetings will happen.</p> <p>MR then thanked everyone who had come along to Parent Council meetings and contributed their opinions, their experience and their advice. He noted that as a PC we cover a huge amount of ground at Parent Council meetings ranging from skiing lessons, to computing facilities, to the on-going saga that is the construction of the new Boroughmuir High School. Getting through the volume and diversity of the business can be a challenge for the chair. If you want to know what's going on or want to ask a question or raise an issue - get in touch and come along to the meetings - the next one is in November.</p> <p>MR then thanked all the staff of the school under the leadership of CK and her senior team who together make it such a fantastic school.</p> <p>MR next noted thanks to the various people who have acted as office-bearers on the Parent Council over the past year - David Urch as vice-chair, Sam Hart as secretary, Isobel Paul as events treasurer, Paul Kerr and Sarah MacRae as clubs coordinators and Loukia Koutsoventi as clubs treasurer. These people have done an immense amount of work to manage finances, make events happen, ensure clubs run safely and effectively and to manage the governance of the Parent Council.</p> <p>MR then highlighted that the role of the PC comprised three components.</p>	

1. 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.
2. 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.
3. 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

MR then went on to review the year around these three themes.

1. Communication between parents and carers and the school is critical. The Parent Council is a key route but not, of course, the only route for parents to raise issues with the school. Over the last year, one issue that came to the fore was homework. The Parent Council received a range of feedback from parents about homework: too much, too little, wrong timing, not enough maths etc etc. There were a diversity of views. The PC gathered feedback through the class rep network, fed it back to the school, the staff considered it and revised the homework policy. MR explained that this was exactly how the process should work.

MR mentioned that during the year, DU had been leading a group of people looking at how the Parent Council communicates with parents and carers and that later in the agenda a specific role to focus on communication would be established.

2. Clubs. Bruntsfield's network of after-school clubs are lauded across Edinburgh and are a huge asset to the school and its pupils. From French, to judo, to coding, to cycling, to choir. They are also a massive operation operating 26 clubs, 700 cubs sessions per week, across four sites. This is, in part, a product of their success and parents' and pupils' enthusiasm for them and, in part, a product of the size of the school - Bruntsfield now has well over 600 pupils (and a long waiting list).

MR noted that clubs don't just happen. Parents and tutors make them happen— the Clubs Coordinators (Paul and Sarah), individual club organisers and tutors put a vast amount of work into making them happen and once again. MR paid tribute to all of them. One of the challenges this year has been ensuring that the clubs are viable by providing doorkeeping cover for clubs, which is the responsibility of the Parent Council. MR was very grateful to Kidzcare for stepping into the breach for when the doorkeeper position was unexpectedly vacated last. Doorkeeping was revisited later in the agenda.

3. Fundraising. Fundraising happens through events, in particular the summer fete. The last few years were dominated by raising money for the new playground. This year we didn't have to think about raising funds for the playground. We provided funds for the school's Primrose Fund to ensure that all pupils at the school were able to participate in school events, activities and trips. The PC supported an initiative with Theatre Sans Accents to complement the school's modern language teaching. The PC also made sure that it had built up a financial reserve after many years of having no such reserve. There is a decision to be made about where to invest money for the next school year.

MR then reiterated the "philosophy" behind our fundraising efforts. This is that the PC will wherever possible support the Primrose Fund as the first call on funds and always ensure that there is a prudent level of reserves. Beyond that, the PC endeavours to support activities or infrastructure or equipment that will make a sustained and enduring impact on the life of the school in the widest possible sense and that complement what the school is doing and focusing on. For example, last year's focus on modern languages was intended to support the focus on languages that the school had in its quality and improvement plan.

MR's penultimate point was not about a looking backwards but about looking

forwards. Over the summer, the Scottish Government outlined its vision for how school education should develop in the future. One element of this is strengthening parent councils further and giving them a greater role in, "...substantive matters such as school improvement and school policies." It is expected that this will mean placing greater emphasis on schools being a genuine partnership with parents. It will almost inevitably mean a greater role for each Parent Council, which it is hoped Bruntsfield is already well placed to do.

MR finished by noting that he had been the chair of the Parent Council for three years and that this was his last meeting in a formal role. He expressed that he was immensely grateful for the support of many parents over that time in helping make the Parent Council work - especially over the last few weeks. Also thanks to Carol for being so open, and taking the time to talk about the issues and challenges that she faces in leading and managing the school.

CK added her thanks to the PC, and acknowledged the significant role that the PC plays in the life of BPS.

DU added his thanks to MR for his role as chair, and the contribution he has made to the PC over the past 3 years. ET added her thanks to MR.

### **iii) Draft accounts were circulated and approved.**

MR outlined that Alison Miller was employed to provide an independent examination of the accounts, and her report was circulated. No substantive issues were reported.

DU spoke to the accounts, and added thanks to the Clubs and Events treasurer and to Alison Miller.

Events generated a revenue of £15,449 and clubs a revenue of £104,043. Total income was £119,492. After club costs, support for the primrose fund, the modern languages programme and a buffer, the surplus is ~£20,000

### **iv) Outline of the Function of the Parent Council**

MR restated the function of the parent council. Everyone who is a parent and carer of a child, is a member of the parent forum, and the PC is a subset of the forum. People who are present at the AGM become members of the PC.

He outlined the three main functions

Act as a communication route between the PF and the School

To operate a network of clubs for the pupils

To raise funds to provide complimentary activities for the School.

Organise events to encourage parents to be part of the School.

### **v) Recognition of the new Parent Council**

The new parent Council was formed from the AGM attendees according to the Parent Forum constitution.

### **vi) Election of office bearers**

There were no contested Office Bearer roles.

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

Vice Chair; DU suggested that the role of Vice Chair be proposed at a later date so as to provide a shadowing and hand over process from Vice Chair to Chair. The position was not filled.

Secretary; Sam Hart was proposed by David Urch, seconded by Karen Galloway

	<p>Clubs treasurer; Neil Thomas was proposed Elizabeth Tennet, seconded by Maeve Fryday</p> <p>Events treasurer; Cheryl Ruiz was proposed by David Urch and seconded Fran Cattanach</p> <p>Clubs coordinator; Paul Kerr and Sarah Macrae were proposed by David Urch and seconded by Karen Galloway</p> <p><b>vii) Other PC co-opted roles were confirmed as follows:</b>  Events coordinator; Andrea Thomson  Communications officer; Karen Galloway  Class Reps coordinator; Fayaz Alibhai and Jenny Mitchell will share the role  Clubs coordinator assistant; this role was not filled  Clubs treasurer assistant; this role was not filled  Disclosure Officer; Suzanne Kennedy</p> <p><b>This concluded the AGM</b></p>	
3	<p><b>Standard business</b></p> <p><b>i) The minutes of the PC minutes from August 30<sup>th</sup> 2017 were approved.</b></p> <p><b>ii) Events update</b>  Halloween party is on the 25<sup>th</sup> October (organised by P6), and the Winter fair is the 24<sup>th</sup> November (organised by P4).</p> <p><b>iii) Clubs and doorkeeping update</b>  Last year kidzcare provided doorkeeping cover at BPS and MUC. They were not able to provide this cover for this year, and despite attempts, cover was not in place for the beginning of the new School Year. MR expressed his thanks to the parents who had stepped in to help cover the doorkeeping role for the first two weeks of term. The PC are looking to finalise appointments and a process that ensures the door keeping for clubs is sustainable, resilient, and provides the level of care that is required for the safety of our children. The PC aims to update the parent forum as soon as possible regards the position</p> <p><b>iv) Allocation of PC Fundraising Funds to School</b></p> <p>CK made a request for any surplus funds from the Clubs account to be used for sports kit for clubs.</p> <p>The School has provided a ‘wish list’ the PC, which includes  Loose play items for the playground  Playground markings for the front playground  Novels for class libraries  Social and emotional story books  Microphones for the sounds system for the hall  Microphones and headphones for ipdas  Update of the ICT suite.  Coding support  Portable display boards  Props and costumes for drama  Update of musical instruments.</p> <p>It was discussed that for the PC to support purchases, the School needs to provide a costing plan, and indications as to how the purchase will contribute to sustainable teaching and learning. DU will follow up with CK to identify what the PC would like to consider funding and the next steps. DU reiterated that the parent forum were</p>	DU/CK

	<p>invited to make suggestions to the PC as to how funds could be spent. Funding proposals would be considered from parents and from the School, and council will be taken at the PC meetings before any funding decisions are made.</p> <p>CK identified that the greatest need for the School was to help refresh all the PCs in the PC suite, as Edinburgh Council will not be providing updated PCs following the PC suite refresh. CK will update the PC with the refresh costs and the process required to make these purchases.</p> <p>Sumdog has been paid for by BPS using the pupil equity fund, and staff will have training for SumDog in November. SumDog will be rolled out to all pupils this term. All children will have a username a password to access SumDog. CK will update parents in her Friday blog.</p>	<p><b>CK</b></p> <p><b>CK</b></p>
4	<p>AOB</p> <p>DU will have a meeting with Melanie Maine before the next meeting, and report back on how the PC can best make use of her support.</p>	<p><b>DU</b></p>
5	<p>Dates of next meetings</p> <p>15<sup>th</sup> November 2017</p> <p>30<sup>th</sup> January 2018</p> <p>21<sup>st</sup> March 2018</p> <p>16<sup>th</sup> May 2018</p> <p>13<sup>th</sup> June 2018</p>	