

**Sevenoaks Primary School Parent Council Meeting
Thursday 29th January 2015 at 2pm**

Present:

Jo Williams (Chair)	Sophie House (1A & 5A)
Julie Haslam (Secretary, Leopards)	Kate Wild (1B)
Alan Duffy (Head Teacher)	Ali Owen (2A)
Jo Wildman (School Governor)	Lizzie Bourne (2B)
Rachel Sermon (School Secretary)	Tamara Mann (3A)
Ann Williams (school ICT Manager)	Emma Hetherington (3C)
Katherine Sutcliffe (Lion Cubs)	Claire Hooper (4B)
Lawrence Newland (Tiger Cubs & 3B)	Pui Jellett (6A & SPSA)
Giny Al-Reli's (Lion Cubs)	Claire Strickland (6B)

Apologies:

Ali Lennon (IC)	Sue Thompson

Welcome:	Action
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Chair thanked those present for attending the Parent Council's meeting for Term 3.

Matters Arising: Travel Plan

Feedback following meeting held with KCC traffic engineer and 'SPS Travel Plan Group'. The outcomes of the meeting had been very positive and discussions around several items of the Travel Groups 'Wish List' of road safety interventions were discussed. The Travel Plan Group will continue to pursue aims through lobbying and support of local neighbourhood groups as traffic congestion & road safety around the school remains a concern.

Term Topic: Communication

Overall feedback from parents who submitted comments to the Parent Council regarding the term topic of 'Communication' was very positive and many parents commented on the use and value of the comprehensive SPS website.

Website / Newsletters

The website has been reported to be particularly helpful by parents utilising the calendar of events / dates throughout the year i.e. open evening, sports day, class assembly. This was very useful in planning ahead. Parent Council members felt the website was an extremely useful resource and some parents were unaware of the wealth of resources it held & should be encouraged to use it more readily.

Positive feedback was also received for the SPSA and School Newsletter both of which have recently been updated. Year 4 communication with parents was also particularly mentioned with termly e-mails of topic work undertaken, also including reminders of websites to support your children at home i.e. Bug Club and My Maths; with login's and passwords prompts.

Parent Council felt the positive experience from Y4 parents regarding email notifications was not consistent throughout the school and Key Stage 1 parents felt particularly with younger children it would be helpful to receive 'what we are going to be learning this term' hand out at the beginning of term and/or a timetable on class doors for the week ahead would be helpful.

Action: agreed above concerns and suggestions to be raised with Phase Manager for review.

Action

<p>Learning Opportunities A request to put an example of how something is being taught in the classroom on the weekly sheet that comes with the learning journals was made so that parents can see how children are taught and can follow this up at home. (Family Learning Sessions have been set up). In addition, a request was made for teachers to indicate the phonics phase children are on so they can use phonics play at the correct level at home. <i>Action: Phase 1 Manager to be made aware of request</i></p> <p>Parent Consultations There was discussion following several parents' requests for a change in the way appointments are arranged for parent consultations. Many parents felt working parents were disadvantaged by the current system. Mr Duffy agreed the current arrangements are limited for all parents and aware of these frustrations and arrangements are being made for the next parent consultation in March to be booked online as a trial which is hoped will be easier and fairer for all parties.</p> <p>Sporting events A request was made from some parents regarding communication about football/netball matches in Year 6 asking for earlier notification so that there is sufficient time to organise lift shares etc. <i>Action: Mrs Potter to be notified.</i></p> <p>Noticeboards A request from parents for the use of the noticeboard in the reception class area to be made more use of. Many KS1 parents felt they did not go near the main reception and would feel more informed and included if for example; newsletters, posters of events could be amalgamated in one place. <i>Action: Agreed Phase 1 Manager would be made aware of above request.</i></p> <p>Meet the Teacher Feedback on 'communication' received in 'Meet the Teacher' sessions was felt by parents to be limited and would be more helpful to be 'on a class' basis only due the volume of 3 class intake. Mr Duffy felt the 'Meet the Teacher' sessions were extremely important but agreed 'informal' style events could be hosted by the class at the beginning of the academic year in a smaller environment, where they teacher has a chance to present themselves on an individual basis. This could be considered in the future particularly for the transition from Reception class to KS1.</p> <p>Questionnaire Some parents particularly in KS1 had reported feeling isolated and cut-off and requesting for an anonymous survey to be circulated asking all parents their views on certain matters which may offer an opportunity for parents to express their views more freely. Mr Duffy expressed concern that a 'general' questionnaire had from past experience not been successful to analyse compared to specific questionnaire i.e. for the 'New Build'. A whole SPS questionnaire was completed in 2013. Parent Council forum term topics were at the request of parents and are in guidance with Ofsted to ensure a range of subject matters are discussed & recurring so parents have an opportunity to input on the subjects such as; 'Healthy School', 'Attitudes to school' & 'Premises' throughout the whole school year. 'Mr Duffy is happy to look into the next parental questionnaire and to discuss the format/context with the Parent Council'.</p> <p>Mr Duffy expressed if any parents have concerns regarding their child's welfare, they are more than welcome to arrange an appointment to see their class teacher/ phase leader via Alison Potter in Main Reception.</p>	Action
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SPSA	
<p>Pui confirmed 'All that Sparkles' Party Night, at Walthamstow Hall on Sat 28th March is the next upcoming big event for SPSA and tickets are now available to purchase. Any offers of auction and raffle prizes are would be gratefully received including 'promise' auction of your time i.e.baby sitting, gardening etc. Please can all offers be sent to SPSA via spsa@sevenoaks.kent.sch.uk</p> <p>The next SPSA meeting will be held on Wed 4th March at 8pm, in the staff room. All welcome.</p>	
New School Build	
<p>Mr Duffy confirmed the New Build project still awaits final approval from all Education Funding Agency committee. Once confirmation has been received, a full New Build Public Meeting will be held. The New Build Information Evening will be for all parents/carers and local resident associations to learn information regarding the proposed build and address any questions.</p>	
Any other Business	
<p>Playground Question raised regarding welfare of children in the playground particularly regarding emotional/ behavioural development. Mr Duffy confirmed SPS have a range of strategies at break times to support children's holistic well-being. There is a good ratio of Midday Supervisors to children in all playgrounds. There are a number of strategies to support the children through break-times, for example zoning in the playground of different activities, buddy bench, worry club, quiet zones, Y6 Sport Leaders, all with continuous monitoring by SPS staff and governing body.</p> <p>Secondary Process / 11+ Parent Information Session. Chair to request feedback from past and present parents over next couple of months to form basis of FAQ's regarding the secondary school process and 11+ applications aimed at Year 4/5 parents. A Family Learning Session will then be arranged around June.</p> <p>Governor Election: It was confirmed Lizzie Bourne will be leaving the Parent Council as she joined the SPS Governing Body with special interest in SEN. Chair warmly thanked her for all her assistance to Parent Council over the past few years including her role as Chair and wished her well in her new role.</p>	
Next Parent Council Meeting:	
<p>Term 4 - Thursday 26th March 2015 at 1.30pm. Room to be confirmed.</p> <p>Term Topic: Healthy School; including review of school lunches, payment scheme, opportunities for physical exercise, clubs etc.</p>	