



Burrelton Primary School, School Road, Burrelton PH13 9NZ  
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## Meeting Minutes 1<sup>st</sup> February 2024

### 1. Attendees:

BPS Head Teacher Angela Thomson (AT)  
BPS Principal Teacher Fiona Glass (FG)  
Andrew Medleycott (MED)  
Michelle Murray (MM)  
Anastasia Mitchell (AM)

### 2. Apologies:

- None.

### 3. Minutes from Last Meeting:

- £100 was contributed by the Parent Council towards the Craft Budget.

### 4. Finance

- The current balance of the Parent Council account is £1719.04. There are a couple of payments still due to come out of this.
- The Parent Council are delighted to be able to fund a Laptop for the school, as previously discussed.
- Mrs Thomson requested if we could fund new headsets, we will look into this and liaise with school.
- The playground markings are needing to be refreshed. MED will look into this.
- There was a request for funding for an outdoor bench for the playground, a Buddy Bench, as there is limited seating in the playground.

## 5. Head Teacher Report

Staffing		<ul style="list-style-type: none"> <li>• There is currently a full staffing complement</li> </ul>
School Budget		<ul style="list-style-type: none"> <li>• School Fund – £3506.82 as of 31/12/23. Most of this money is committed for activities such as ICT replacement, eco etc. Monies for Panto have been paid but still have to come off the account</li> <li>• DSM – £8348 with £6276 committed. £2072 is left and this is all in supply.</li> <li>• PEF – £11025 and c/f of £1432 = £12457. All committed for staff hours, horse riding and trips. £1785 for horse riding and other trips. Projected to be a £600 overspend and hope to offset this against DSM.</li> </ul>
Diary dates		<ul style="list-style-type: none"> <li>• Tuesday 6 February - Safer Internet Day</li> <li>• Thursday 8 February - School nurse checks for P1</li> <li>• Friday 9 February - mobile library</li> <li>• Monday 12 February - Valentine's Bake Sale</li> <li>• Tuesday 13 February - Shrove Tuesday and Parent Contact Sessions</li> <li>• Wednesday 14 February - Inservice Day 4</li> <li>• Thursday 15 and Friday 16 February - holiday (school closed)</li> <li>• Thursday 22 February - World Thinking Day P6/7 to work on Greenhouse with Cat McKay (Community Artist)</li> <li>• Friday 23 February - Futures' Day</li> <li>• Monday 26 February - Empathy Week</li> <li>• Tuesday 27 February - P7 transition event at BHS (am)</li> <li>• Wednesday 28 February - anti-smoking workshop for p6/7</li> <li>• Thursday 29 February - P6/7 to work on Greenhouse with Cat McKay (Community Artist)</li> </ul>
School Improvement Plan		<ul style="list-style-type: none"> <li>• <i>Literacy</i> – listening and talking training at Tulloch on 24/11/24. How they achieved their award status and rolled out improvements across the school</li> <li>• <i>Expressive Arts</i> - FG</li> <li>• <i>HWB</i> – RRS etc are ongoing</li> </ul>

## 6. Principal Teacher Report

RRS	<ul style="list-style-type: none"> <li>• Rights Respecting School – continued work throughout the school with monthly rights use of classroom charters.</li> <li>• Still developing dining hall with the committee, committees were put on hold in December to allow for whole school Christmas show rehearsals</li> <li>• Audit of classroom displays next week to ensure RRS are all up to date.</li> </ul>
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Expressive Arts	<ul style="list-style-type: none"> <li>• School show was very successful and although it was hard work, the children enjoyed it and got a huge amount out of it that covers many Es&amp;Os of the curriculum.</li> <li>• Maureen Paterson is running an after-school choir again, although the uptake has been slow.</li> <li>• Chanter teacher is still working with some pupils in P6/7.</li> <li>• Swimming sessions have started this term. The class were very positive about their first session.</li> </ul>
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## 7. Fundraising:

- We will hold another Easter Hamper raffle, non-uniform day will be on 22/3 and pupils can bring in a donation for the hamper.
- We have the Charity Shop in Coupar Angus from the 18<sup>th</sup> May until the 25<sup>th</sup> May. We are seeking donations and support from parents and carers to staff the shop. This was a huge success last year and raised much needed funds, we hope it to be the same again this year.

## 8. AOB

- Incident Reporting:  
A parent had asked that the procedure be raised. Mrs Thomson confirmed that in the case of an incident, the school will telephone the parent/carer, a record of the incident is kept by the school as per the PKC Policy. Parents are encouraged to contact the school directly to discuss if they have any concerns.
- Drinks at school:  
The school and PKC encourage pupils to bring in and consume water, the school reported an incident recently in which a bottle was knocked over in the classroom that contained juice. It made a sticky mess and staff would prefer this was avoided. Parents are encouraged to contact the school directly to discuss if they have any concerns.
- Uniform Swap Shop:  
The school would like to facilitate a uniform swap shop. If parents could consider handing in used uniform that is no longer needed and the school will keep hold of it. Parents can then swap uniform as needed. AM to look into a clothing rail and hangers that the PC can fund.

**Next Meeting: Thursday 25<sup>th</sup> April @ 2:45pm @ school**