

**Burnside Primary School Parent Council Meeting Minutes**

**1st September 2025**

**Present:**

Lyndsey Shakespeare (Chair)

Lisa Bedwell (Secretary)

Gayle McDonald (Head Teacher)

Scott Miller (Deputy Head)

Katy Bhatia (Disco Co-ordinator)

Pamela McCrory (Comms)

Lesleyanne Gibson

Alise Middleton (Library)

Monica Tinney

Louise Le Good

Nicola Cameron

Libby Urvois

Louise Crolla

Shreoshi Roy (Incoming Treasurer)

Leon Pocalun

Robert Brown (Councillor)

1. **Apologies**

Carolyn Paterson

Julie Brown (Chistmas Fayre co-ordinator)

Susan Summers (Treasurer)

Cllr Margaret Cowie

1. **Minutes from last meeting/Introduction to Parent Council**

The minutes from the previous meeting were approved without alteration. LS provided an overview of the function and structure of the PC and welcomed feedback from new parents of the school.

1. **Treasurer Upddate**

LS provided an update in the absence of SS. Total in bank for PC stands at £5467 (waiting on cheques clearing)

Balance @ August; 6.235

Less P7 ties 217.5

Less Lockerbie bus 550

Balance; 5,467.50

LS noted that a sum of money remains in the account from the P7 leavers fund. LS will check this with Laura Taylor and then a discussion will take place as how best to use this money.

LS informed meeting that Shreoshi Roy has confirmed she will take over the role of Treasurer from Susan Summers. SS has agreed to work with SR to handover and will support SR at this years Christmas Fayre. All members present agreed to SR replacing SS. SR stated her first task will be implement online banking for the PC.

**Action : LS to speak with LT to confirm monies outstanding.**

**Action: SS to update bank account to include LS and SR and remove SS**

1. **Chair Update**

LS welcomed everyone back to the new academic year and provided an outline of dates and plans for coming year.

* PC Meetings confirmed as –
  + Monday 1st September
  + Wednesday 1st October
  + Wednesday 12th November
  + Monday 8th December
  + Wednesday 4th February
  + Monday 9th March
  + Wednesday 6th May
  + Monday 8th June
* Fundraising events proposed as -
  + Discos – 30th Oct, 12th Feb & 11th June (dependent on P7 events)
  + Christmas Fayre – 6th Dec 11am – 2pm
  + Quiz – 30th Jan
  + Car boot sale – 30th May or 6th June

LS provided short message from JB (Christmas co-ordinator) stating that the intention was to invite vendors in line with last year. JB also requested a communication asking for volunteers for stalls, set up and on the day.

LS provided an overview of spending proposals for the coming year:

* + School trips - £3000
  + Nature rangers - £1350
  + Outdoor classroom day - £300
  + Panto - £500
  + Lockerbie bus contribution - £550
  + Library - £750
  + Outdoor classroom fund match - £2000
  + P5 swimming bus contribution - £1500

LS proposed that the PC cap their contribution to the P7 swimming bus at £1500. LS informed the meeting that she had reviewed the contributions made over the last few years and the contribution had more than doubled (£700 was given in 2023 rising to £1800 in 2024). LS suggested that due to continuing steep rise in the cost of transport this could not be met by the PC solely and this cap was required. GMcD accepted this decision and stated the school team would have to consider how to meet the outstanding amount required for the transport and make decisions/plans if costs continue to rise.

LS informed that meeting that she will be looking into how best to communicate and engage with Voting Members. LS said she is considering scrubbing the current list and finding another method of having members opt in to votes. LS said she is conscious of ensuring all parents/carer have an opportunity to vote in the PC.

**Action** – RB will confirm dates for Landemar Day and Burnside Gala so not to clash with car boot sale.

**Action** - LU to contact previous vendors at the Christmas fayre and others listed as interested to inform them of this year’s date.

**Action** – PMcC to organise communications for various volunteer opportunities across the range of school based and fundraising events.

1. **Library Update –**

AM stated that due to P7 children moving on, the library required new volunteers to help ensure flexibility and cover, she suggested 7/8 people were needed for the team. AM confirmed that the library would recommence when the children return after the September break.

AM confirmed that Simon Lamb is booked to return to the school on 2nd October 2025 to meet with the upper school, with his new book.

**Action** – PMcC to send communication re Simon Lamb visit.

1. **Pre-loved Uniform**

LG gave update stating that all the donated uniform has now been organised and no further donations are needed. Size 6-8 branded cardigans and polo shirts are limited. Surplus uniform continues to be donated to other schools in the area.

**Action** – PMcC to send communication re pause in pre-loved donations.

1. **Head Teacher Update**

GMcD provided update on staffing, the school janitor Mr Woods recently retired after over 20 years working at the school. GMcD confirmed that his permanent replacement will join in the coming weeks (Mr Everitt). She also confirmed a new member of the school office team has been recruited, Mrs Kaneer, who again will start shortly.

GMcD provided an overview on the plans for the coming year. The school has been allocated £2000 in its Participatory Budget and the school are keen to work with staff/carers and children to decide how best to use this money. GMcD will seek to meet with representatives to discuss this.

GMcD informed the meeting that the school has successfully achieved the Eco Flag for the 7th year running and wanted to thank Mrs Burnside (Deputy head) for all of her hard work securing this. She confirmed that following feedback from children last year, Mrs Burnside is still trying to source a specific ECO bin for food waste.

GMcD said that the school had been given a £200 donation from Tesco and is considering how best to use this. She said with the poly tunnel now operational again (courgettes and tomatoes are growing) and with the support of the Nature Rangers there may more opportunities for outdoor activities. PC agreed to continue to fund the Nature rangers, NC a current volunteer attending the meeting requested that a communication be sent to recruit more volunteers. NC gave a brief overview of what was involved in the role to the meeting.

GMcD outlined the 3 main area of focus in terms of learning for SLC, reading attainment, play/enquiry-based pedagogy and developing the student voice. She confirmed that various councils will be reinstated into the school systems, but the key change is that every teacher and every child will be given the opportunity to be involved. These councils will meet at least once a term.

GMcD said she was aware that there were some issues with parent pay and google classrooms, she said due to staffing issues in the school office there had been some delays but were now being rectified. She was asked about google logins and there not being consistency in these being sent home with children. GMcD confirmed that these logins were the property of the children and that Data Protection guidelines encouraged children to be responsible for this data and the school had no responsibility to provide logins to parents.

1. **School Homework Policy**

GMcD confirmed that following feedback and queries by some parents, discussions are taking place around homework. She confirmed that in the first instance the school has to decide on the best way to gauge pupil, parent/carers opinions on the topic. Some things being considered include surveys, workshops and group discussions. GMcD said she is also currently looking at other schools’ homework policies.

Members highlighted that there is an issue with consistency across the school in terms of amount/frequency of homework tasks which may be a factor. GMcD said this is something she will discuss with the teaching team.

**Action:** GMcD will update and communicate best way forward but wanted to reiterate that this process will take time.

1. **Parent/Classroom volunteers**

GMcD stated that following the suggestion last academic year that some parents/carers were motivated to support in classrooms, a communication was sent out to gauge interest. She said unfortunately the response was very poor and only one or two responses were received. A wider discussion followed, and all members acknowledged that there are many opportunities/requests made to parents/carers to fulfil volunteer roles at the school. Some discussions and considerations were given to ways to engage volunteers without people being worried about the level of commitment. PMcG said she may look at creative ways to provide information on various roles and the requirements of each. GMcD said the teaching team were still very open to having parents/carers supporting them in class for activities. Members discussed potentially offering work experience or as part of Duke of Edinburgh award.

**Action** – PMcC to work on creative way to provide information on volunteer opportunities available, potentially a short video.

1. **AOB**

Question was raised about dates for this year’s school trips and how the decisions were made in terms of the duration of trips (hours, half day/full day). GMcD said planning was still under way in terms of school trips, the decisions are made with various factors in mind but are usually based on in-class topics.

Due to the retirement of the school crossing patroller, it was raised that there is no current provision for the school. GMcD said a new member of staff was in place but due to personal circumstances they were currently not at work. She said she had no indication of when they would return and encouraged parents/carers to support their children in crossing the roads safely.

**Action** : RB to look into situation with school crossing cover.

1. **Date of next meeting**

Next meeting will be held on 1st October 2025, to include AGM.