

# PARENT COUNCIL MEETING MINUTES

Tuesday 4th February 2020, 2pm

**In attendance:**

Lynette Searle (Headteacher)  
Michelle Browne (Deputy Head Teacher)  
Serena Lee  
Lisa Frensham  
Joeleen Lefevre  
Amanda Hayward  
Sarah Corless

**1 WELCOME AND APOLOGIES FOR ABSENCE**

LS welcomed all attendees to the meeting and shared apologies from Michelle Stanley, Lisa Cousins, Laura Morley, Katy Woodhead, Lilian Okunkolor, Naseer Ahmed.

**2 MINUTES OF THE LAST MEETING  
To agree the minutes of the last meeting and follow up actions**

All attendees agreed the minutes of the last meeting to be an accurate reflection of the matters discussed previously.

The Ofsted Parent View questionnaire was discussed as this was an action from the last meeting. A parent mail was sent out to parents and the total number of responses has risen to about 30. However, this is still very low. AH suggested trying to encourage parents to fill them in by having iPads in the playground before and after school so that parents can complete them with support. It was suggested that Parent Council members could have the iPads and assist the parents in filling them in as they have already completed theirs. All agreed this was a good idea. JL also suggested sending a parent mail with a screen shot of the page parents need to fill out so that they know in advance the information that they need to enter.

LS shared that the responses so far look very positive apart from a few negative views on SEN provision. LF shared her view on SEN provision and explained that she feels there needs that SEN needs are not covered enough in Parent Meetings e.g. Year 6 SATs meeting, PGL meetings and asked if it was specifically covered in the New Intake Meetings. LS agreed that this was important and that we would look to making sure that this was addressed in future. LF also felt that communication with parents of SEN children needs to be more regular and specific to their needs. SC suggested using a home school book but there was concern that this would cause extra workload for teachers. Another idea was to set up email communication between teachers and parents of children with needs so that they can communicate quickly and easily. MB raised the point that teachers could not be expected to answer emails immediately, especially if they come in the evening. AH suggested a 24 or 48 hour answer policy. LS said that she would talk to teachers about this.

**ACTION:** Parent Council members AH, JL and SC to encourage parents to complete the questionnaire in eth playground on set days using iPads or phones.

**ACTION:** LS to send out a parent mail informing parents that there will be help in the playground to fill in the questionnaire and to provide a screen shot image of the information they will need.

**ACTION:** LS to talk to teachers about providing email addresses to parents that have children with needs.

**3 KS1 PLAYGROUND DESIGNS  
To share the chosen design for Phase 2 of the playground build in the KS1 quad.**

LS shared the 2 designs for the play equipment in the KS1 playground. She explained that the children have begun voting for their favourite and that the winning design will be shared at the end of the week. All members of the Parent Council liked the designs and there was a definite favourite. LS explained that we are still a little way off raising the money needed for the designs but that she had written to the company asking if

they could reduce the price so that we could get it done this year. SC explained that the PTA have lots more events planned for the rest of this school year to raise as much money as possible. She also said that after this build the PTA want to raise money for some other things as they feel that parents are getting bored of raising money for the playground all the time. It was suggested maybe the KS2 library or tablets for the children. It was also raised that parents are still letting their children play on the KS2 equipment before and after school and that this was potentially an accident waiting to happen. LS and MB pointed out that there are signs up next to the equipment explaining that it is not to be used without permission so legally the school is covered. JL suggested having a message sent out weekly on the newsletter to remind parents to keep their children off the equipment before and after school.

ACTION: Add a reminder to parents on the newsletter about children staying off the play equipment before and after school.

ACTION: Share the winning design with the parents once the children have finished voting.

<b>4</b>	<b>OFSTED</b> <b>To discuss Parent Council meeting with Ofsted</b>
----------	-----------------------------------------------------------------------

LS explained that when Ofsted come the parents can request to speak to them and Ofsted have to agree. LS asked what they would talk about.

The following points were raised as strengths of the school:

- The strong PTA
- The schools desire to improve
- The management of the school
- Having senior staff on the gates every morning
- After school clubs
- A more secure site
- More exciting trips and visits planned for the children
- The management team is more approachable

<b>5</b>	<b>ANY OTHER BUSINESS</b>
----------	---------------------------

No other business raised

<b>6</b>	<b>DATE OF NEXT MEETING</b>
----------	-----------------------------

The next Parent Council meeting will take place on Thursday 12th March at 2pm

<b>ACTIONS SUMMARY</b>	
------------------------	--

- |          |                                                                                                                                                                                             |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | Parent Council members AH, JL and SC to encourage parents to complete the questionnaire in eth playground on set days using iPads or phones.                                                |
| <b>2</b> | LS to send out a parent mail informing parents that there will be help in the playground to fill in the questionnaire and to provide a screen shot image of the information they will need. |
| <b>3</b> | LS to talk to teachers about providing email addresses to parents that have children with needs.                                                                                            |
| <b>4</b> | Add a reminder to parents on the newsletter about children staying off the play equipment before and after school.                                                                          |
| <b>5</b> | Share the winning design with the parents once the children have finished voting.                                                                                                           |