

## Notes from meeting with Parent Reps – 13 March 2017

### Attendees:

Lisa Timms (LT) - Chair of Governors  
Rosalind Murphy (RM) - Year 2  
Lisa Nash (LN) - Reception/ Year 3  
Rebecca Peters (RP) - Reception/ Year 2  
Parm Mahe (PM) - Year 1

### Apologies:

Alison O'Sullivan - Clerk to the Governors  
Deborah McCarthy - Year 3  
Frances Murphy - Year 1

### 1. Welcome and introductions

- LT welcomed all the parent representatives and the group welcomed Parm Mahe as a new year 1 parent representative.

### 2. Review and update on actions from minutes of last meeting

- Another letter was sent by LT to parents asking for volunteers and we now have 2 parent reps for year 1. It was noted that there are still no reps for years 4, 5 and 6, but it is hoped parents will volunteer when the role becomes more embedded in school.
- Parent reps section has been added to the website, showing the role of the parent reps, and showing who the reps are. Minutes for the meetings are also posted in this section for all parents to read.
  - ACTION – each parent rep to share a head and shoulders photo to be added to the website along with a short profile about themselves.
- The engagement of parents was discussed and it was agreed that the parent reps need to make themselves more known across their year group. Adding their photos and a profile to the website will assist with this. This will also be printed out and put in the relevant year's school bags to assist with all parents knowing who their year reps are. LT will also send a letter to all parents introducing the current parent reps and signposting parents to the parent rep section of the website
  - ACTION – LT/Clerk to formulate flyers to go in school bags once all parent rep pictures and profiles have been received
  - ACTION – LT to send letter to parents introducing the parent rep team.
- LT is still working on a webform for feedback on the parent rep section of the website and a process for the feedback to be given to the relevant year group parent rep
  - ACTION – LT to follow up on webform and feedback process
- LT has reviewed the governors section of the school website. Governors have now all provided a short profile and their photos will be added shortly. LT has also added a piece explaining the role of governors in the school structure.

### 3. Update on points raised in the last meeting

- There is now one person in school responsible for keeping the website updated and this will always show all relevant dates for diaries for the school term. The weekly newsletter will be used for weekly messages and the eschools message system is used for last

minute reminders or urgent communications. The website should be all parents first point of reference when looking for information/ dates.

- The school is keen to engage parent support as much as possible and have taken the feedback given on board. When asking for volunteers the school will be specific in what is needed so parents can be clearer on what they are committing to. It was noted that a request for parents to volunteer to help with some landscaping projects would be coming soon.
- The school now has a full staff of teachers and no supply staff in the classroom. The school is focused on ensuring we employ the right staff and are pleased that all positions are now full.
- Communication between parents and class teachers is an ongoing concern and was discussed again during the meeting. The suggestion of a diary for each pupil was discussed as a proposal, although LT noted that if parents had an issue they could ring the school office to make an appointment to see the class teacher or could send a note in to the class teacher in their child's bag.
- Star of the week/pupil of the week – LT confirmed that in KS2, each class teacher nominates a pupil for the week. This could be for any reason and so every child has an opportunity to be nominated. In KS1 different classes each week put forward a star of the week. Again, this is done for any reason so different children have an opportunity to be nominated. Class teachers explain the process to the children, with the idea that the children see it as something to be proud of and to work towards.

#### **4. Buildings strategy working group**

- The governors have formed a buildings strategy working group and LT has spoken to the Vice chair of governors who will be chairing the committee about RM joining the group in her capacity as a parent rep, but also in recognition of her profession and the assistance she could give us.

#### **5. School Uniform**

- LT advised that there has been a focus on ensuring all children are wearing the correct school uniform and wanted to seek the support of the parent reps on ensuring parents understood the importance of school uniform in our school. The parent reps agreed with the need for full school uniform to be worn by all children at all times and will support getting the message out to parents. LT advised of the process the school follows when children come to school in incorrect uniform. The faith ambassadors have also done an assembly to talk to their peers about why we have a school uniform and what the correct uniform is.

#### **6. Bikes and scooters on school grounds**

- There is an ongoing issue with children from both OLOP and Priory (and younger siblings) riding bikes and scooters on school grounds. This is a health and safety issue and the school has communicated this to parents several times. Suggestions were made to address the issue as follows:
  - ACTION – LT to suggest to SLT to run an art competition for children to work at home to design a poster about no bikes and scooter on school premises. These could then be developed into signs to go on the school gates to draw attention to the issue.

- ACTION – Prefects/ faith ambassadors to talk about the issue at an assembly to deliver a peer to peer message.

## **7. Updates from parent reps**

- Positive feedback was received about the SATS workshop for parents.
- Feedback on year 2 homework which seems to have increased in intensity recently and this has left parents worrying about how ready their children are for the SATS. It was asked if this intensity of homework should have started earlier in the year?
  - ACTION – LT to speak to SLT about year 2 homework and how best to help parents prepare their children for KS1 SATS.
- Positive feedback on the bikeability courses and as these were oversubscribed could more be offered. LT advised the school were considering this and she would discuss this with SLT
  - ACTION – LT to discuss further bikeability courses with SLT
- Feedback received around how the school handles bullying and do we have a zero-tolerance policy. Concern was shared from a year 3 parent who feels not enough is being done to address the issue and not enough support is given to children who have been bullied. LT asked if the parent was in direct communication with the school regarding this issue, and this was confirmed. LT reassured the group that SLT take every allegation of bullying seriously and every incident is fully investigated. The school has a very clear bullying policy which is published on the school website and this is followed in all instances. Parents with concerns should make an appointment to see the class teacher in the first instance. LT will feedback the concerns to SLT.
- Some concerns were raised around some parents feeling disengaged with school. LT said this is why we had introduced the parent rep role, as a different way to try and engage with parents. It was noted that some parents struggle to speak to class teachers. LT noted that if parents had an issue they could ring the school office to make an appointment to see the class teacher or could send a note in to the class teacher in their child's bag.
- Positive feedback received on the new format of the school newsletter, with more visuals and information about what has happened in school that week.
- Concern raised about feedback parents have given about their friends not wanting to send their children to OLOP. It was noted this is a good school and we need to do more to promote ourselves in the community and celebrate our strengths and achievements.
  - ACTION – LT to discuss the need to promote the strengths of the school in the community with SLT
- The topic of transition from KS1 to KS2 was discussed and how the school could support parents during this transition. The idea of an open day for parents to come in and see KS2 in action was discussed
  - ACTION – LT to suggest possibility of open day for year 2 parents to SLT
- Some concerns raised about integration of children for whom English is an additional language and how this could be divisive in school. The rule in school is that children must always speak in English unless there is an issue with a child understanding an instruction and they are asked for assistance in translating the instruction for the child. This is particularly important for children in KS1 who are learning English whilst being educated, as English may not be spoken at home and so school is the place to reinforce the learning of English for these children.

- Concerns raised about how much we utilise the green space we have. It was noted that the legacy layout of the new primary is not ideal and is something that the new building strategy group will be looking at moving forward. LT confirmed that the school field is not used during winter as it would become a mud pit. However, as the warmer weather comes in both KS1 and KS2 will be using the space as much as possible.
- A question was asked about how much children move around during the day at school as there are proven links that exercise aids learning. LT advised that previously in KS1 use of the 'Activate programme' was in place, however she would pick this up with SLT.
  - ACTION – LT to discuss use of activate with SLT
- Positive feedback was given around the homework projects that are topic based. It was suggested that 2 weeks was not enough time for parents to really assist children in this learning opportunity and one project a month would be more appropriate for KS2 and once a fortnight, rather than once a week for KS1
  - ACTION – LT to discuss timings of project homework with SLT
- Positive feedback given on the professionalism of the breakfast and afternoon clubs.
- Positive feedback given on the variety of after school clubs offered for children and it was hoped this variety and offering would continue, as for some children it is the only opportunity they have, to try some of the activities.

### Summary of actions

Action	Owner
Each parent rep to share a head and shoulders photo to be added to the website along with a short profile about themselves	Parent reps
Formulate flyers to go in school bags once all parent rep pictures and profiles have been received	LT/Clerk
Send letter to parents introducing the parent rep team	LT
Follow up on webform and feedback process	LT
Suggest to SLT to run an art competition for children to work at home to design a poster about no bikes and scooter on school premises	LT
Prefects/ faith ambassadors to talk about the bike/scooter issue at an assembly to deliver a peer to peer message.	LT
Speak to SLT about year 2 homework and how best to help parents prepare their children for KS1 SATS.	LT
Discuss further bikeability courses with SLT	LT
Discuss the need to promote the strengths of the school in the community with SLT	LT
Suggest possibility of open day for year 2 parents to SLT	LT
Discuss use of activate with SLT	LT
Discuss timings of project homework with SLT	LT

### Date of next meeting

24 April 2017 @10:00.

Location: Green room in KS1 – report to main reception to sign in