

Parent Council Meeting Minutes

Date: Tuesday 10th November 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; Susan Nickolds; Sam Gentleman; Nicola Lucas; Veryan Whitworth

School: Mr D Chetty (Headteacher)

Apologies for absence: Sarah Klinger

Agenda

- Welcome and approval of minutes and 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.

Points Noted

- Minutes from last meeting approved.
- Agreed to use review of actions from previous meeting as the basis for discussion

Review of Actions from previous meeting:

- **Parent Council ToR** – noted that ToR has been updated by the Parent Council. Agreed status to be checked with Simon Morriss/Louise Calder
- **Parent Volunteers for Science trips** – noted that science trips now on Tuesdays and school needs parent volunteers to help. A Powerpoint presentation with an overview of the Science trips was shared. The Parent Council suggested that the school send out a Science Trip comms e-mail to parents (with presentation attached) to advertise this initiative, and distribute parent volunteer request letters (per class) in bookbags
- **Parent View surveys** – an update on Parent View 2015/16 results was presented (59 surveys completed to date) - the overall responses suggest an improved trend in Parents perceptions of the school which is a positive result. Agreed no further actions required at present.
- **Parent Council communication with parents** – an update on attendance at breakfast club and parent consultations in October was shared, and suggestions for future events was discussed. Agreed that Parent Council members would wear parent council badges at breakfast club/parent consultations and have a table provided with

laptops and Parent Council signs at corner of assembly hall (near canteen) at parent consultations.

Agreed that school would arrange for Parent Council name badges & table signs to be produced. Agreed that each Parent Council member would go to school office to have photo taken for badges.

- **Uniform** – A working party (of parents) to support the uniform review was proposed. Agreed to e-mail Karen Penn/Evelyn Aklobat regarding this.
- **School photography** – an update on investigation of alternative options was provided. One alternative option has been identified and will be explored further.
- **Community Events** – An upcoming Reindeer Run in St Albans (1st weekend in Dec) was highlighted. Agreed pdf flyer to be e-mailed to school office to distribute with weekly newsletter, and print outs to be given to running club
- **Charity** – an update on consideration of the Syrian teddy appeal was provided.
- **Emotional Wellbeing and resilience** – An overview was presented of key papers and guidance from the Department of Health and Department of Education this year looking at emotional wellbeing at school – both general (PSHE) and targeted groups. It was noted that the school is holding a Wellbeing Week during the first week in December. The Parent Council suggested that the school advertise/communicate the activities to parents with a record of what has been done.

Agreed to keep item on agenda for next meeting.

- **Working party to draft attendance document** – no update presented
- **Mr Chetty / Other Senior School leadership to be present at school gates each morning for parents to approach** – it was noted that Mr Chetty has been present in school playground
- **Parent Skills Bank / Volunteer list**

Bank of parental skills / Volunteer list - agreed FOBS/Parent Council to undertake as a joint project. Agreed to keep item on agenda for next meeting.

Careers Fair – Action agreed to check for any Google Form responses and forward to Miss B Chilton.

A.O.B.

- **Family Fun Day** – Mr Chetty advised this event will take place in the summer term and is planned by staff. The parent council offered to support staff with feedback e.g. comms/logistics (from a parents' perspective) if that would be helpful.
- **Tips for parent consultations** - The Parent Council offered to put together a list of tips for teachers when communicating with parents at parent consultations.
- **Space to earth challenge** – noted that schools are invited to participate in this challenge. Agreed that link to website would be shared with the group.
- **No Smoking (incl. electronic cigarettes)** – suggested reminder to parents in school newsletter
- **FOBS** – noted they are looking for parent volunteers to help at FOBS Film Night (Fri 20th Nov) and FOBS Winter Wonderland (Sat 28th Nov)
- **Trip for whole school in summer term / 10 things for each child to do by end of Year 6** – it was noted the school is looking into possibilities

Next Meeting

Date: Tuesday 12th January 2016

Time: 7.30pm

Next Meeting – Draft Agenda Items

- Welcome and approval of minutes/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
- Next steps / summary of actions / date of next meeting
- A.O.B.

Action Items

New

- **Parent Council ToR** – check status with Simon Morriss and Louise Calder (L David)
- **Parent Council badges** - Parent Council members to go to school office to have their photo taken for badges (ALL)
- **Uniform** – Email K Penn & E Aklobat regarding working group (J Brent & S Nickolds)
- **Reindeer Run:** send Reindeer Run pdf to office / sheets to running club (R Dighe)
- **Tips for consultations:** compile list of tips and share with Mr Chetty (L Pearson)
- **Careers Fair:** check & send Google Form responses to Miss B Chilton (L David)
- **Space to Earth Challenge** – share link with group (Rav Dighe)

Rolled Forward

- **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 10/11/15 - None*

Actions for School

- **Parent Council badges/signs** - produce Parent Council badges & table signs
- **Tuesday Science Trips:**
 - send out a Science Trip comms e-mail to parents (with presentation)
 - distribute parent volunteer request letters (per class) in bookbags
- **Wellbeing Week**
 - Advertise/communicate to parents with a record of what has been done
- **No Smoking (incl. electronic cigarettes)** – send reminder to parents in school newsletter