



Balmuldy Primary School Parent Council Minutes
Wed 13th Nov 2024
6.30pm-8pm at Turnbull High School

Present: Stephanie Fowler (Vice-Chairperson), Rev. Susan Anderson, Edel Paterson, Carol Jarman (depute Head Teacher), Lyndsey Jackson (Active Schools Coordinator, EDLC), Gillian Dowel, Fiona Hayes, Heather Glass (also PTA rep), Charlotte Grogan (Head Teacher), Hazel Fisher, Oliver Henrich, Councillor Gordon Low, Councillor Linda Williamson, Sean Kelly

Apologies: Marianne MacLeod (Chairperson), Kelly O'Neill (Clerk), Wilma Heaney, Caroline Curran

Agenda items

1. [Head Teachers report](#)
2. [School build/refurbishments update](#) Update on newbuild "pause" status and refurbishment works
3. [Seesaw Communication and use of images/videos](#) School Seesaw images being shared on personal social media accounts.
4. [Pupil safety](#) increase of dog mess in school grounds
5. [P1 Buddies](#) what is the role of a buddy?
6. [School website](#) Information out of date – requires a refresh
7. [PTA school Disco](#) Information on safety of children during events
8. [Parent Council Office bearers' duties](#) The requirements of the parent council.
9. [AOB](#)
Active schools
Bishopbriggs lights switch on
10. [Next meeting](#)

1. Head Teacher's report: C Grogan gave her report

- **Staff update**

K Cameron has now commenced maternity leave. Two staff members (Mrs Murray and Miss Capanni) have joined to cover vacancies.

- **Quality Assurance**

The school has refreshed their Quality Assurance calendar – activities include peer visits for staff, pupil activities etc. As part of this C Grogan will be completing a visit to every class in the school. This is also being linked to reading priorities which are

part of the school improvement plan (plans available on school website: [Improvement Plans - Balmuildy Primary](#)).

- **Pupil Equity Funding received (£34560)**

Pupil Equity Funding (PEF) is additional Scottish Government funding allocated directly to schools to target closing the poverty-related attainment gap. Balmuildy was allocated £34560 for the April 24-March 25 financial year. The school has used some funding to appoint a 0.6 Full-Time Equivalent (FTE) staff member to support with attainment. This staff member starts imminently and will support pupils from Wednesday-Friday.

- **Grant received from Allan Glen's 2012 Trust (£2000)**

C Grogan successfully bid for a grant from the charity, Allan Glen's 2012 Trust. The school received a £2000 grant and this has been used to purchase play equipment for the school – hockey, basketballs, rugby equipment, javelins etc.

- **Forward Planning – Lots of upcoming activities have been shared with parents in the November newsletter. Some key activities are:**

- Library visits which are going well.
- Planning for Christmas - Nativity practice
- Book week Scotland is next week (w/c/ 18th Nov)
- P2 lunchtime club has started and has seen great engagement from pupils.

2. School Build/refurbishments update – new build phase has been paused.

- **Communication from East Dunbartonshire Council**

There is a concern from many parents that there has been no direct communication made available for parents from East Dunbartonshire Council (EDC) – no direct information about the 'pausing' of the new build and no understanding of who to communicate concerns to within EDC. A request for information on timescales of refurbishment works was also made by parents.

Communication so far has been via the EDC website or via the Parent Council, however we're finding some parents are still unaware that the new build project has been paused. Councillor Williamson had contacted Grieg Bremner, EDC's Chief Education Officer, to request communications for parents. A further request will be made.

Key information available online - In the meantime, in September 2024 the Parent Council requested for information to be made available online and the latest information from East Dunbartonshire Council can be accessed here: [Balmuildy, Milngavie and Bearsden Primary School Projects | East Dunbartonshire Council](#) . The website states that "Progress updates on the implementation of [the

programme of works]will be provided to future committees, education staff and to the Parent Council."

Minutes from Parent Council meetings are made available on the school website ([Parent Council - Balmuildy Primary](#)) but there can be a lengthy delay in upload (controlled by EDC) therefore minutes will be emailed out to parents and will be uploaded to the website as the formal record.

- **Status of the pausing of the build phase of new school**

C Grogan contacted the education team for official communications. Gavin Haire, School Planning & Improvement Manager, was able to share the following information for the Head Teacher to share with the Parent Council.

East Dunbartonshire *"Council met in September 2024 and confirmed that with the pausing of the New Build Balmuildy Primary School project at the August Council meeting due to the financial outlook for the Council that we would review improvement works for the current school. This is detailed in the public Council papers which are published here: [Agenda for Council on Thursday, 26th September, 2024, 5.30 pm](#)*

The Council paper which contains this information regarding the project is in Section 7, East Dunbartonshire Forward in Partnership – Strategic Planning & Performance Update. The paper within this is [EDC-035-24-AD - SPPF - Appendix 2 - Capital Projects Update](#) - page 12.

The Estates and Assets Teams have identified a programme of works to improve the current condition of the school. This includes the following:

- *repairs to windows and doors where required*
- *attending to existing timber cladding and tiles at various locations including at the infant school building projections*
- *installation of ventilation in classrooms*
- *decoration and painting throughout*
- *replacement flooring in circulation areas and gym hall*
- *installation of a new suspended ceiling in the gym hall*
- *replacement blinds throughout.*

Works that have been completed so far include:

- *Replacement flooring in gym hall*
- *Installation of ventilation in 1 classroom as pilot to review impact."*

C Grogan is liaising with EDC to agree the most appropriate time for each refurbishment to be carried to ensure the least disruption to the school for our children.

3. Seesaw Communication and use of images/videos

There is concern that parents are sharing images from Seesaw on their own social media platforms without consent. Some parents may not be aware seesaw images of their children are being shared on another parent's personal social media pages. This

is a child safeguarding concern as many of these images link the school with pupil faces and names.

Meeting attendees considered it inappropriate for parents to onward share seesaw images.

Parent Council ask - A parent at the meeting requested clarification on the school position on this. There was a further request to C Grogan to include a child safeguarding message into next newsletter (Jan).

Head teacher response – C. Grogan reviewed approval requirements for use of images. Parents are required to provide consent to the school for use of their children's images on school use social media. In addition to messaging in the next (Jan) newsletter, a verbal reminder will be given at assemblies that photos can be taken but not shared on social media.

4. Pupil safety (dog mess in school grounds)

Dog mess always been a problem at Balmuildy PS but **this year has seen a significant increase in dog mess than in prior years.**

Dog mess is a hazard to children's health. Additionally, it is unpleasant for children to bring dog mess soiled clothing home from school.

No dogs are allowed in the grounds during the school day.

Dog walkers are using the school grounds outwith school hours and leaving their dog mess in the long grass which is difficult to see and is covering children's shoes and clothing at playtimes. Pupils v good at alerting school staff of dog mess and a cone is added to the offending area for facilities management to clean up.

C Grogan has sought longer term solutions from the facilities management team, but the grounds are extensive for checking for mess every day. The school grounds have therefore been closed at the weekend to see if this helps reduce the amount of dog mess. At the start of the week at 7.30am when gates open to prepare for pupils, people are arriving to walk dogs. The impact of weekend grounds closure will be monitored by the Head Teacher.

Parent Council ask – is there anything that can be implemented to resolve the situation without closing the school grounds as local children play there in evenings and weekends? Have the EDC Community Safety Team investigated the matter? Has the school requested dog mess clean ups or additional bins for the surrounding area? Can we put up signage, provide more bins?

Potential solutions being considered – The PTA will be asked to consider funding signage to restrict dog walkers in school grounds.

Torrance primary created a film about the impact of dog mess on school pupils. This approach had a positive impact in the local community. Balmuildy PS may consider creating a film and adding a QR code on a poster at the gates.

Other options are to be explored.

5. P1 Buddies

A parent emailed to request more information on the role of buddies.

What is the role of P1 buddies? Main role is for buddies to support the P1s at the main social times of the day. Buddies work on a rota system and spend 1-2 days of the week with their P1s at these times:

- playtime (helping P1s put jackets on, play with P1s in playground, help if P1s fall etc),
- lunchtime (help P1s cut food, get cutlery, to check P1s can carry food, support to get help if P1s drop anything; after lunch buddies play with the P1s for remaining lunch hour)

Buddies may help at outdoor learning days.

No responsibility on buddies to help kids at school start times.

6. School website

A parent emailed the PC to request the school website be reviewed for outdated information and be updated more frequently. Many out-of-date information on the website including late Parent Council minutes.

C Grogan is seeking to train up office staff to learn how to update the website. The school website has areas that are updated by the school and other areas that are updated by EDC.

Minutes from Parent Council meetings are made available on the school website ([Parent Council - Balmuily Primary](#)) but there is a delay in upload (controlled by EDC) therefore minutes will be emailed out to parents as soon as they're available and will be uploaded to the website at a later date as the official meeting record.

7. PTA school Disco

Huge appreciation acknowledged for the PTA and helpers for volunteering at school disco events for children's enjoyment. (Note, school discos are not school events, but PTA run events that require many parent/carers volunteer support.)

A parent has asked via email, is there a Child Protection Policy and risk assessment for events such as these? How are checks done to ensure children are collected by an authorised adult? How are accidents dealt with (first aid and contacting parents); Can the events be more SEN-friendly? What would happen if evacuation was required (for example in the case of a fire alarm). –

H. Glass (PTA rep) was able to provide some answers at the meeting and took the action for the PTA to confirm how they operate at events. This will be confirmed in writing from the PTA.

- Child protection policy – PTA should follow school policy. C Grogan will provide the PTA with the latest version.
- A Risk Assessment should be able to answer many of the parent's concerns and H Glass will request the PTA chair makes event risk assessments visible.
- Key mitigations already in place
 - There is always a school staff member on site during PTA events.
 - PTA chair ensures there are sufficient volunteer helpers so the event can run.
 - There is a list of children present at each event and parent contact details are accessed via the school office by the school staff member present.
 - Collecting children – volunteer helpers are there to support children finding their parent/carer at finish time. Where possible, helpers are assigned to the year group their children are in so they are more familiar with the children. Each parent/carer must come to the child. Child not allowed out to go to adult themselves. Children not allowed to leave and walk home on their own and checks made where this has been requested by the parent/carer. E.g, staff member will call the parent on school file to check.
 - First aid – there are first aiders at these events. Note though, first aiders are not first aid trained through the PTA but may have first-aid training through work or similar. PTA considering if this is sufficient.
 - Fire evacuation – would follow the school fire evacuation policy. Always a staff member/teacher at events to direct.
 - SEN friendly - PTA bought 15 ear defenders for children. C Grogan welcomed the ear defender purchases. P1-3 disco now plays quieter music. There are break out spaces for children to use if needed. PTA have contacted some parents in the past to collect early if children not happy.

Parents can volunteer and stay at the event if there is a concern.

PTA will be happy to hear of suggestions from parents if they're not comfortable with how things are currently run.

8. Parent Council Office bearers duties

The Annual General Meeting (AGM) has been moved to Jan 25. M Mcleod (Chairperson) and S Fowler (Vice Chair) will be stepping down at the AGM. K O'Neill (Clerk) will also be leaving this school year.

The parent council is keen to have interest from parents to take on office bearer roles. Key documents ([Parent Council Guidelines](#) and [Balmuidy Parent Council Constitution](#)) on the [Parent Council - Balmuidy Primary](#) page provide further information on the role of the parent council.

It was suggested the PC adds an automatic reply email to inform parents/carers of key info and all comms available. *(Post meeting note – as per the constitution, specific information on office bearer roles will be made available to parents prior to the AGM)*

General - The PC has grown over the past couple of years. C Grogan asked if all pupil years were represented by PC members. Not all year groups are represented but there has been attendance from a wider range of year groups the last 2-3 meetings.

C Grogan also asked if a survey to ask parents what would work for them has been sent out. Potentially something to consider for 25/26 preparation. Feedback has been sought from parents by the current PC and we have changed the PC in the last 2 years to accommodate parents requests – alternate days for meetings (Tuesday or Wednesday options), venue changed to Turnbull HS as Balmuildy PS can only be booked until 7pm and parents found a 5.30/6pm start too prompt, providing visibility of meeting dates for the whole year at the start of the school session etc.

Councillors at the meeting stated they are hearing the same conversations relating to parental engagement across other EDC parent councils.

Parents with a passion or concern on a school topic would be ideal to join and be an office bearer.

Post meeting note. Some key items for consideration.

The Parent Council constitution states,

- *“Balmuildy School Council will meet at least once per school term.”*
Note, To improve the effectiveness of the council post lockdown, the PC met or plan to meet double this amount (6 times a year) in 22/23 and 24/25.
- *“The School Council will be selected for a period of one year after which members may put themselves forward for re selection if they wish. Any parent of a child at the school can volunteer to be a member of the School Council.”*
- *“The School Council will have a minimum membership of three parents of children currently in attendance at the school”*
Note, there are currently 3 office bearer roles – Chairperson, Vice Chairperson, Clerk

9. AOB

a) Active Schools

Lyndsey Jackson from [Active Schools](#) provided an update on Active Schools role within the school. **Lyndsey is the Active Schools Coordinator** for East Dunbartonshire Leisure and Culture Trust, in the Bishopbriggs Academy Cluster.

Active Schools works in partnership with Sports Scotland, Local Authority and Scottish Government to break down the barriers to sports. All free to help children with specific needs, look at gaps in clubs. They aim to provide extracurricular sports - lunch or after school and highlight community sports that are on offer.

They also make the pathway from school to local clubs and facilitate tasters from local clubs. Active Schools also facilitate and support with the requirements for child safeguarding e.g. disclosure Scotland checks

More info on Active Schools in EDC - [Active Schools | EDLC](#)

Achievements by Active Schools at Balmuildy PS: Started mini fit club for P2. Parent volunteers been helping.

Forward plan – Active Schools in Bishopbriggs are applying for the school sports award. (national recognition for schools). They're using this to support/create a Continuous Improvement plan. Support has been sought from the pupil council voice, staff member voices.

The ask: Active Schools are looking for

- support volunteers (parents or secondary school pupils (S3-6), students in the community) to deliver afterschool clubs. [Volunteer Training Calendar for Secondary School Pupils | EDLC](#). There is currently a Cluster club at Bishopbriggs academy.
- opportunities they can support within the local community.
- Communications support from PC and school. Potential options for this are to : get volunteers via parent inductions, email from school, X (twitter). Information shared on PC FB group? Parent Council will look at how they can share this info.

Anyone can contact Lynsey to get involved or volunteer: [Meet the Active Schools Team | EDLC](#)

b) Bishopbriggs Lights switch on Thursday 21st Nov 24

Balmuildy PS have pupil ambassadors involved in the switch on. School communication was requested, and C Jarman confirmed this is being created now and will be sent out soon.

- 10. *Next Meeting (Annual General Meeting (AGM))***
Tuesday 21st Jan 6.30pm
Turnbull High School
New office bearers required.

Future meetings - Wednesday 5th March 25, Tuesday 29th April 25, Wednesday 28th May 25