

**Burnside Primary School Parent Council AGM Minutes**

**7th October 2024**

**Present:**

Lyndsey Shakespear (Chair elect)

Fiona Adamson (Outgoing Chair)

Gayle McDonald (Head Teacher)

Scott Miller (Depute Head)

Cllr Robert Brown

Fraser Bedwell

Monica Tinney

Lynn Goodall

Kimberley McGhie

Julie Brown

Laura Milne

Alise Middleton

Amy Taylor

Pamela Dick

Louise Crolla

Ross Kirkwood

Fiona Midwinter

***Meeting commenced at 1912.***

1. **Apologies**

Alison Burns

Shirley Lyon

Libby Urvois

Anna M

Susan Summers

Katy Bhatia

1. **Minutes from 2023 AGM**

The minutes from the AGM dated 04/10/23 were approved without alteration. Proposed: PD. Seconded: FB

1. **Chairperson’s report**

See Appendix A

1. **Treasurer’s report**

In the absence of the treasurer a verbal update was provided by LS with a full treasurers report to follow at the November meeting. The Parent Council has a balance of just over £7000 at present. **Action SS.**

1. **Appointment of independent examiner**

In the absence of the treasurer, this item will be carried forward to the next Parent Council meeting on 06/11. **Action LS & SS.**

1. **Appointment of committee members**

Nominations were invited for office bearers. The positions were filled as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position**  | **Nominee(s)** | **Appointee(s)**  | **Proposer** | **Seconder**  |
| Chairperson | Lyndsey Shakespear  | Lyndsey Shakespear | Fiona Adamson | Fraser Bedwell |
| Vice Chair | None | None |  |  |
| Treasurer  | Susan Summer | Susan Summer | Lyndsey Shakespear | Pamela Dick |
| Secretary | Fraser & Lisa Bedwell | Fraser & Lisa Bedwell | Lyndsey Shakespear | Pamela Dick |
| Comms coordinator  | Pamela Dick | Pamela Dick | Lyndsey Shakespear | Julie Brown |
| Christmas Fayre coordinator | Julie Brown | Julie Brown | Lyndsey Shakespear | Pamela Dick |
| Disco coordinator | Katie Bhatia | Katie Bhatia | Lyndsey Shakespear | Fraser Bedwell |
| Library coordinator | Alise Middleton | Alise Middleton | Lyndsey Shakespear | Fraser Bedwell |
| Pre-loved uniform coordinator | Lesley Ann Gibson | Lesley Ann Gibson | Lyndsey Shakespear | Pamela Dick |

No nominations were received for the position of vice-chair so this remains unfilled. SS has outlined her intention to step down as treasurer by the end of the academic year and work is underway to identify a replacement who could shadow her over the coming months. LS and FB are in the process of being added to the Parent Council bank account.

1. **Voting members of the Parent Council**

All in attendance and those voted into office bearing positions agreed to become voting members. LS will contact the current mailing list of voting members and they will remain as a voting member unless they indicate a desire to remove themselves. LS and FA will also review the list of voting members to identify and remove any parents who no longer have children at Burnside Primary. A question was raised as to whether only parents and carers of children at the school can be voting members. Following a discussion it was agreed that others could be coopted as voting members but only on the basis they have a connection to the school. It is for the Parent Council to determine this on a case by case basis should the need arise. FA clarified that 40% of voting members are required to form a quorum and only significant decisions (such as agreeing the annual budget) require a vote. Other routine decisions will be approved at Parent Council meetings with a majority vote of those present.

1. **Projected budget**

LS presented a proposed budget for the 2024/25 (see Appendix B). This covers the anticipating programme of fundraising events and activity programme for the year. Projected fundraising totals £9400 against proposed expenditure of £8400. The income projection is considered to be conservative so the forecasted surplus may be larger. Given the Parent Council already as £7000 of funds in the bank there will be a discussion at the November meeting as to what else we may wish to spend funds on in the coming year. RK suggested involving the Pupil Council in generating ideas. The budget will be circulated by email to all voting members for approval. **Action LS.**

1. **Christmas Fayre update**

JB updated the meeting on the Christmas Fayre planning progress, which is well in hand and the event is expected to be even larger this year. This year’s organising committee is larger and there are already more volunteers than last year. The upper and ground floor of the school will be used, with the upper corridor accommodating external vendors. The meeting approved the purchase of two machines which can be used to accept card payments (£59 for one or £88.50 for two). One of these machines will be used at the front door and the other in the cafeteria area. The organising committee will meet again on 17/10.

1. **Library update**

AM updated the meeting that the library is now in its third week of the new school year and is proving as popular as ever. There is a strong and dedicated team of volunteers (18 in total), an increase on last year. The PVG process for these volunteers is in hand. The first author visit of the new year takes place tomorrow (8th October) when Ross McKenzie will visit P6 & 7 pupils. AM has a list of other target authors she is approaching for similar visits. Plans are also in development for activities to mark World Book Day on 6th March.

1. **Head Teacher update**

GM updated the Parent Council that the new house captains and vice captains have been appointed. The introduction of houses and the process to elect captains/vice captains has been a huge success. This is being used to further embed the schools values, with pupils able to win points for their house by demonstrating the values in their daily interactions. House points will be tallied at the end of each term as well as a cumulative total at the end of the academic year.

A meeting was held on 07/10 for P7 parents to start the planning process for the P7 trip to Lockerbie Mannor, which will take place from the 6th to 9th May. Cost will be in the region of £315 per pupil but SM indicated that they do not want cost to be a barrier to anyone attending. Once again, the hire of the bus will be subsidised by the Parent Council. LT will be coordinating fundraising efforts amongst the P7 parents for Lockerbie and other P7 activities this year.

GM updated the Parent Council on the outcome of the participatory budget voting. 18% of the votes were in favour of the music option, 22% for East Kilbride Arts programme and the clear winner was for increasing the outdoor learning resources (60%). Discussions on whether the other two areas which did not receive PB funding could be funded by the Parent Council will be tabled at the November meeting. **Action LS.**

1. **Car parking and pupil safety**

RK raised the topic of car parking around the school. In 2023, Glenlui Avenue became only one of two streets in South Lanarkshire to be designated car free during drop off and pickup times following a local campaign. While this has made the area immediately outside the school gates much safer, pavement parking on Blairbeth Road and inconsiderate parking and speeding on Crawfurd Road, Blairtum Road, Victoria Road and Highburgh Drive mean there remains considerable risk of accidents involving pupils and parents.

RB described in detail some of the considerations and limitations from South Lanarkshire Council’s perspective. The introduction of the car free zone has inevitably pushed the issues from immediately outside the school to the surrounding streets. Burnside Primary is also one of very few schools in South Lanarkshire that continues to have a lollipop person operating. There are currently around 120 priority areas across South Lanarkshire where traffic calming measures are being considered, but only 4 or 5 of these can be progressed each year so it is unlikely that this would be an option in the immediate future. While other measures could be considered (additional yellow lines, parking permits, 20mph zone), these are also unlikely to be progressed in the short term and, as with the introduction of legislation outlawing pavement parking, are also very difficult to enforce. None of the issues affecting Burnside Primary are different from issues experiences at most other schools in the region.

Some actions were agreed to

* **GM** to continue pushing safe parking/walking to school messaging in communications to pupils and parents
* **GM** to pursue visit by community policing at an assembly
* Parents to be encouraged to contact community policing (either 101 or by email) and send pictures of vehicles and number plates for any parked illegally/dangerously
* **GM** to bring the schoosl traffic plan to the November Parent Council meeting for further discussion
* **RB** to examine options for extending double yellow lines around the corners of Blairtum Road/Victoria Road/Highburgh Drive
1. **AOCB**

JB raised the topic of Easy Fundraising, an initiative where organisations like the Parent Council could generate cashback from purchases made by parents. This has been considered before and the Parent Council is registered for the scheme. FA and LS will discuss further. RB also highlighted the potential for the Parent Council to apply for a £500 community council micro grant. **Action LS.**

LT raised concerns about the sudden discontinuation of the weekly “Buddy Lunch” and the disappointment this has caused amongst many P7 and P1 pupils. HM explained that the buddy lunches had led to considerable distress for some P1 pupils and it was therefore decided to reduce these to monthly events. SM explained that they were reduced to monthly events in previous years, albeit slightly further into the academic year and that there were other opportunities for buddies to interact. LT highlighted that the buddy systems is something that the majority of P7s look forward to for many years as they progress through their time at Burnside and while understanding the reasons for this, it has still led to considerable disappointment amongst a large proportion of pupils in these classes. FB asked if the buddy lunches could not be reinstated to weekly, would the school perhaps consider establishing an alternative joint P1/7 activity as a means of demonstrating the school had taken their feelings on board. HM and SM will consider this further, possibly involving the new house captains. **Action HM.**

1. **Date and time of next meeting**

Wednesday 6th November, 2024 @ 7.10pm

***Meeting closed at 2047.***

**Appendix A – Chairperson’s Report 2023/24**

In August we returned for our 2023/24 session and kicked off another year of planning our Parent Council activities and events. We commenced the new academic year in a wonderful position with plenty funds in the bank and lots of volunteers in place to allow our core activities to run once again.

September saw our beloved Library open its doors to all our pupils. Alise and her team of volunteers really hit the ground running with sessions available to every class. The library has gone from strength to strength since Alise took over in 2022 with attendance and engagement at an all time high. The PC have been delighted to support by funding author visits and workshops as well as the purchase of new books throughout the year. This continues to be an area of investment and focus for the coming year and I can’t wait to see what Alise has in store for our children.

Anyway, back to last year - October rolled in and Katy once again headed up a team of volunteers and organised our fabulous Halloween discos which are always a real highlight in the school calendar. We raised around £900 on the door that evening and a great night was had by all!

November was a very exciting month where we welcomed Mrs Mullen to Burnside as our new DHT and our incredible Christmas Fayre took place. To say this event was a success is an understatement. Not only did we raise a record amount of money (£8000) but everyone who organised, helped out or attended the event on the day said it was the best one yet! A huge thank you goes to the team of parent volunteers who formed the organising committee (Julie McCaskill, Julie Brown, Pam Dick, Shirley Lyon, Libby Urvois, Louise Crolla, Kara Welsh, Katy Bhatia, Susan Summers and Laura Taylor). The work that went into organising the fayre was incredible but every minute of it paid off. We continue to be incredibly grateful for the support we received on the day - we had the biggest turnout of volunteers we’ve ever had and everyone worked their socks off to make the day go as smoothly as it did. I can’t wait for this year’s extravaganza - Julie Brown has generously stepped up to head up the organising of the Fayre and, from what I’ve seen so far, it’s set to be nothing short of spectacular!

December is always a busy month and we were delighted to kick it off by supporting our local food bank by organising and delivering donations for the first 3 Fridays in the month. Everyone enjoyed the panto performances that took place in school for all our pupils - organised through Mrs Webster and funded by the PC. We were delighted to be able to enjoy our school nativity play - the children did the most amazing job and the songs, as ever, were incredible thanks to the talents of Mrs Anderson. Not to end the festivities there we enjoyed Christmas parties for every year group and the PC made sure that all of our special wee friends in P1 got a present from Santa.

It took us a couple of months to recover from the excitement of Nov and Dec so we had a wee break until February which saw the return of a good old Burnside tradition - the Quiz Night at the Rugby Club. Pam and Andy Dick organised and hosted what can only be described as a rip roaring evening - it was fantastic and raised an incredible £1000!

February also saw Pam and a team of volunteers organised a week long Pre Loved Uniform event. Request forms were distributed and returned to school, uniform was packed up and then delivered to classes or, in some cases, hand delivered to home. This was a fantastic event and will be repeated in the future. Pre-Loved Uniforms continue to be a real focus for us and an invaluable resource for everyone to enjoy.

March and April passed in a blur and before we knew it, it was time to wave our incredible P7s off for their residential extravaganza at Lockerbie Manor. The PC were delighted to support this once in a lifetime trip by paying for part of the transport costs.

May arrived and with it one of the biggest things to happen to Burnside Primary for a very, very long time - our dear Mrs McGarvey announced she would be retiring at the end of term. We were delighted and devastated in equal measure. More than a few tears were shed over the next couple of months but there was also lots and lots of laughter as we celebrated Helen and the incredible impact she had on all our children.

I was very privileged to be part of the interview panel charged with recruiting our new Head Teacher and by the middle of May we were thrilled to have appointed Gayle McDonald to take over the leadership of Burnside. I’d like to take this opportunity to wish Gayle all the very, very best - we’re just over the moon to have you here in our school!

May also held our Car Boot sale once again and had an absolute ball. Yet again we were incredibly thankful to our local community for their support - we raised nearly £800 on the day. We also celebrated Empty Classroom Day and were delighted to fund Grow 73’s participation in organising a really fun and educational day for the whole school.

By June we were all ready for the summer holidays but not before a few more exciting events for our children. We all danced our socks off at the summer party which the PC treated the children to as a thank you for all the support we’d received throughout the year. We loved watching our much loved P7s end their time at Burnside in style with trips to the cinema, Wagamamas for lunch, a day out at the Time Capsule and a night to remember at their leavers party. Thank you to Gillian and Kirsty who yet again gave up their time to dj at the event. We also celebrated and looked back on 7 years of fun as well as looking forward to the future at the P7 Leavers Service in Blairbeth Church where I was privileged to present each P7 with their new secondary school tie purchased by the PC. This was a particularly poignant morning for me - not only was my big boy one of those P7s saying goodbye to Burnside but it was also my last event as Chair of the PC. After 5 years I stepped down from my role as Chair.

We ended the year on a high with ice creams for everyone and a very emotional and special last day where our P7s left the building in style being piped out to meet their families for the last time.

Other notable mentions include the funding of the children’s playground boxes, the purchase of the equipment required to set up the fantastic new house system and the partial funding of the buses to take our P5s swimming.

Phew, what a year!! When you hear it all listed like that you really appreciate just what it means to be part of such a great school and fantastic Parent Council.

I’ve mentioned several people already but I want to take the opportunity tonight to say thank you to everyone who has been involved over the last year - none of the the things I’ve talked about would have been possible without the support and generosity of our parents and wider community. I also want to thank Mr Woods for his support - school discos, car boot sales and fayres would be a bit of a nightmare without his endless help! And, as ever, thank you to Helen, Scott, Lynne and the other teachers who support us in our activities.

Thank you to everyone who has come along to PC meetings - your support is always much appreciated and I hope you’ll all continue to be part of this great team this coming year!

All the very best to our new Chairperson Lynsey and new Head Teacher Gayle - I’m so excited to see what’s in store for the PC and the school in the coming year.

**Appendix B – Parent Council proposed budget 2024/25**

# **Parent Council proposed expenditure 2024/25**

* School trips (£8 per child) £3000
* Grow 73
	+ Nature rangers £1200
	+ Compost (polytunnel) £350
	+ Outdoor classroom day and one planet picnic £300
* Pantomime £500
* P7 Lockerbie bus (50%) £550
* P5 swim buses (cost tbc) £1500
* Library £1000

**TOTAL £8400**

**Estimated Fundraising Income 2024/25**

* Christmas Fayre £6000
* Discos £1400
* Quiz £1000
* Car Boot sale £1000

**TOTAL £9400**

* Current planned fundraising activities should hopefully raise enough to pay for all items above.
* With current bank balance at approx £7000 there is plenty of scope to pay for additional resources/activities. Propose to add a discussion around this topic to next months meeting.