



Burnside Primary School Parent Council AGM & Meeting Minutes **1st October 2025**

Present:

Lyndsey Shakespeare (Chair)
Lynne Mullen (Deputy Head Teacher)
Fraser Bedwell
Cllr Robert Brown
Alison Burns
Nicola Cameron
Pamela Dick
Gillian King
Shirley Lyon
Carolyn Patterson
Leon Pocalun
Shreoshi Roy
Susan Summers

Apologies

Gayle McDonald (Head Teacher)
Katy Bhatia
Lesleyanne Gibson
Alise Middleton
Monica Tinney
Libby Urvois

1. Minutes from last meeting

The minutes from the AGM on 7th October 2024 and the Parent Council Meeting on 1st September 2025 were approved without alteration, proposed by Lyndsey Shakespeare, seconded by Alison Burns.

2. Chairperson's Report

Starting in September, we welcomed our new HT Gayle McDonald to the first pc meeting of the year and officially voted in Lyndsey Shakespeare as our new Chairperson.

We started in a strong position with £7k in our bank account and agreed to continue to support school trips (£8 per child, £3k total), nature rangers and outdoor classroom day £1500, p5 swim bus £1800, panto £500, contribute to p7 Lockerbie bus £500 and library £1000.

Dates for the discos, quiz, Christmas fayre and car boot sale for the coming year were agreed and these would be the main source of our fundraising for the year.

Moving onto October library visits started and Alise has continued to do a brilliant job of coordinating volunteer rota, buying new books and arranging author visits which have been really well received by the pupils.

We had our annual Halloween disco for p2-3 and 4-7. A big thanks goes to Katy Bhatia for continuing to coordinate the discos and Gillian/Kirsty for DJing. £550 profit was raised.

The main focus of November was our amazing Christmas fayre coordinated by the brilliant Julie Brown. Even though the weather threatened to stop it going ahead we raised an amazing £5500 with volunteers and teachers battling through the snow to make it!

It was a massive team effort from everyone involved including: Susan Summers and Laura Taylor (money), Ashleigh Gibson, Carolyn, Ross Haggerty and the Burnside SLT (door/raffle), Shirley Lyon, Libby Urvios, Fiona Adamson, Gayle Houston, Ceire Pickup, Kimberley McGhie, Lynn Goodall, Amy Davison and Lucy Fulton (café), Libby Urvois (vendors), Kara Welsh (grotto), Karin Kelsey, Esme Clark, Nicola Ewart, Julie Anne Campbell and Nicola Mill, Pam and Andy Dick (tombola), Lisa and Fraser Bedwell (teddy tombola), Louise Crolla (preloved uniforms), Jen Young and family & Nicola Cameron and family (home baking), Laura Milne and Monica Tinney (carnival), Michelle and Charly (stocking surprise), Irena (Letter to Santa), Lesleyanne Gibson (quiz/scavenger),

Colette McCauley, Rachel Smith, Sarah Haxton, Louise Muir, Katie Broadfoot, Katy Bhatia, Andi, Amanda Crilley, Danielle Cherry, Sarah Thomson, Gina Liddell Lovie, Fiona Midwinter, Graham, Jennifer Kinsella, Julie Mullen, Alison Burns, Susan Spence, Nicola Findlay, Lauren Williams.

The Burnside PS Staff, including Helen McDougall, Mrs Rhicard, Mrs Stevens, Mrs Mitchell and the SLT.

Apologies if I've forgotten anyone.

In December we funded Geez a Break production to visit the school to perform Sleeping Beauty and Santa visited the P1 party with gifts supplied by the parent council.

January saw our fundraising quiz held at Cambuslang Rugby Club, which raised £640. A huge thanks go to Pam and Andy Dick for organising. Our first Food bank collection took place for St Marks and St Anthony which was much appreciated.

The p1-3 and p4-7 February half term discos raised a further £500 and also saw a big clear-out of preloved uniform, with excess non-branded stock donated to Spittal Primary. This month also saw the parent council agree to support the school with fundraising for outdoor classroom day.

A sponsored read-a-thon took place in March to raise further money for outdoor classroom day. The parent council gave £2500 to match fund the £3000 raised by pupils and their families.

April saw the second of our food bank collections prior to the Easter holidays, as well as the start of P5 swimming lessons began, for which the parent council provided £1800 to cover bus travel for the 12 week block.

We had a tour of the outdoor space from Eugenie at Grow 73 in May where the hard work of the nature rangers was showcased. The car boot sale raised £1000, half from selling pitches and the rest from cafe/home baking/ice cream sales. We purchased a retiral gift for Charlotte (crossing patroller) and celebrated Mr Woods 60th birthday. Outdoor classroom day was a great success, including a few activities run by Grow 73 (with parent help) and funded by the parent council.

Summer discos in June raised another £500. I was lucky enough to attend the leavers assembly and I'll admit I did almost shed a few tears watching the p7s celebrate their time at Burnside and I was very happy to present the ties alongside Laura Taylor, who led the P7 fundraising efforts. The end of term was marked by ice creams for the whole school funded by the parent council and p7 fundraising (thanks to the Crolla family again). We had our final food bank collection of the year – a big thanks to everyone who supported these collections over the year. Also in June I had the opportunity to meet the new P1 families and was able to encourage them all to use our preloved uniform supplies.

An enormous thanks to everyone who has supported the parent council in the past year...

Committee members for giving up their time throughout the year, those able to attend meetings, volunteering/attending Christmas fayre, chaperoning disco, taking spot at car boot sale/helping with café and home baking (in particular some of the kids), providing home baking, volunteering at library, nature rangers, serving ice creams for whole school, bringing kids to discos, supporting quiz, school staff including Mr Woods for his endless help whenever we asked for something. Here's to another great year!

3. Treasurer update

The balance as of the 1st September was £6485, although a number of payments (Electric Thrill P7 event, Lockerbie P7 bus) have yet to be paid. This will leave a closing bank balance of £5230 once all 2024/25 invoices have been paid. Discussion on how to use the leftover P7 funds are ongoing with Laura Taylor. Discussions have already taken place with the new P7 fundraising coordinator for 2025/26 and they will make it clearer from the outset how any residual funds will be used to avoid the difficulties encountered this year. The accounts have been submitted to OSCR. A copy of the financial report for the year is attached at the end of the AGM minutes.

4. Appointment of Committee Members

The following people were appointed to the roles for the coming year as set out below:

Role	Office bearer	Proposer	Second
Chairperson	Lyndsey Shakespear	Fraser Bedwell	Julie Brown
Vice chairperson	Vacant		
Secretary	Fraser & Lisa Bedwell	Lyndsey Shakespear	Alison Burns
Christmas Fayre coordinator	Julie Brown	Lyndsey Shakespear	Fraser Bedwell
Pre-loved uniform coordinator	Carolyn Patterson	Lyndsey Shakespear	Alison Burns
Library coordinator	Alise Middleton	Lyndsey Shakespear	Alison Burns
Treasurer	Shreoshi Roy	Lyndsey Shakespear	Alison Burns
Comms coordinator	Pamela Dick	Lyndsey Shakespear	Julie Brown
Disco coordinator	Katy Bhatia	Lyndsey Shakespear	Fraser Bedwell

5. Voting Members

It was agreed that an opt-in system would be introduced where those who had previously been voting members would be contacted by email and ask if they wished to continue in that role to confirm. This would also be shared via the school app. A total of 34 responses were received, including all recently appointed committee members.

6. Head Teacher update

Provided by DHT Lynne Mullen in the absence of Gayle MacDonald:

Apologies from Ms McDonald

Ms McDonald would like to send her apologies for not being able to attend tonight's meeting. She has started studying a new Educational Leadership university course and today is the induction at the University of Stirling. Even the teachers still love learning at Burnside!

Beat The Street

Beat The Street is well underway, and there is a wonderful buzz in the air around active travel in the local area. Thank you to everyone who has made an effort to join in and earn points so far for Burnside. We still have another month left of Beat The Street, and we are looking for ways to boost our points. We will always welcome volunteers who would like to help to supervise class 'Daily Miles', or perhaps to come walking after school in a 'walking club'.

Participatory Budgeting

At the last Parent Council meeting, I shared that every year we ask parents, pupils and staff to be involved in spending a proportion of our Pupil Equity Funding, which is allocated to schools to make a difference to those who are most affected by poverty. The amount

ringfenced for Participatory Budgeting is just over £2000. There wasn't any parental interest this year in attending a meeting last week to generate ideas about what we might spend the money on, so we wondered if anyone round the table tonight had any good ideas?

School App and Bluesky

As communicated in the latest newsletter, we have now stopped using the School App to contact families. This was a local authority decision, due to a shift to using Parents Portal. As a school, we feel that we do need a vehicle through which to send quick memos and reminders, so this is a good time to launch our new Bluesky page. So far, we do not have many parents following, so we would appreciate it if you would encourage parents to follow us on Bluesky @burnsideps. A number of members in attendance highlighted that they had missed this and it was requested that the school issue a letter to all parents (the last printed letter home!) to ensure all parents were aware of this switch. **ACTION – LYNN MULLEN**. It was also agreed that further messaging would be issued on the parent council facebook page. **ACTION – PAMELA DICK**.

Creativity Focus for Burnside

We continue to focus on making our teaching and learning more creative, and developing the 4 creativity skills which are imagination, problem solving, open mindedness and curiosity. Last week, we had our first Creative Masterclasses, where teachers provided activities such as outdoor art, Zentangles and improvisation and tried to keep the tasks as open-ended as possible. We will continue this focus all year, and we believe that keeping this important part of developing young minds at the forefront will unlock new skills as well as challenging our pupils to think in new ways.

Homework Consultation- Update

Our homework questionnaire has been live for almost 2 weeks, and so far we have 130 responses (47% of our families represented). While this is a large number of people and we are grateful to those who have taken the time to do this, we are a large school and there are still a lot of families we need to hear from. Please share the link for the questionnaire on your communication channels, and we will try to capture more views at parents' evening next week.

Themes starting to show at this early stage include:

- Almost all families agree that they prefer written homework to digital (or a mix)
- Almost a quarter of families do not have enough access to digital devices at home, to complete homework
- There are many barriers to families completing homework, and main ones include clubs after school, after school care and the balance of work and home.
- Almost $\frac{3}{4}$ responding parents think that overall, we should have homework
- Weekly homework suits most people, as a frequency.

Our next steps are to try to capture the views of a wider sample of our families, at parents' evening. We will then gather the views of staff and pupils.

Outdoor Classroom – Fundraising Update

Last week, we received the news that we have been successful in being awarded a £500 micro grant from the Community Council, which will go towards the outdoor classroom. We also received £200 from Tesco, as a community partner. This is wonderful news!

Pizza Party (Adobe) and Dress Down Day

Last session, P4- P7 completed lots of learning on Adobe Express with Mrs. Douglas. As a reward, Adobe Express have gifted us with vouchers for a pizza party! We would like to extend this to a whole-school celebration, so the school will contribute some to make up the difference.

Last year, we didn't have any dress-down days or activities to raise money for the school fund, as we are always mindful of the Cost of the School Day for families. However, our school fund is looking a little low since we have been using it throughout the year. Therefore, we intend to hold a dress down day on Friday 10th October (same day as the pizza party) with an optional donation towards the school fund.

7. Christmas Fayre

The annual Christmas Fayre will take place on Saturday 6th December.

A schedule of activities/hand in dates in the build up to be circulated. **ACTION PAMELA DICK.**

Leaflets and posters are in the process of being designed and printed. **ACTION PAMELA DICK/FRASER BEDWELL.**

The choir, DJ, face painter and balloon artist have been sorted. The new electronic card readers are sorted but need to be tested at the Halloween Discos. **ACTION LYNDSEY SHAKESPEAR.**

Vendors are being sought out. Suggestion to target a local florist to offer Christmas wreaths. **ACTION LIBBY URVOIS.**

Lyndsey is trying to secure Shirley from the catering team to assist on the day in the kitchen. **ACTION LYNDSEY SHAKESPEAR.**

Approaches being made to Paul/Coop to try and get rolls/condiments for free. **ACTION LYNDSEY SHAKESPEAR.**

Request for additional volunteers to go out on all comms channels. **ACTION JULIE BROWN / PAMELA DICK.**

All teachers have been contacted and encouraged to attend.

8. Library update

The new library sessions cannot commence until all slots have volunteers to support them. Help to support Rooms 11/13 on a Wednesday between 1100 and 1145 is urgently needed. Author Simon Lamb is visiting P6 and P7 classes tomorrow and author visits for other classes are being sought.

9. AOB

Disclosure Scotland rules have changed over the summer and any parent council volunteer who has the potential to be alone with children must be registered with the PVG scheme. For the time being the school will ask for volunteers, who will not have unsupervised contact with pupils, while the parent council works to get volunteers registered. The chairperson is progressing this registration process as a matter of urgency. **ACTION LYNDSEY SHAKESPEAR.**

There was a discussion on the new BlueSky app currently showing pictures of children when this should not be the case. DHT Lynne Mullen will look into this and ensure the photo permissions are correct as, unlike X which offered restricted access, BlueSky is fully open to the public. **ACTION LYNNE MULLEN.**

There was a suggestion about the parent council holding a stall at the upcoming parents night but it was felt there was insufficient time to man this. This may be revisited next year as a means to promote the parent council.

10. Date and time of next meeting

Monday 10th November, 2025 @ 7.10pm

Date	Chq/Bacs No	Details	Payments	Receipts	Balance	Disco		Christmas		Car Boot		Library			Other P.C.		P7	
Statement	Issued					Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses	Expenses	Income	Expenses	Income	Expenses
	4.10.2024	521	Library books	69.53										69.53				
	4.10.2024	522	Grow 73	350													350	
01-Jun-23	23.10.2024	523	Author Visit to schol	250										250				
01-Nov-23	24.11.2024	524	Float for Halloween disco	200			200											
01-Nov-23	24.10.2024	525	Disco Expenses	233.05			233.05											
01-Nov-23	-	BACS 199	Halloween Disco		988.8	988.8												
29.11.2024	6.11.2024	526	1/2 payment of Locherbie bus last year	450													450	
31.12.2024	6.11.2024	527	Christmas Panto	400													400	
29.11.2024	18.11.2024	528	Xmas Fayre Café	194.46					194.46									
29.11.2024	18.11.2024	529	Xmas Fayre Reindeer Food	21.8					21.8									
31.12.2024	18.11.2024	530	Xmas Fayre Stocking Surprise	11.45					11.45									
01-Dec-23		BACS 200	Christmas Fayre		7,531.93			7,531.93										
29.11.2024	20.11.2024	531	Float for Christmas Fayre	1900					1,900									
		BACS 201	P7 Football Cards		690												690	
01-Dec-23	n/a	532	Cancelled Cheque															
31.12.2024	10.12.2024	533	Xmas Fayre Kitchen Hire	146.09					146.09									
31.12.2024	18.12.2024	534	P1 Xmas Party Santa Presents	70.67													70.67	
01-Feb-24	18.12.2024	535	Xmas Fayre Table Cloths	100					100									
31.1.2025	9.1.2025	536	Library books	144.94										144.94				
31.1.2025	14.1.2025	537	Zettle Card Readers	105													105	
31.1.2025	17.1.2025	538	Library Books	112.39										112.39				
28.2.2025	7.2.2025	BACS 202	Quiz Night		640										640			
28.2.2025	10.2.2025	539	Disco Float	120			120											
28.2.2025	13.2.2025	540	School Disco Exp (Crisps etc)	120.17			120.17											
28.2.2025	14.2.2025	BACS 203	Valentines Disco		782	782												
	14.2.2025	BACS 204	P7 Toysale		785												785	
28.2.2025	28.2.2025	541	Library books	13.72										13.72				
12.3.2025	12.2.2025	542	Primary 7 Hoodies	972														972
25.3.2025	25.3.2025	543	Rugby Club hire	100														100
25.3.2025	25.3.2025	544	Electhrill (P7 trip)	530														530
26.3.2025	26.3.2025	545	Grow 73	872													872	
30.4.2025	30.4.2025	546	PVSL Licence	276.00													276.00	
30.4.2025	30.4.2025	547	School Trips	2880													2880	
30.4.2025	30.4.2025	548	Primary 5 Swimming buses	1800													1800	
30.4.2025	30.4.2025	549	PC donation to outdoor class	2500													2500	
30.4.2025	30.4.2025	550	Mr Woods Gift	28													28	
7.5.2025	7.5.2025	551	Charlottes Leaving gift	52.25													52.25	
30.5.2025	30.5.2025	552	Float for car boot sale	160								160						
30.5.2025	2.6.2025	553	Exp for car boot	118.13								118.13						
31.5.2025	16.6.2025	554	South Lanarkshire Lease	138.17								138.17						
3.6.2025	-	BACS*	Burnside Refund of P7 bake sale funds		472.27												472.27	
5.6.2025	-	BACS 205	Car Boot funds		1150.06					1150.06								
5.6.2025	5.6.2025	555	Float School Disco	100					100									
6.6.2025	2.7.2025	556	Simon Lamb Author Visit	130										130				
6.6.2025	17.6.2025	557	Grow 73	644													644	
6.6.2025	24.6.2025	558	School Disco Exp (crisps etc)	175.95			175.95											
6.6.2025	9.6.2025	559	Fiona (google licence)	129													129	
15.6.2025	16.6.2025	560	P7 Funds	800									0				800	
17.6.2025		561	P7 school ties (chq not yet cashed)	217.5													217.5	
17.6.2025	-	BACS 206	Summer Sisco		926.2	926.2												
23.6.2025	23.6.2025	562	P7 Pizzas	205.79														205.79
23.6.2025	23.6.2025	563	Louise Crolla (Ice creams)	196.85													196.85	
25.6.2025		564	Locherbie bus (chq not yet cashed)	550														550
15.8.2025		565	Locherbie bus & electhrill bus (P7 funds)	705														705
				19,293.91	13,966.26		2,697.00	949.17	7,531.93	2373.8	1,150.06	416.3		720.58	640	11,771.27	1,947.29	3,062.79