

Parent Council Meeting Minutes

Date: Tuesday 1st March 2016

Time: 7.30 – 9.30pm

Location: Bowmansgreen Primary School – Staff room

Attendees

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

Governors: Lianne Howarth

School: Mr J Wilson

Apologies for absence: Louise Calder

Agenda

- Welcome and approval of minutes and review of actions from previous meeting
- Items for discussion:
 - Uniform update
 - Feedback on Careers Fair
 - Bank of parental skills / Volunteer list (Parent Council & FOBS)
 - Communication with parents / Parent View results
 - Working parents
 - Ideas for school PR
 - Moving Mums update
 - South Herts Children's University
 - Points raised by parents:
 - Inset days Xmas 2016/17
 - Communication of child's progress
 - Feedback mainly on reading
 - Birthdays
 - Baby change facilities
 - Election of new chair and secretary for 2016/17 school year
- Next steps / summary of actions / date of next meeting
- A.O.B.

Points Noted

Review of Actions from previous meeting

Noted that all actions can be closed except for:

- **Parent Council TOR** – to be finalised at Full Governing Body meeting on 2nd March 2016
- **Tips for Parent Consultations** – document to be e-mailed to Parent Council members for any additional comments
- **Working party to draft attendance document** – agreed to roll forward to next meeting

Actions for school to remain open:

- **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

Uniform update

The uniform working group provided an update on review of the existing PMG Schoolwear agreement, discussions with PMG on alternative options moving forwards (e.g. free postage for higher value orders and combined deliveries, possibility of bulk-buying stock for an in-house shop, etc) and review of prices from alternative suppliers.

There was some discussion on the uniform update topic. It was agreed that the parent council would explore options for sew-on or iron-on Bowmansgreen school logo badges, as it was expected this would reduce the cost of uniform.

It was agreed not to further investigate a change of uniform colour at this time, but focus on cost effective options for the current uniform with logos.

The following actions were agreed:

- Contact PMG and ask if they can provide school logo badges
- Research alternative school logo badge options and obtain samples

Sale of second hand uniform – it was noted that this needs to be more accessible, and storage needs to be considered

Feedback on Careers Week

Mr Wilson noted that the 2016 Careers Week was very good, and the pupils had lots of questions following the Kidzania trip, class talks and careers fair.

Following on from the success of Careers Week, the parent council recommended that the school keeps a record of “what worked well” for future reference.

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

It was felt that it would be more effective to organise parental support on a project by project basis e.g. Careers Fair, rather than create a “general” bank of parental skills/volunteer list at this time.

An action was agreed to e-mail Miss Chilton to request for the list of parent volunteers for the 2016 Careers Fair to be retained for future reference.

Communication with parents / Parent View results

An update on Parent View 2015/16 results was presented, with 124 responses versus last year's 115. The results showed improvement in the views.

There was a brief discussion of ways that the school could improve communication with parents on improvements/initiatives. For example, could use of school website be improved? boards with updates, announcements at celebration assemblies.

Working parents - agreed to carry forward this item to the next meeting.

Ideas for school PR - agreed to carry forward this item to the next meeting

Moving Mums update

It was noted that it has been communicated to Herts County that the school is willing to try this project, and is now awaiting a response.

There was some discussion around what the optimal time might be for this walk-run group e.g. could it take place at the same time as the afterschool running club?

The following actions were agreed:

- Follow up on status of funding with Herts Council, along with times available
- Discuss idea with Nick Sanders for feedback
- Take opportunity to speak with parents to gauge interest in the project

South Hertfordshire Children's University

It was noted that there is a South Hertfordshire Children's University which is run by West Herts College and Oaklands College, and is part of a national network dedicated to finding exciting ways for young people to learn and have fun outside school.

The South Hertfordshire Children's University website contains information about what they are, how it works, how schools can sign up to get involved, etc.

An action was agreed to e-mail the website link to the parent council group, and for Mr Wilson to take forward within the school to look into this programme.

Points raised by parents:

- **Inset days Xmas 2016/17** – it was noted that pupils are not due to go back to school until Monday 9th January 2017 due to inset days in early January. There was some concern expressed that this could create childcare issues for working parents particularly as there are no holiday clubs running on inset days. A request was raised for the school to look into use of inset days at this time.
- **Communication of child's progress / Feedback mainly on reading** - a query was raised on how a parent can communicate with a teacher regarding their child's reading. Mr Wilson clarified that a parent can use the green book to do this.
- **Birthdays** - it was noted there was a recent discussion on the FOBs Facebook page on how pupils' birthdays could be recognised in school. It was agreed to pass this on to the school council, to allow pupils to discuss and decide how this could be done.
- **Baby change facilities**- a query was raised on whether there are baby change facilities in the school. Mr Wilson agreed to look into this

Election of new chair and secretary for 2016/17 school year - It was agreed that a chair can put themselves forward for re-election for a second year if they wish, and roles for 2016/17 would be agreed at the next meeting.

AOB

- **Parent Consultations** – Action agreed to put in newsletter that Parent Council members will be attending Parent Consultations, so parents can approach with any issues or if interested in joining the parent council for 2016/17
- **Parent Council Annual Report** – Request for Parent Council members to think about key headlines for the first annual report and communicate to Lee David
- **School Council supervision** – a query was raised on how school councils are supervised. Mr Wilson agreed to confirm.
- **Parking at school entrance** – A concern was raised about parking at school entrance, and a request for school to look into this to see if improvements can be made

Next Meeting

Date: Tuesday 26th April 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
 - Communication with parents / Parent View results
 - Ideas for school PR
 - Working parents
 - Moving Mums update
 - South Hertfordshire Children's University update
 - Attendance
 - Election of chair and secretary for 2016/17 school year
 - Parent Council recruitment for 2016/17
- Next steps / summary of actions / date of next meeting
- A.O.B.

Action Items

Actions for Parent Council – New

- **Uniform** – Contact PMG and ask if they can provide school logo badges. Research alternative school logo badge options and obtain samples (Mark Castle)
- **Careers Week volunteer list** – E-mail Miss Chilton to request list of Careers Week parent volunteers to be retained for future reference (Lee David)
- **Moving Mums project** – (i) Follow up on status of funding with Herts Council, along with times available (ii) Discuss idea with Nick Sanders for feedback (iii) Speak with parents to gauge interest in the project
- **South Hertfordshire Children’s University** – Email website link to parent council group and Mr Wilson following meeting (Claire Nikitas)
- **Parent Consultations** – Communicate in newsletter that Parent Council members will be attending Parent Consultations, so parents can approach with any issues or if interested in joining the parent council for 2016/17
- **Parent Council Annual Report** – Request for Parent Council members to think about key headlines for the first annual report, and communicate to Lee David (ALL)

Actions for Parent Council - Rolled Forward

- **Parent Council ToR** – finalise at Full Governing Body meeting on 2nd March 2016 (Lee David)
- **Tips for parent consultations** – Email to Parent Council members for any additional comments (Lisa Pearson)
- **Working party to draft attendance document** – Follow up with Simone for responses (Claire Nikitas)

Actions for School – New

- **Careers Week** – suggest keeping record of “what worked well” for future reference
- **Inset Days Xmas 2016/17** – request for review of use of inset days at this time
- **Birthdays** – take topic to school council to allow pupils to discuss and decide how birthdays can be marked
- **South Hertfordshire Children’s University** – request to look into this programme, which is run by West Herts College and Oaklands College
- **Baby change facilities** – request to check if available in school
- **School Council supervision** – request to confirm how these are supervised
- **Parking at school entrance** – request to look into this to see if improvements can be made

Actions for School – Rolled Forward

- **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