



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

*Baljaffray Primary School*

Grampian Way, Bearsden, Glasgow G61 4RA



**Head Teacher: Lesley Rodden**

Tel No: 0141 955 2241

Email: [office@baljaffray.e-dunbarton.sch.uk](mailto:office@baljaffray.e-dunbarton.sch.uk)

Attendees (see below)

**Meeting 18 May 2026, 6pm start** Baljaffray Primary School

| Agenda                          |     |
|---------------------------------|-----|
| • Welcome and intro to PCC      | All |
| • AGM business and roles        | LF  |
| • Parent Council Constitution   | All |
| • Summary of the year           | LF  |
| • PTA update                    | CB  |
| • School update from Mrs Rodden | LR  |
| • Close                         |     |

Attendees (see below)

Meeting 1 Apr 2026, Teams call - postponed from 16 March

| Topic                    | Minutes  |
|--------------------------|--|
| <b>Present:</b>          | Linden Fradet (Chair), Hazel Lauchlan (Co Chair), Emily Dewar, Gavin Ross, Indrani Manoharan, Fernanda Mcklintock, Sandeep Pandya, Craig Barratt, Graeme Glen Mrs Rodden, Mrs Paterson<br><b>Apologies:</b> Mrs Cowan, Poovi Doraiswamy,   |
| Welcome and Introduction | All members were welcomed to the Parent Council and apologies were noted above.<br>• Formal agenda noted as this is the AGM<br>As no other parents or carers were in attendance no introductions were made however new members are welcome at any time.  |
| AGM business             | As per the terms of the Annual General meeting the officers and named positions where up for discussion and votes taken. There were no nominations for new membership or held positions. The following positions were stated: <ul style="list-style-type: none"> <li>• Craig Barratt has stepped down from his role on the Parent Council</li> <li>• Linden Fradet was proposed to continue as Chair by Mrs Paterson and seconded by Emily Dewar</li> <li>• Hazel Lauland was proposed to continue as Co Chair by Linden Fradet and seconded by Mrs Rodden</li> <li>• Secretariat position will be sought with support from the school as required – Mrs Rodden will look into this</li> </ul> |

|              |  |
|--------------|--|
|              | <ul style="list-style-type: none"> <li>• A further recruitment exercise will be carried out during parents night (3 Jun) and a the P1 Induction day (10 June)</li> <li>• Clarity on time commitment and the differences between PC and PTA will be also shared to encourage new members.</li> <li>• We are particularly keen to welcome parents and carers from the EYC to join the Parent Council</li> </ul> <p>LF wished to thank Craig for his commitment to the Parent Council over the last year particularly for the work in support of PVG check and guidance. Craig remains as Chair of the PTA</p> <p><b>Action</b> – LF to Set up a Baljaffray Parent Council email address<br/> <b>Action</b> – send out comms /swap about the PTA and PC to increase engagement</p>  |
| Constitution | <p>The PC discussed the new constitution which sets out how the Baljaffray Primary School and Early Years Centre Parent and Carer Council will operate. It explains the council’s purpose, membership, meeting arrangements, voting rules, and responsibilities, while making clear that the Parent and Carer Council is separate from the PTA and focuses on representing the views of parents and carers and supporting pupils’ education and welfare. The constitution was shared with the parent forum during the last term and emailed out for comment before the AGM. Highlights below:</p> <ul style="list-style-type: none"> <li>• The council will be known as the <b>Baljaffray Primary School and EYC Parent and Carer Council (PCC)</b>.</li> <li>• Its main aims are to strengthen communication between parents/carers and staff, promote equality and fairness, discuss matters affecting education and welfare, and support pupils’ learning.</li> <li>• The PCC is separate from the PTA. The PTA remains responsible for fundraising, while the PCC focuses on representation and parental voice.</li> <li>• Membership is made up of parents and carers from the school and EYC, with a recommended size of 8 to 15 members and representation from across year groups and the EYC.</li> <li>• A PTA member should always sit on the PCC to help both groups work together in the interests of the school.</li> <li>• Community members can be co-opted, and up to two co-opted members may support the PCC, but they do not have voting rights.</li> <li>• The AGM will take place each year in May or June, with at least two weeks’ notice, and meetings may be held online or in person.</li> <li>• At general meetings, each parent/carers present has one vote, and the quorum is 8.</li> <li>• PCC members are elected for one year and can stand again. Parents and carers must always remain the majority of the council.</li> <li>• Office bearers include a Chairperson and Secretary, elected at the first meeting after the AGM.</li> <li>• The Headteacher, or a representative, has both a right and a duty to attend meetings.</li> </ul> |



|                     |   |
|---------------------|---|
|                     | <ul style="list-style-type: none"> <li>• Ordinary meetings are open to the wider Parent Forum, although only PCC parent/carers members can vote.</li> <li>• Meeting reminders should be issued two weeks in advance, with agendas shared one week before meetings.</li> <li>• The constitution confirms that the PCC follows data protection guidance and that PVG checks are not required for PCC membership because the council does not run regulated activities with children.</li> <li>• Any future changes to the constitution must be approved at an AGM or EGM by at least two thirds of parents/carers present.</li> </ul> <p>Overall, the new constitution provides a clear structure for how the Parent and Carer Council will work, encourages broad representation from across the school and EYC community, and sets out transparent arrangements for meetings, decision-making, and partnership working. <b>All members approved the new constitution at this AGM.</b></p>   |
| Summary of the year | <p>Across all the meetings and the school year, the Parent Council has focused on improving parent representation and recruitment, reviewing and updating the constitution, clarifying links with the PTA, supporting school improvement priorities, strengthening communication with the wider parent forum, and discussing governance issues such as volunteering, safeguarding and PVG requirements. Regular school updates also covered staffing, pupil achievements, curriculum activity, awards, fundraising and community engagement. Particular highlights as follows:</p> <ul style="list-style-type: none"> <li>• Review and modernise the Parent Council constitution.</li> <li>• Clarify the relationship, responsibilities and accountability between the Parent Council and PTA.</li> <li>• Improve parent recruitment and widen representation, especially across year groups and nursery.</li> <li>• Strengthen communication with the wider parent forum and improve how meeting information is shared.</li> <li>• Set up shared digital systems for Parent Council documents and communications.</li> <li>• Gather parent views on issues such as school photographs, playground health and safety, and the future direction of council activity.</li> <li>• Support the school through leadership transition following the Head Teacher’s planned retirement.</li> </ul> <p>Recurring priorities across the year included outdoor learning, literacy and reading, STEM development, inclusion and wellbeing, community and parent engagement, safe volunteering practices, and practical governance arrangements to help the Parent Council and PTA work effectively together.</p> |
| PTA update          | <p>CB Reported that the School Fayre made £3k last month and £300 for BGT. The committee may make changes next year to help increase the funds raised<br/> The PTA AGM will take place next week<br/> There are 30 PVG checked volunteers and 15 non PVG checked volunteers</p>   |

|             |  |
|-------------|--|
|             | <p>The PTA are now using SUM UP to process non cash transactions and also making more use of tech to promote events</p> <p>The PC thanked the PTA for the huge efforts in running and managing the significant events throughout the year.</p>   |
| HT report   | <p>Events</p> <p>Health Week- reschedule sports day, Olympian Jonny Paterson visiting, Timetable of events – tennis/rugby/dance/ scooters etc all planned for this term</p> <p>P7 Residential – Very successful and discussion about next year took place<br/>       Booked for next year – the school will get sent prices for 3 and 4 nights and information will be circulated to parents and carers in advance to help with budgeting</p> <p>NEW P1s £ P1 induction days - June<br/>       29 pupils – 1 class 2 teachers ( 4 part time)<br/>       11 classes - P1, P2, P3a, P3b, P4, P4/5, P5, P5/6, P6, P7a and P7b<br/>       Probationer at P3b<br/>       Meet the teacher - Wed 17th June pm</p> <p>School Improvement Plan 2026-27<br/>       Priorities directed by EDC</p> <ul style="list-style-type: none"> <li>• Pedagogy</li> <li>• Health and Well Being</li> </ul> <p>Focus within Pedagogy will be differentiation and adaptive teaching within writing .<br/>       Training already scheduled Stephen Graham<br/>       Health and Well Being – dyslexia guidelines/ outdoor learning and whole school approach<br/>       antiracism – consultation with the school and parent council to follow on this</p> |
| Other       | <p>Staffing – This update was provided by Chair of Parent Council to confirm the notice issued by Greg Bremner Chief Education Officer of EDC that Mrs Rodden’s replacement has been announced. A successful candidate has been appointed - Mrs Manson will take up the position of Head Teacher for Baljaffray Primary and EYC in August. The Parent Council look forward to welcoming and supporting Mrs Manson her transition into Baljaffray.</p>  |
| AOB & Close | <p>The Council recorded its sincere thanks to Mrs Rodden for her outstanding contribution to Baljaffray Primary School. Her leadership, commitment and care have helped shape a positive, inclusive and ambitious school community, and her support for children, families and staff has been greatly valued. Members recognised the lasting impact of her work and wished her every success and happiness for the future.</p> <p>Future meeting dates for next term will be announced in due course.</p>  |

#### Membership

- Chairperson Linden Fradet
- Vice Chairperson Hazel Lauchlan
- Parent Member Craig Barratt
- Parent Member Emily Dewar
- Parent Member Indrani Manoharan
- Parent Member Graeme Glen



- Parent Member Sandeep Pandya
- Parent Member Gavin Ross
- Parent Member Fernanda McLintock
- Parent Member Poovi Doriaswamy
- Co-opted Member tbc
- Staff Member (Head Teacher) Lesley Rodden
- Staff Member (Depute Head Teacher) Elaine Paterson
- Staff Member Mrs Cowan