



Burnside Primary School Parent Council Meeting Minutes
9th March 2026

Present:

Lynsey Shakespeare (Chair)
Lisa Bedwell (Co-Secretary)
Shreoshi Roy (Treasurer)
Nicola Cameron (Library Co-coordinator)
Pam Dick (Comms Lead)
Gayle McDonald (Head Teacher)
Scott Millar (Depute Head)
David McKenzie (Teacher)
Robert Brown (Councillor)
Monica Tinney
Louise Crolla
Alison Burns (Pre-loved Uniform)
Katy Bhatia (Disco coordinator)

1. Apologies

None

2. Minutes from last meeting

The minutes from the previous meeting were approved without alteration.

3. Chair Update

LS provided a summary of the proposed new Constitution for the parent council. LS outlined the main changes in terms of voting rights and office positions. LS stated that she had researched various approaches and options from other parent councils to help construct the proposal and had sought feedback from office bearers at various points. LS stated that in terms of voting, the previous process where up to 40% of identified voting members (held on lists and communicated with via email) were required to pass a motion was not tenable. LS stated that she had tried on multiple occasions to enlist the votes of member on these lists but with little success, hence the proposal for the change to the Constitution. LS said the new proposal was that votes must be given in person (at the PC meetings) and 8 votes were required to pass, of which 2 votes must be committee members.

LS also confirmed the office bearer positions, responsibilities and points specific to the Chair role. LS then encouraged attendees to provide comments on the proposal document.

RB raised a question regarding the titles being used in the document (office bearers/committee members) and encouraged clarification of these titles within the

constitution itself. RB stated if anyone attending a meeting was informally considered a committee member then decisions could be voted on (purely through number) and passed by people not fully involved in PC. RB suggested changing wording to clarify at least 2 office bearers must be present at voting.

SR raised questions about office bearer roles and if these could be delegated by the named office bearer to another. Following some discussion, LS clarified that office bearers could not “delegate” their roles to others, this would have to be done officially as per the constitution rules LS stated that each office bearer is responsible for tasks within their role but can be supported in their role by others.

RB asked how PC meetings are advertised, PD said these were on FB, whatsapp groups, school newsletter and school diary posts. PC meeting dates cannot be advertised on parent pay.

Action – LS will update draft constitution to make clear that office bearers cannot delegate their tasks and that office bearers are committee members (dual title) and that everyone attending meetings has a vote not only committee members.

Action – Updated constitution was approved by attendees of meeting on the basis the clarifications stated are made.

LS formally proposed NC and A? as new Library co-coordinators following AM’s resignation. This motion was seconded by SR and LC.

LS formally proposed AB as the new Preloved uniform coordinator, this was seconded by LC and KB.

LS stated that the February disco had been a huge success and raised over £600 for PC funds. The next disco will be in June and it was agreed at the meeting that this would be sports themed to celebrate the Commonwealth games and the World Cup. RB highlighted that Commonwealth games packs should be available for the school to access from SLC, GMcD will look out for these.

Action: GMcD said she would look into acquiring Commonwealth Games packs for the school.

LS confirmed that a Food Bank Collection will take place on 20th March and PD will send out a message with the specific items required ahead of this date.

LS confirmed that the Car Boot Sale this year will take place on Saturday 30th May from 10-2pm, however the event may finish at 1pm due a Scouts/Guide event taking place the same afternoon. LS said after some discussions and consideration it was suggested that this year the kitchen in the school will not be used/hired from SLC. It was felt that this space was not required, LC suggested having a tuck shop table this year.

PD will design and produce flyers/posters and communications for the Car Boot Sale and have these displayed around the school and local area.

LS confirmed that the PC will have a table at the upcoming parents evening with information leaflets, QR codes and PC members present. Posters will also be put up around the school to try to increase the number of PC committee members and to help succession planning for the future.

Action: LS asked committee members to message her with their availability to cover the table over the course of parents evening appointments.

4. Treasurer Update

SR stated that as of today the balance of the PC account was **£12,115.09**. SR informed the meeting that she has been working with SS (former treasurer) on the accounts and reviewing processes. In particular SR is focussing on bringing process more into line with OSCR guidelines for registered charities. SR welcomed ideas from the committee in terms of how to secure an independent verifier for the PC's annual accounts.

5. Comms Update

PD agreed to produce flyers/posters for food bank collections, parents evening and the car boot sale in time for these events. KB raised that some parents had stated they did not see any comms about the recent quiz night (which was subsequently cancelled due to low numbers). Discussion took place about announcements and platforms and attendees acknowledged the difficulties keeping parents up to date who choose not to use any digital platforms. GMcD confirmed that the school app was now completely defunct. LB suggested using the noticeboard in the reception area, near the preloved clothing to display a copy of the school newsletter/diary for parents choosing not to utilise any digital platforms. Committee acknowledged all parents had to be responsible for accessing information in some way.

Action: GMcD to put copy of school diary/newsletter on noticeboard in reception area.

6. Library Update

NC informed the meeting that the library currently has more books than required, there are some authors/titles which are very popular and donations of these specific books would be welcome. A suggestion was made to set up a table with free books to take away on parents evening, NC will organise this and any leftover books will be donated to Spittal Primary school.

NC provided feedback on last week's authors visit, where Claire Leonard visited the school. This was huge success and very much enjoyed by the children. Author Martin Stewart will visit the school in the coming weeks also. NC confirmed with GMcD that the school library will close for the Easter break on 23rd March and reopen on 20th April.

Action: NC to provide PD with a list of specific authors/titles required.

7. Preloved Update

AB informed the meeting that the recent request for uniform items had been very successful and these items were now being organised. AB said there are specific sizes in trousers

which are still required and blazers would be useful. AB has changed how the items are stored and requested donations of any ordinary plastic shopping bags to assist with this.

Action: AB will provide PD with the exact sizes of trousers needed.

8. Head Teacher Update

GMcD confirmed that P5 would begin their swimming block in the next week and volunteers to support this had been recruited. GMcD said the children were excited to start!

GMcD commented on the success of the recent World Book Day in the school, thanking teachers, children and PC members for their support and organising the authors visits. GMcD said members of the local community had also played a part, coming into the school to do story reading with the children. There was no total for the sponsored read as yet as some monies are still coming through, however GMcD said she was confident that the school may have met its target to fund the Outdoor Classroom.

The new sensory room in the school is now completed and being used by some pupils. The room has new furniture and resources to give children with specific needs a place away from the hustle of the main school. The nurture nook remains in use and it utilised mainly at lunchtime.

GMcD took the opportunity to communicate more about the pupil committees which run in the school and focussed in this meeting on the Diversity Committee and the Mental Health Committee. GMcD said the school are working to revamp the displays around the school about each committee and hope this will be completed for parents evening.

The focus of the **Diversity Com** is thinking about and raising awareness of ASN, neurodiversity and learning differences. This committee recently took time researching and thinking about this and produced a display, their work has received a reward after being seen by an interested party out with the school.

The focus of the **Mental Health Com** is thinking about various topics affecting children's mental health, currently the focus is around screen time and Ms Mirner is working to gather children's views and increase children's knowledge of the impact of screen time.

Finally, GMcD gave an update on the homework policy project. After requesting parent ideas/feedback via the online form, a proposal was created and communicated to parents for review. No specific objections have been received so the next step is to source the materials needed for each teacher. It is proposed that the new homework model will come into place at the beginning of the next school year.

9. AOB

None

10. Date and time of next meeting

Wednesday 6th May @ 7:10pm