



## **Harrow Lodge Primary School Parent Council Meeting Minutes**

**Meeting held on Monday 30<sup>th</sup> April 2018 at 7pm**

### **Present**

School representatives:

Una Connolly (HT), Lynette Searle (DHT)

Parent representatives:

Tina Attree-Young, Maxine Birch, Sarah Corless, Lisa Frensham, Amanda Hayward (CP), Katy Woodhead, Neringa Novikaite, Laura Morley, Gemma Prophet, Joanne Hallel

### 1. **Welcome & Apologies**

AH welcomed everybody to the meeting.

Apologies for absence were received from Michelle Stanley, Lisa Cousins and Serena Lee.

### 2. **Minutes of previous meeting and matters arising**

2.1 It was agreed by the Parent Council that the minutes were a true reflection of the meeting.

2.2 LS said that the letter re Free Friday would go out to parents nearer the time. AH said that they are still waiting for samples of jumpers and cardigans from the embroiderers. The noticeboard has been moved and is waiting for new perspex.

### 3. **Communication**

3.1 It was noted by council members that hard copies of letters are not received by every class at the same time and sometimes not at all. It was agreed that a message would be given to staff in briefing that letters must be given out on the day they are received in the classroom.

**ACTION: UC**

3.2 It was pointed out that every letter should also go out by parent mail and that parents must visit the office if they think there has been an oversight with regard to letters.

3.3 Communication books have stopped being sent out in EYFS but nothing has been said to parents about it. LS said she would follow this up and get a message sent out.

**ACTION: LS**

### 4. **School Uniform**

4.1 It was brought to the committee that Asda skirts and pinafores are impossible to get hold of as are the PE sweatshirts and a solution needed to be found. A possible solution would be to buy burgundy skirts from Amazon or ebay (they appear to be the same colour as Zeco which are slightly darker than Asda's) whilst still wearing the Asda jumpers. If we eventually start to buy jumpers from another supplier, the Amazon/ebay/Zeco skirts may be a better match with those jumpers.

- 4.2 Some committee members were keen to begin using the Uniform Shop again but it was pointed out that the reason we moved away from the Uniform Shop was so that we could sell the uniform to our parents at a much lower price. Some committee members were shocked to discover that our uniform sells for half the price of any other primary school uniform.
- 4.3 It was suggested that we could increase the prices of our uniform to make more money for the school. This was vetoed and it was explained that the uniform is sold to parents at cost price and not one penny is made in profit for the school from uniform sales. This was the whole reason for selling the uniform ourselves - we wanted to ensure that our parents got the very best deal possible where uniform was concerned.
- 4.4 A decision on a new supplier can only be made once the PTA have viewed all samples and brought them to the attention of the school and the council.

**ACTION: PTA**

## 5. **Playground Improvements**

- 5.1 An update on the fundraising was given. It was noted that the Go Fund Me page had started well but at £665, it had come to a standstill. Members were encouraged to keep sharing on Face Book and to keep the word out there.
- 5.2 The PTA have to still raise money for other things the children need now so finding the right way to display the total amount raised for the playground will need to be discussed by the PTA.
- 5.3 Other fundraising possibilities discussed included:  
A stall at the Havering Show which will, hopefully, bring in donations.  
Skydiving  
Evening Talent Show  
A circus  
A Petting Zoo  
Boot Sales (a do's and don'ts list for boot sales has been sent to the PTA)  
Cash for old mobiles
- 5.4 It was suggested that we should set ourselves a smaller target for, eg September, in order to drive the fundraising with greater motivation. No decision was made but parents will ask other parents for their thoughts on this.
- 5.5 Tesco's tokens can't be applied for regarding this funding as the job must be completed within a year of getting the funding.
- 5.6 It was established that we *can* apply for lottery funding of £10,000 next year.

## 6. **AOB**

- 6.1 A resident's complaint regarding parents parking over driveways was shared with the council along with a draft letter to parents reminding them of our duty of care for all our community members including residents. It was agreed that the

parent's reaction to the resident was not acceptable nor how we wish to be perceived but it was also suggested that this particular resident is likely to be the one who has scratched cars in the past and has used far from acceptable language himself. The council decided that Lisa Frensham would draft a letter to parents that would remind them of our vision to change the image of our school to one of a polite and caring community whilst offering solutions to the parking problem.

**ACTION: LF**

6.2 A council member brought a father's complaint to the meeting. He was under the impression that the fencing had cost us £60,000 and that it was an unnecessary addition to the grounds and that the money should have been used to improve the playground facilities instead.

6.3 The HT explained that the fencing cost £25,000 and was not taken out of the school's budget at all. The Local Authority paid for it because of the following safeguarding concerns:

- An infant child was able to make their way out of the school grounds onto the street after removing themselves from their classroom. Although the child was followed by a member of staff, they were able to get onto the street before the staff member caught up with them.
- Parents have been 'buzzed' in at the gate and, instead of reporting to the office, they have made their way straight around to the back of the infant classes and knocked on the doors expecting to be let in. The danger is, of course, that one day, it may be a stranger and not a parent who takes themselves around to the classrooms – especially dangerous in the summer when classroom doors and windows are left open.

It was explained that, when dangerous incidents like these occur, there must be a response to them to avoid future mishaps, accidents or catastrophes.

6.4 It was also brought to the attention of the committee that, on more than one occasion, fox droppings have been seen in the playground. UC will speak to Mr Kelly regarding the early morning clean-up of the site.

**ACTION: UC**

## 7. Date of next meeting

The next meeting will be held on **Thursday 7<sup>th</sup> June** at 2pm in Room 19

## 8. Actions

Point	Action	Name
3.1	To inform staff that hard copy letters must go out to parents on the day they are received from the office.	Una Connolly
3.3	To ensure a message is sent out to EYFS parents regarding Communication Books.	Lynette Searle
4.4	To acquire further samples of knitwear for uniform.	PTA
6.1	To write a letter to parents regarding parking.	Lisa Frensham
6.4	To bring the problem of fox droppings to the attention of the site manager.	Una Connolly