

**Burnside Primary School Parent Council Meeting Minutes**

**9th June 2025**

**Present:**

Lynsey Shakespeare (Chair)

Lisa Bedwell (Secretary)

Susan Summers (Treasurer)

Gayle McDonald (Head Teacher)

Scott Miller (Deputy Head)

Katy Bhatia (Disco Co-ordinator)

Laura Taylor (P7 Leavers co-ordinator)

Monica Tinney

1. **Apologies**

Robert Brown (Councillor)

Alise Middleton (Library Co-ordinator)

Pamela McGrory (Comms Lead)

Alison Burns

Carolyn Paterson (temp Preloved Uniform)

Louise Crolla

1. **Minutes from last meeting**

The minutes from the previous meeting were approved without alteration.

1. **Chair Update**

LS thanked all of those who provided help and attended the events over the last school year and thanked the school staff for their support. LS thanked LT for all of her hard work co-ordinating and organising the fundraising and activities for the P7 pupils this year, also acknowledging the support from parents and the P7 children.

LS provided and overview of recent events:

* Car boot Sale raised £1000 profit, suggested that next year a flyer drop is considered in the weeks leading up to the event for promotion, may consider doing this for the Christmas Fayre also. Ice Cream and drinks leftover, agreed these will be given to P7 leavers events.
* School end of term Disco was very successful and well attended, raised over £800 for funds. Agreed to continue to provide 3 discos per academic year.

LS noted that PMcG will send out Facebook post with a summary of all the fundraising from the past year.

SS will step down as Treasurer in the next academic year as soon as a replacement is secured. This position will be highlighted on Facebook and in communications from the school. All other PC roles will remain unchanged. CP has taken over Preloved uniforms whilst LAG steps back temporarily.

**Action** – LS will look at dates for the next academic year for PC meetings. Agreed to Agreed to remain with the current alternate Monday/Wednesdays monthly from September 2025.

1. **Library Update – AM was unable to attend but provided update electronically**

This year the school library has been very successful and well attended. £271 was spent on new books and £385 spent on visiting authors (Ross McKenzie and Simon Lamb). Children provided very positive feedback after both visits. Simon Lamb is booked for National Poetry Day on 2nd October 2025 to visit the school.

1. **Pre-loved Uniform**

CP has taken over responsibility for Preloved Uniforms temporarily. At the recent P1 event a large amount of preloved uniform was taken by parents and in general the stock is well organised with no gaps in sizing etc. Any non-branded items have been and continue to be donated to Spittal Primary.

1. **Comms**

PMcG provided update electronically. Multiple thank you posts will go out on Facebook over the coming weeks, as will information regarding P7 activities and fundraising summaries.

**6. Financial Overview**

SS provided update :

Balance wa - £7372.92

Deductions £1078.00 (Grow 73, disco expenses and 1 other exp)

£6294.

Additions £ 800 (summer disco)

£7094.

Deductions £1700 (P7 fundraising)

Balance end term £5317.

SS stated that there maybe a further payment due for transport (from the previous year) but this will be confirmed at a later date.

1. **Head Teacher Update**

GMcD provided update on staffing confirming 2 newly qualified teachers (Miss Carr & Miss Ranjan) will be joining the school in August. Miss Hughes will also be joining as a permanent member of staff after working this year on a temporary basis. Confirmation will be provided regarding which temporary teachers will be allocated to the school. Mr Woods the school janitor will be retiring in August and the recruitment exercise for his post is in place.

GMcD confirmed the process for classification of students into classes, explaining that this decision is made with many contributing factors in mind including academic ability, additional support needs and dynamics between pupils and gender balance. GMcD confirmed that children and parents will be informed of their allocations and teachers in the next week. P7 pupils will be informed of their S1 classes in the coming days. GMcD said the Burnside Butterflies (incoming p1’s) had visited the school twice so far, seeing their new classrooms and meeting their teachers. In the coming weeks they will have another visit, meet their buddies and be given a summer pack to take away.

GMcD gave an update on Outdoor Learning Day/Classroom stating the day on the 30th May was a huge success and thoroughly enjoyed by students and staff. The shed which was due to be built by the Community Payback Team has been rescheduled and this will be take place over the summer holidays and will be ready for the new term. The total raised so far towards the Outdoor Classroom is £6000 which includes £2500 match-funded by the PC. GMcD extended her thanks for this.

GMcD expressed her thanks to SM for organising the recent Sports Days for the pupils and to all the children and parents who supported the events.

1. **AOB**

LT encouraged the PC to continue to support the local Food Bank (as she will be stepping away from the PC). Discussed best way to do this. LS confirmed that this will continue to be a priority and LT suggested running a final appeal in the last week of term. GMcD agreed to this and this will take place on Friday 20th June and communications will be sent out on Facebook and the Portal.

KB raised a point around the student councils and the regularity of meetings. She used the example of the Kindness Council, where students stand for and are elected by their peers. KB questioned how often these councils are scheduled to meet as in her experience this year this has only happened once diminishing the quality of the experience of being elected. KB sought clarification on this. GMcD responded saying that the function and purpose of the various councils would be looked at in the next academic year, acknowledging the pressures of out of class time for teachers facilitating these meetings. GMcD accepted that these councils were promoted as beneficial and nominees worked hard to be elected and understood the disappointment if the council could not meet or function.

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

**Action**: Details to be provided by Chair LS.