

Sevenoaks Primary School Parent Council
Meeting held on Thursday 20th October 2016

Minutes

Present:

Alan Duffy, Head teacher
 Anja de Caux – 1A
 Katherine Sutcliffe – 2A
 Clare Tebbenham – Chair / 2C
 Ali Owen – 4A
 Sarah Whawell – 5B
 Jo Williams – Vice Chair /6A

Sue Thompson
 Venice Smith – 1C
 Wendy Tanner – Lions and 2B
 Deb Neale – 3A
 Sarah Libarlato – 5A
 Melanie Soanes – 5C
 Claire Hooper - 6B

Apologies:

Tigers – no rep
 1B – no rep
 4B – no rep
 Pui Jellet

Leopards – no rep
 3B – no rep
 Georgia Shawver – 3C

Minutes of the last meeting:

Minutes were accepted and approved as a correct record of the last meeting and have been uploaded onto the website.

Matters arising:

Matter		Action required
Vacancy for PC Secretary & Vice Chair	It was agreed that Jo Williams would serve as Vice Chair. The post of secretary was not filled but it was suggested that this could be undertaken by all reps on a rota system. Subsequent to the meeting Sarah Wahwell has confirmed she will take the post of secretary	None
New Term Admin	CT explained the purpose and remit of the Parent Council and clarified which issues were suitable for discussion by the council and which are better raised with the school via the cascade system. She emphasised the importance of not sharing the names of individual pupils and of ensuring the tone of feedback is as positive as possible.	None
Agenda	<ul style="list-style-type: none"> The dates for Parent Council meetings were agreed and the Agenda items were discussed. AD suggested that there should be more opportunities over the course of the year to discuss new build and that an update on the new assessment system be included in the Agenda item 'Parent Consultations & Information on Child's Progress'. 	CT

	<ul style="list-style-type: none"> • CH suggested that the discussion about school lunches be brought forward to Term 2. • JW suggested that the Mental First Aid session should be flagged in the Term 2 agenda item 'Family Learning Sessions. • AD questioned whether it was necessary to have school uniform as a regular agenda item. He explained that the school's policy is to ensure that the uniform remain as generic as possible, to ensure it remains inclusive. Any changes to the uniform would need to be agreed by the governors. The council have concluded to remove this from the year's agenda. 	
<p>New Build</p>	<ul style="list-style-type: none"> • AD confirmed the new build is on schedule and that considerable progress is expected to be made during Term 2. • AD confirmed that the existing modular buildings will be retained (clad to match the main build) with additional toilets added. • AD reported that the new build is not presently impacting on the running of the school at all during the day but acknowledged that pick-up and drop-off is still an issue for some parents and that additional challenges could be faced when the weather changes. • AD reported that the fund raising is going well with an additional £50K raised from Conway, £100K when match funding is included. • AD stated that he is keen to get a photographic record of the current school to be used in a display in the new school. • AdC raised the issue of the trimming of trees around the site to facilitate easier movement. AD responded that the school's regular landscaping contractor is due to attend shortly and this will be done. • AdC questioned whether the old school building contains any asbestos. AD reported that there is some (all encapsulated), particularly around the boiler room but that the contractors would follow the strictest safety procedures when the old school is dismantled. • KS asked when the new side gate will be opened and AD replied that it will be open after half term. • SL asked if was possible to keep the gate in the reception playground open later, as it is often closed by the time older children have been collected. DG agreed to shut the gate at 3.40. AD advised that if the change led to children staying and playing on the play equipment then it might need to be revisited. • CT raised the one way system and AD confirmed that parents are supposed to bring children in through the reception playground in the morning and take them home 	<p>DG – gate to remain open until 340pm</p>

	<p>the same way in the afternoon, meaning that only adults need to use the narrow pavement along the school.</p> <ul style="list-style-type: none"> • AD reported that many things have been discussed with the council regarding pavement width and parking but that these things fall outside the remit of the school and the decision for these changes sits with the local council/Highways Agency. In the future it may be possible to get the whole area made into a school zone but this would need further discussion and co-operation with Walthamstow Hall and Granville School. AD encouraged parents to report all instances of dangerous and inconsiderate parking and driving around to the school to the council and this will increase the likelihood that they will either send traffic wardens to the site or agree to changes around the site. • JW suggested the Road Safety leaflet be resent and this was agreed. She also reported that the School Council Travel Plan group is still working to get extra safety measures put in place. • Several reps reported that parents in their classes had raised the possibility of a temporary pedestrian entrance being added adjacent to the old main entrance. AD reported that this had been discussed in the initial stages of the build, but that it had been decided that it was preferable to keep children away from the site entrance and out of the school car park and try to funnel everyone in through the other side of the school away from the heavy machinery and contractor vehicles. Now that Adult Education has agreed to allow drop offs in their carpark, staggered collection is in place, the extra side entrance is now operational and clubs will be up and running in Term 2, it is preferable to wait and see if the congestion eases. If necessary the discussion of and an additional entrance can be revisited at a later date. • CH raised the issue of wet weather shoes. AD confirmed that any additional time needed for the children to change shoes will come out of their playtime rather than lesson time. It is likely the shoes/wellies will be stored on the top of lockers. The school does not want to spend money on shoe storage that will only be necessary for a short period. • AD reported that a fence is being erected around the top field to make it more secure. • SL asked about the possibility of an additional Crossing Supervisor by the Adult Education car park. AD said that it could be considered but that there are budget implications as well as considerations about where they should stand. • SL also reported that children had been asked not to walk up Linden Chase unaccompanied. AD replied that this was not something that had been agreed with the residents 	<p>JW</p> <p>AD</p>
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	association but that he could discuss it with them,	
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AOB:

Matter		Action required
Football Club	KS asked why there was no Football Club for Year's 1&2. AD reported that in previous years this had been provided by an external fee paying company, but that the company used was not able to provide the adult to child ratio required to make to club safe. If there is enough interest, AD can investigate an alternate external partner to provide a football club. Staff are already stretched and the club cannot be provided internally. There is plenty of space for the club to take place on the top field.	AD
Buddy System	CT asked whether the school had considered a Buddy system as operates in other schools. AD stated that although they don't pair older children with one particular younger child they do operate a system whereby Year 6 children support particularly Foundation stage children during the lunch hour and they also have children trained as Anti Bullying Ambassadors.	
Forest School	CT queried whether it was possible for the Forest School provision to be expanded. AD confirmed that they are looking to bring this in-house and that members of staff are currently risk assessing and looking at the possibilities for extending it to other year groups.	AD
Catering	<p>DB raised several parental concerns regarding catering.</p> <ul style="list-style-type: none"> • CT reported that they had received positive feedback from the Pupil Council regarding the new catering arrangements and that they liked the additional choice, even though they realised this might sometimes mean their choice had run out. • AD confirmed he would double check that the classes are rotated round so that the same class is not always last. • On the issue of dirty cutlery, AD stated that the school now has enough cutlery and that it should not need to be necessary for it to be washed during service. Accent have a member of staff who is responsible for checking the cleanliness of cutlery, so it should no longer be an issue. AD will raise with Accent. • AD will request a sign in the dining hall to remind children that they are allowed to ask for seconds if they are still hungry. 	<p>AD</p> <p>AD</p> <p>AD</p>

Head Lice	DB reported that year 3 parents wanted to log their frustration at the constant recurrence of head lice. AD reported that as it relies on parents checking and treating their children, there is little the school can do to assist other than notifying parents when cases were brought to their attention. AD said he would look into having another Bug Busting Day which encourages all parents to check all children on the same day.	AD
Dealing with Unwell Children	DN raised the issue of children who are slightly unwell being sent outside during break time. AD confirmed that the Nurture Room is available to children who struggle during the lunch time. During shorter breaks, there are no staff available to supervise the children. The expectation is, that children who are not well enough to be outside for 20 mins, are not really well enough to attend school.	
Monitoring Children on the Top Field	<ul style="list-style-type: none"> • SL raised the monitoring of children on the top field. AD confirmed that staff are always on duty and that their primary function is to supervise children. He said he would remind staff of the extra time required to reach the top field on time. • It was mentioned that it is not always easy to spot the staff on duty, due to large size of the field. AD said he would raise with staff the possibility of wearing armbands or something similar to make them more noticeable but commented that this might not be popular with staff. • AD mentioned that parents should be reminded that they should vacate the field once they have dropped their children off, rather than remaining at the edge of the field. This makes it easier for staff to spot any adults who shouldn't be there. 	AD AD All Reps