

Notes from meeting with Parent Reps – 24 April 2017

Attendees:

Lisa Timms (LT) - Chair of Governors

Rosalind Murphy (RM) - Year 2

Lisa Nash (LN) - Reception/ Year 3

Parm Mahe (PM) - Year 1

Frances Murphy (FM) - Year 1

Apologies:

Alison O'Sullivan - Clerk to the Governors

1. Welcome

- LT welcomed all the parent representatives. LT advised that Rebecca Peters and Deborah McCarthy had both stood down as parent reps due to personal circumstances. LT asked the parent rep group to keep promoting the group and encourage new joiners.
 - ACTION – Include a monthly reminder of the parent rep group in the school newsletter and include a link to the parent rep section of the website

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

- OUTSTANDING ACTION – each parent rep to share a head and shoulders photo to be added to the website along with a short profile about themselves by Friday 5 May to the Chair of Governors. LT will get these uploaded onto the website along with info on how to contact the parent reps.
- The engagement of parents was discussed again. Once all the profiles are received, LT will organise a flyer to go out in all school bags to assist with all parents knowing who their year reps are.
- OUTSTANDING ACTION - 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
- Communication has been sent out regarding the art competition for children to work at home to design a poster about no bikes and scooter on school premises. These will then be developed into signs to go on the school gates to draw attention to the issue.
- The school will be looking to run further bikeability courses due to the popularity of the scheme
- The idea of an open day for year 2 parents has been discussed with SLT and the school will consider how best to incorporate into school practice
- The use of Activate was discussed with SLT and use of the scheme in KS1 will be reviewed

3. Homework

- It was advised that Year 2 homework remains a concern. There is still lack of regular homework and homework books in certain classes have not come home for a few weeks. There is inconsistency in practice across the year group which is causing concern
- FM raised the point that there is research that supports the idea that KS1 children are too young for homework and that it doesn't improve progress. Many Year 1 parents feel strongly that there is too much homework and some have been advised that all homework is

voluntary, however some parents have not been advised of this. It was felt there is a need for the school to clarify its position on homework and if in KS1 this is voluntary.

- Project work was raised as an issue again. Projects put a lot of pressure on parents as although it is clear children need to do the work themselves, they do require support from parents and having these fortnightly is just too much. LT advised that this has been discussed with SLT with a view to giving a longer completion period for projects, which she had seen with Year 5's last project. This had not happened in Year 4 and it is still an issue. Also, having to complete project work over the holidays is an issue for parents and there is a strong view that apart from reading, children should not have homework over the holiday periods.

ACTION – LT to address homework, including the completion time for projects across all year groups with SLT

- To support their children with project work, there is often a need to allow children to research using the internet. Could the school provide some best practice guidelines for parents to assist them in helping their children research

ACTION – LT to discuss best practice research guidelines with curriculum leaders in school

- LT also stressed the importance of speaking with your class teacher if you or they have concerns about your child's learning in a specific area. LT's experience is that class teachers will share extra work to do at home with your child if they are struggling in a specific area to enhance and reinforce their learning, however this does require commitment from parents.
- The use of the Abacus programme was discussed and it was stressed how well this programme worked for children

4. Bike sheds

- There is a need for more bike sheds in school as the current provision is not enough. LT explained that this relied on funding which is always tight in school and as we have no PTA to support with fundraising, we struggle with finding extra funding for things like this.

ACTION – LT to speak to school Business Manager regarding extra bike sheds

5. 2017_18 school year

- It was asked if it would be possible to know who the class teachers were for the next school year. LT advised that this process happens as early as is possible, allowing for the dependency on certain timescales that allow staff to resign effective from certain points in the school year
- Some KS1 children are very sensitive to a change in teacher. LT and LN advised that they had experienced this with their children and having discussed it with the current class teacher a booklet was devised for the children which introduced the new class teacher with a picture and outlines what to expect in the new school year. LT also advised that children meet their new class teacher and spend time in their new classroom at the end of the school year to aid in reducing anxiety. LT advised parents to speak to their class teacher if they had concerns on this subject.

6. School trips

- It was asked if there could be more school trips, especially in Year 1. LT explained that the plan was for each year group to experience a trip but this was reliant on school budgets and support from parents when they were asked to support in the funding for their child.

- It was asked if the process for parents supporting on school trips could be made clear, as there were parents keen to support. It was understood that there was a need for CRB clearance to support on school trips.

7. School fundraising and sponsorship

- LT explained that the school was seeking sponsorship from companies in the area and a letter had been sent out from one of the Governors, Mr Devereux, asking parents for any contacts they may have. Sadly, little response was had.
- PM suggested that companies may sponsor on a one-off basis rather than on an ongoing basis, for example for a specific school trip, and perhaps we should try that approach
ACTION – LT to put PM in contact with Mr Devereux and with Mr Stopps, one of the Assistant Heads who was heading up fundraising.
- Parents are keen to learn how much has been raised by each fundraising event and what the money will be used for. A suggestion was to have a fundraising section on the website which would show details of the event, money raised and how the money was spent perhaps with relevant photos. This would hopefully encourage parents to engage and contribute more and could be useful when asking companies for sponsorship
ACTION – LT to pick up idea of fundraising section on website with Mr Stopps
- It was asked if there would be a summer fete this year. LT advised that with no PTA in school and staff resources stretched to their limit there was no time to arrange this, although it was recognised this was a great fundraising opportunity. FM suggested OLOP have a stall at the Burnham Donkey Derby that could be manned by staff, children, Governors, and parents. This would allow us to showcase the school, promote ourselves in the community and raise money. Priory school have done this previously. FM has managed to get us a stall free of charge if we wish to progress this
ACTION – LT to suggest the idea of a stall at the Donkey Derby to SLT

8. Pupil premium

- PM asked a question regarding the funding the school receives for disadvantaged children. LT explained that this was called pupil premium funding. Parents have become confused regarding this since all children now receive free school meals in KS1. This extra funding is on a child basis for children who come from less advantaged backgrounds. As a school, we encourage all parents to share their information with the school so we can see if extra funding applies to the child and can secure this. It is important the school secures any extra funding it can to support the children and we encourage any parent who feels they could be eligible to speak to the school office.
ACTION – parent reps to encourage parents to apply for pupil premium funding if they feel their circumstances mean their child may be eligible.

9. Playground supervision

- A concern was raised regarding the adequacy of playground supervision after an accident in the playground a few weeks ago, when a child ended up in hospital. LT explained that we do have the required staff coverage at playtime. We also have staggered lunchtimes to ensure we do not have too many children in either playground at one time.
- Use of the school field was raised and LT assured the group that now the weather has improved the children will have more access to the school field.

10. Year 3 teacher arrangements

- Concern was raised again around the year 3 teacher arrangements and LSA's supporting classes when Mr Stopps was not in class. Lack of consistency was raised as a concern. As staffing arrangements are an operational matter, LT will need to discuss this with SLT and was unable to comment at that time.

ACTION – LT to discuss Year 3 teaching arrangements with SLT.

11. Website

- Could we have an events section on the website where photos of special occasions such as world book day, class masses, passion plays etc. could be placed. The chick project was raised specifically as parents could not seem to find the photos on the website

ACTION – LT to suggest events section on website to SLT and Mrs Cullane

- We should also show clearly on the website, what grants the school receives and schemes the school is involved in. This will help in promotion of the school. St Peter's school website is very good at this as an example.

12. AOB

- RM advised that she will be leaving the parent rep group at the end of the school year as she and the family will be relocating to Ireland. The next meeting will be her last. The group will be sad to see her leave as she has been an active participant.

Summary of actions

Action	Owner
Include a monthly reminder of the parent rep group in the school newsletter and include a link to the parent rep section of the website	LT/Clerk
Each parent rep to share a head and shoulders photo to be added to the website along with a short profile about themselves by 5 May	Parent reps
Formulate flyers to go in school bags once all parent rep pictures and profiles have been received	LT/Clerk
Follow up on webform and feedback process	LT
Speak to SLT about homework in general	LT
Discuss best practice research guidelines with curriculum leaders in school	LT
Speak to school Business Manager regarding extra bike sheds	LT
Put PM in contact with Mr Devereux and with Mr Stopps, one of the Assistant Heads who was heading up fundraising.	LT
Pick up idea of fundraising section on website with Mr Stopps	LT
Suggest the idea of a stall at the Donkey Derby to SLT	LT
Encourage parents to apply for pupil premium funding if they feel their circumstances mean their child may be eligible.	Parent Reps
Discuss concerns re Year 3 teaching arrangements with SLT.	LT
Suggest events section on website to SLT and Mrs Cullane	LT

Date of next meeting

19 June 2017 @10:00