

Parent Council Meeting Minutes

Date: Tuesday 15th September 2015

Time: 7.30 – 9.00pm

Location: Bowmansgreen Primary School - Year 4C classroom

Attendees

Parents: Lee David; Claire Nikitas; Rav Dighe; Julia Brent; Lisa Pearson; Mark Castle; Sarah Klinger; Susan Nickolds; Evelyn Akbolat; Sam Gentleman

School: Mr D Chetty (Headteacher)

Governors: Louise Calder; Karen Penn

Apologies for absence: Nicola Lucas; Simone Cohn; Mr R Wilding (Deputy Headteacher)

Agenda

- Welcome and approval of minutes and review of actions from previous meeting
- Items for discussion:
 - Bank of parental skills
 - Working party review of Parent View results (2014/15 academic yr)
 - Communication between parents and school
 - Update from school on PE development
 - Update from school on Enrichment provision/after school clubs
 - Emotional wellbeing and resilience
 - Selection of community events for Parent Council to promote
 - Uniform
 - Update from school on Calculations policy
- Next steps / summary of actions / date of next meeting
- A.O.B.

Points Noted

- Minutes from last meeting approved
- Noted that all actions from the previous meeting have been completed except for:
 - **Parent Council Terms of Reference (ToR)** – to be sent to Parent Council members for final review and then to Governors / School leadership to ratify and add to school website
 - **Emotional wellbeing and resilience (general)** – Put together an overview to explain this area further at the next meeting (Nicola Lucas). Agenda item to be deferred to next meeting.
- Confirmed that Parent Council and FOBS would not be collaborating regarding use of the FOBS Facebook page.

Bank of parental skills

- Agreed that it would be useful to build a bank of parental skills (e.g. painting, gardening) along with a parent volunteer list. There was some discussion of ways these could be developed (e.g. via email using SurveyMonkey or letter in book bags)
- Mr Chetty confirmed the priority area where the school needs parent volunteers is for Science trips each Thursday. Each parent volunteer will need to CRB checked. It was agreed that the Parent Council would draft wording to advertise for parent volunteers to be sent out in the newsletter and via text
- Mr Chetty advised that there is a volunteer co-ordinator in the school. The Parent Council recommended that requests for parent volunteers are communicated to parents via the weekly newsletters.
- Mr Chetty outlined a plan to hold a Careers Week next year (Spring term) to help pupils get an understanding of different careers. It was agreed the Parent Council would include this as an agenda item at the next meeting.
- It was agreed that the school would provide details of priority skills requirements to allow the Parent Council to support building a bank of parental skills

Working party review of Parent View results (2014/15 academic yr)

- The working party reported an additional 30 Parent View responses for 2014/2015 academic year, following Parent Council support for a final push for completion after the last meeting. The working party outlined their review of Parent View results (2014/15 academic yr) against 2013/14 academic year and also against 8 other schools in the area, and presented findings to the group.
- It was agreed that the Parent Council would look for ways to communicate with parents to find out their specific concerns on general matters, and help them bring them to Mr Chetty and School leadership (see item below)
- It was agreed that Parent Council members would support Parent View questionnaire completion for 2015/16 school year at breakfast club on Fri (18th Sep) on laptops to be provided by the school

Communication between Parents and School

There was some discussion of the ways that the school could improve communication with parents. This included raising awareness of the positive initiatives and accomplishments made by the school. The suggestions put forward by the Parent Council included:

- Member of the Senior Leadership Team to stand at school gate each morning as parents drop children off, allowing parents to discuss issues or concerns informally
- Anonymous Suggestions Box for parents
- Supporting parents of Reception children in the transition from home / nursery
- Hold parent update meetings periodically (e.g. one evening each term) to update parents on how things are going in the school
- Highlight and celebrate positive initiatives and accomplishments made by the school via newsletters, celebration assemblies, etc. Recent initiatives to promote include:
 - New dedicated sports teacher / coach has joined the school and will develop participation in inter school competitions
 - Wide variety of new afterschool clubs being offered at a low price, and the sports clubs link in with development of sport in the school
 - New science club will allow children across the school to learn science in innovative ways within and outside the school grounds (e.g. farm visits)

- Communication to parents of areas of investment made by the school
- Announcement of new staff joining the school
- It was suggested that it would be helpful to use microphones in Celebration Assemblies as parents at the back cannot hear

There was some discussion of ways the Parent Council could support communication with parents. It was agreed there would be members of the Parent Council at Friday breakfast clubs (where possible) and at the parent consultations in October to publicise the Parent Council and hear the views of parents. It was agreed that a list of topics for conversation starters and badges would be prepared.

Update from school on PE development and Enrichment provision/after school clubs

An update note from Mr Wilding was read out.

Emotional wellbeing and resilience

It was agreed this item would be deferred to the next meeting.

Selection of community events for Parent Council to promote

It was agreed that Rav Dighe would keep an eye out for sporting events to support

Uniform

Karen Penn provided an overview of the action she is taking (on behalf of the Governors) to review uniform. Discussion included:

- Concerns that the current white T-shirt becomes dirty very quickly. Some parents expressed an interest in considering alternative colours although if this would incur a high cost for parents this would not be seen as a positive step.
- The current supplier of uniform is perceived to be expensive – are there alternative less costly alternatives? In other schools, a uniform shop has been run within the school setting to keep costs much lower and avoiding the need to buy uniform from supermarkets.

It was agreed that a Parent Council member would support Karen with uniform discussions with parents at the parent consultations in October.

Update from school on Calculations policy

Mr Chetty confirmed no further action required from the Parent Council, and it was agreed this item would be removed from the agenda moving forwards.

A.O.B.

School Photography – some parents were concerned about the perceived high cost and low quality of school photographs. It was agreed that alternative options would be explored.

Charity – A Teddy bear appeal for Syrian children was discussed. It was agreed that a link to the appeal would be sent to Mr Chetty for consideration.

Bellbottoms Day – some parents expressed a preference for changing this to a non-uniform day. It was agreed this was a matter for FOBs to consider, and Sam Gentleman would raise with FOBs.

Next Meeting

Date: Tuesday 10th November 2015

Time: 7.30pm

Next Meeting – Draft Agenda Items

- Welcome and approval of minutes/review of actions from previous meeting.
- Items for discussion:
 - Communication with parents / Parent View results
 - Bank of parental skills / Volunteer list / Careers Fair
 - Emotional wellbeing and resilience
 - Uniform update
- Next steps / summary of actions / date of next meeting
- A.O.B.

Action Items

New

- **Parent Council ToR** – send to Parent Council members for comments and then to Mr Chetty / Governors to formally agree
- **Parent Volunteers** – Draft wording to advertise for parent volunteers for Science trips (Sarah Klinger)
- **Parent View surveys** - Parent Council members to support Parent View questionnaire completion for 2015/16 school year at breakfast club on Fri (18th Sep) on laptops to be provided by the school (ALL – where possible)
- **Parent Council communication with parents**
 - Parent Council members at Fri breakfast clubs (ALL – where possible)
 - Parent Council members to attend parent consultations in Oct
 - Email topics to Parent Council members for conversation starters with parents (Lee David)
 - Obtain Parent Council badges (Louise Calder)
- **Uniform** - Support Karen Penn at parent consultations in Oct (Evelyn Aklobat)
- **School Photography** – Investigate alternative options (Sam Gentleman)
- **Community Events** - Keep an eye out for sporting events to support (Rav Dighe)
- **Charity** – Send Syrian teddy appeal link to Mr Chetty (Lisa Pearson)

Rolled Forward

- **Emotional wellbeing and resilience (general)** – Put together an overview to explain this area further at the next meeting (Nicola Lucas). *Update 15/9/15 - Agenda item to be deferred to the next meeting.*
- **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 15/9/15 - None*

Actions for School

- **Mr Chetty / Other Senior School leadership to be present at school gates each morning for parents to approach**
- **Parent Skills Bank / Volunteer list:**
 - Advertise for volunteers to help with Thursday science trips
 - Provide Parent Council with details of priority skills requirements to allow Parent Council to support building a bank of parental skills
 - Promote school "volunteer co-ordinator" in newsletters
- **Parent View surveys 2015/16**
 - Provide laptops at Breakfast Club on Friday 18th Sep to encourage more parents to complete questionnaires