

Parent Council Meeting Minutes

Date: Tuesday 12th January 2016

Time: 7.30 – 10pm

Location: Bowmansgreen Primary School – Staff room

Attendees

Parents: Lee David; Claire Nikitas; Julia Brent; Lisa Pearson; Susan Nickolds; Sam Gentleman; Evelyn Aklobat; Mark Castle; Louise Calder

School: Mr D Chetty (Headteacher)

Apologies for absence: Sarah Klinger; Rav Dighe; Simone Cohn

Agenda

- Welcome and approval of minutes and review of actions from previous meeting
- Items for discussion:
 - Emotional wellbeing and resilience
 - Bank of parental skills / Volunteer list (Parent Council & FOBS)
 - Careers Fair
 - Uniform update
 - Communication with parents / Parent View results
 - School PR - Ideas for how Parent Council could support
 - Update from previous parent council meeting discussing Harry Potter World visit
 - Moving Mums project
- Next steps / summary of actions / date of next meeting
- A.O.B.

Points Noted

Review of Actions from previous meeting:

- Noted that all actions from the previous meeting can be closed except for:
 - **Parent Council ToR** – It was agreed that Louise Calder would follow up with Simon Morriss to arrange for document to be finalised
 - **Parent Council badges** – Parent Council members will go to school office to have their photo taken by Friday 22 January 2016, and a reminder would be sent to those unable to attend today's meeting.
- **Tips for Parent Consultations:** It was agreed this would be completed and shared with Mr Chetty ahead of the next parent consultations

- **Working party to draft attendance document** – It was agreed this action would be left open. The working party met to discuss further and review the policies of other schools in the area with diverse backgrounds. Simone advised that she would follow up on queries with Hertfordshire County Council. It was noted that the attendance policy is not published on the school website. *Update 12/01/16 – Agreed to check with Simone Cohn if this item can now be closed*

Actions for School

- **Parent Council badges/signs** - produce Parent Council badges & table signs. It was agreed this action would be kept open as badges/signs are needed for the next parent consultations.
- **Tuesday Science Trips** – it was noted that trips are going very well, but volunteer support from parents is currently low. The parent council recommended that the school send out another parent volunteer request by e-mail (via newsletter and text message)

Uniform update

The uniform working group provided an update on the uniform review. They are currently exploring options for the colour of the polo shirt/PE t-shirt, and alternative uniform suppliers. A quote and samples have been obtained from one uniform company to date.

Options for running an in-house school uniform shop are to be considered. This is expected to benefit parents through cost reduction and immediate availability. It is anticipated the uniform shop would be run by parents for parents. The possibility of the in-house shop also running a second hand shop and lost property was mentioned.

The actions agreed were:

- To obtain 3 more quotes and obtain samples with logo
- To review existing uniform contract. To contact PMG to look at possibility of doing a bulk-buy of stock for 2016 and setting up an internal shop from Sep 2016
- To confirm Governors have approved proposal for parent consultations on uniform
- To consult parents on uniform at parent consultations

Emotional wellbeing and resilience

It was noted that the school held a wellbeing week last term. There are no specific actions for the parent council at present.

Bank of parental skills / Volunteer list (Parent Council & FOBS)

It was noted that Louise Calder had put together a skills list which could be used within the school. It was agreed that Louise would e-mail the list to Lee David.

Careers Fair

Approximately 12 or 13 parents have volunteered to participate in the Careers Fair to date. It was agreed that Mr Chetty would ask Miss Chilton to e-mail Lee David with details of careers represented, and what they are still looking for. Lee would then share with parent council members for further consideration and networking to encourage more people to get involved. It was noted that it does not have to be a parent who volunteers to participate.

The parent council put forward some ideas for careers that could be represented – these included: Hairdresser/beauty therapist, musician, lorry/coach driver, architect, IT, those who have changed careers, chef, those who have returned to work after a period of leave, policeman, fireman, military, trampoline coach, chiropractor.

There was some concern expressed about volunteers having to talk to a full class of pupils, and a suggestion was put forward to speak to a few pupils at a time – perhaps using assembly hall to do this.

Mr Chetty advised they were thinking of taking pupils on a day trip to KidZania as part of Careers Week. However, it was noted that the timing of the trip was dependent on coach availability. No actions for Parent Council at this stage.

Communication with parents / Parent View results

An update on Parent View 2015/16 results was presented – no further movement on the Parent View results since October.

School PR - Ideas for how Parent Council could support

It was agreed the Parent Council would aim to generate 1 or 2 ideas at each meeting

Update from previous parent council meeting discussing Harry Potter World visit

Mr Chetty provided an update on actions taken. No actions for Parent Council.

Moving Mums project

A Moving Mums project is being funded by Herts County – this is free and includes a trainer to lead mums in a run after school drop off, and a mum from the group would be trained up to take over as trainer in due course.

It was agreed that Louise Calder would advise that school is willing to try, but the project would need to be inclusive and allow some flexibility (e.g. for parents with siblings, those who would prefer to walk not run, etc). A walk-run group would enable mums with children in buggies to bring them along and may appeal to a wider group of people who may be put off by the thought of running.

A.O.B.

- Vouchers for schools (e.g. Sainsburys, Flora tubs, etc) – it was requested that the school keep parents informed on how the vouchers have been used
- Muddy/slippy path at back (by Yr 2 & 3 classrooms) and narrow path which is difficult to navigate when full of parents waiting to collect children – it was queried if school could look into whether there could be some improvements made to this area e.g. gravelling. It was noted this was a drainage issue.
- Changes to pupils choosing school lunches (Yrs 3 – 6): Mr Chetty advised that the school would like to consult with parents on a change to buying school lunches after the February half term. The new process would be much more flexible and allow pupils to choose to have a school meal on a daily basis, making a choice each morning in the classroom at registration. This would enable children to have packed lunches on some days and school lunches on other days. Menus would be published weekly in the newsletters. The Parent Council saw this as a very positive step and no downsides were noted. It was recommended that the school communicate to parents via the newsletter to ask if there are any concerns.
- Ipad pilot (Yrs 2 & 5) - Mr Chetty advised that the school will be running an ipad pilot with Years 2 & 5 after the February half term. Each pupil will be provided with an ipad for school and homework. Parents will have to sign for the ipad and pay for the insurance.
- Parent Consultations – it was requested that the school offers one late evening to accommodate working parents. It was agreed that supporting working parents should be a topic at the next Parent Council meeting.
- Attendance – it was requested that the school consider introducing Gold, Silver, Bronze awards for attendance, to encourage pupils who have had 1 or 2 sick days.
- Uniform Checkpoints – an idea was put forward to have a number of uniform checkpoints in school, with a visual image of the uniform and a mirror for pupils to check their uniform (e.g. outside canteen)

Next Meeting

Date: Tuesday 1st March 2016
Time: 7.30pm

Next Meeting – Draft Agenda Items

- Welcome and approval of minutes/review of actions from previous meeting.
- Items for discussion:
 - Uniform update
 - Bank of parental skills / Volunteer list (Parent Council & FOBS)
 - Communication with parents / Parent View results
 - Working parents
 - Ideas for school PR
 - Moving Mums update
- Next steps / summary of actions / date of next meeting
- A.O.B.

Action Items

New

- **Uniform –**
 - Obtain 3 more quotes and obtain samples with logo (Evelyn Aklobat, Louise Calder, Julia Brent)
 - Review existing contract. Contact PMG to look at possibility of doing a bulk-buy for 2016 and setting up an internal shop from Sep 2016 (Mark Castle)
 - Confirm that Governors have approved proposal for parent consultations on uniform (Louise Calder)
 - Consult parents on uniforms at parent consultations ((Evelyn Aklobat, Louise Calder, Julia Brent)
- **Bank of parental skills / Volunteer list (Parent Council & FOBS)** – E-mail Skills list to Lee David (Louise Calder)
- **Careers Fair** – E-mail careers fair list to parent council members for further consideration and networking to encourage people to get involved (Lee David)
- **Moving Mums project** – Feedback to Herts Council that school is willing to try the project (Louise Calder)

Rolled Forward

- **Parent Council ToR** – Follow up with Simon Morriss to finalise (Louise Calder)
- **Parent Council badges** - Parent Council members to go to school office to have their photo taken for badges by Friday 22 Jan (ALL). Send reminder to those unable to attend today's meeting (Claire Nikitas)
- **Tips for consultations:** compile list of tips and share with Mr Chetty ahead of next parent consultations (L Pearson)
- **Working party to draft attendance document** – Check with Simone on whether this item can be closed (Claire Nikitas)

Actions for School

- **Parent Council badges/signs** - produce badges & table signs
- **Tuesday Science Trips** - send out another parent volunteer request (via newsletter and text message)
- **Careers Fair** - Miss Chilton to e-mail Lee David with details of careers covered to date, and what the school are still looking for. Consider suggestion for volunteers to speak to a few pupils at a time – perhaps using assembly hall to do this.
- **Vouchers for schools** (e.g. Sainsburys, Flora tubs, etc) – request to keep parents informed on how these have been used
- **Muddy/slippy path at back (by Yr 2 & 3 classrooms)** – request to look into whether there could be some improvements made to this area
- **Changes to pupils choosing school lunches (Yrs 3 – 6)** – recommend communicating changes to parents via newsletter and asking if any concerns.
- **Parent Consultations** – request to consider offering one late evening to accommodate working parents
- **Attendance** – request to consider introducing Gold, Silver, Bronze awards for attendance, to encourage attendance where a pupil has had 1 or 2 genuine sick days