

Parent Council Minutes 12th December 2019

Ateendes: **Leopard**-Alison Walker, **Tiger**-Katherine Ratcliffe, **1A**-Kirsten Tompsett, **1B**-Sajita Nair, **1C**-Jodi Cahill, **2A**-Fiona Wade, **2C**-Kate Cross, **3B**-Emma Shannon, **3C**-Anna Trever, **4A**-Emily Bowles, **4B**-Anja de Caux, **5A**-Claire Moloney, **6A**-Emily Bowles, **School Finance**-Chloe Wickenden, **School Governor**-Deborah Neale, , **SPSA**-Fiona Dennis, **Headteacher**-Cassie Malone, **Deputy Head**-Jane Durkin, **Phase Leader**-Miss Matthews

AGENDA ITEM	OBJECTIVE	OWNER	Comments	Action
Apologies	<ul style="list-style-type: none"> Katherine Sutcliffe (2B, 5C), Chloe Feminier (Lions), Kate Cross (2C) 			
Minutes of the last meeting	<p>Check on items from previous meeting:</p> <ol style="list-style-type: none"> Latest on music club / orchestra, Any other options for music teachers in the area Update on voluntary fund Diary dates of the year on website Renaming classes? (September) Terracycle recycling scheme (https://www.terracycle.com/en-GB/) 	<p>Emily Mrs Malone Mrs Malone Mrs Malone Mrs Malone Anja / Chloe</p>	<p>1-Emily – orchestra has not been possible, working with Mrs Godman to have ch playing in the carol service though, Started with 5 and built to 15 ch. How can we continue this after xmas? Bird college won't come to this area. It's only Kent music who teach in this area- there needs to be enough ch so they will come out, so we need to find out how many ch they need to teach a new instrument.</p> <p>2. Not to be put in place – fund raise through SPSA Discussed at Govs, there a lot of financial implications SPSA agenda for Just Giving</p> <p>3.They are on website and dates were given out via an email a while ago</p> <p>4. ongoing</p> <p>5. Mention it to Eco club</p>	<p>1. Mrs M will contact Kent music to find out what the minimum number of kids is that is required for a teacher to come out. Emily will continue to work with the school to grow music at school organically</p> <p>2. FD to raise the just giving page again at next SPSA meeting</p> <p>5. Mrs M will mention this to eco club</p>
Update from travel and road safety group	<ul style="list-style-type: none"> The 20s plenty petition was presented to the council in Sept. There was broad agreement but it is something that has to be funded by the highways department and before they do anything, they insist on a traffic survey, which has started but is not a quick process When it is cold we are noticing more idling cars - please can the school include a message to parents/carers asking them not to leave their cars idling, it is unpleasant besides anything else for children in particular Any updated from school? 	<p>Anja</p>	<p>Mrs Malone does send out communication about parking but unfortunately this is down to the council and not the school derestriction</p>	
<ul style="list-style-type: none"> Feedback from reps: To cover feedback / comments / AOB Homework, Parent consultation, Any Other Business SEE BELOW 		<p>All</p>	<p>See note below</p>	
Date & time of next meeting	<ul style="list-style-type: none"> Thursday January 30th at 2pm 			

Feedback

	Name	Homework	Feedback	Action
Leopard	Alison Walker	Homework for reception has been very sporadic.	Homework policy is being updated	Please feedback that the teachers are working really hard and that the homework policy is being updated
Leopard	Alison Walker	I don't see the point in the children doing the "homework" if it is not marked or acknowledged, no comments in reading book	All issues raised are being addressed Make sure that the feedback given is clearer	
Leopard	Alison Walker	PLEASE no online homework ! Or at the very least please always provide a paper alternative	Homework policy to be updated and hopefully in place by the start of term 3	
Lion	Chloe Feminier	Hit and miss if we receive the sharing update, would like homework to be more tailored to children's abilities, Would be nice if reading comments and sharing book to be acknowledged regularly (pretty sporadic at moment)	It is probable that there will be Homework books where the homework sheets can be stuck in, please ask if they don't make it home Rec newsletter will follow a new format in the new year, making it clearer the learning in school and then then the home learning.	
1A	Kirsten Tompsett	Having consistent timing and method of communication would be helpful in establishing home routines and expectations,	This will be consistent across the school and year groups	
1A	Kirsten Tompsett	Greater consistency in changing reading books would be greatly appreciated	This is being addressed within the Rec classes	
3B	Emma Shannon	Should Maths homework follow what they are learning in class	Please remember medium term plans are online in year groups and were given out at the beginning of the term	Parent Reps please direct your class to their medium term plans on the school website – our curriculum – year group
3B	Emma Shannon	Inconsistency in giving out, could they be posted online so there is no risk of the kid's forgetting them or missing out?	Watch this space and noted!	
3B	Emma Shannon	Could each class have a page on the school website - for general messages from teacher and in particular setting homework	It is compulsory for the school to set homework! It is not statutory for parents to complete it and there is no consequence if the child does not complete it.	JD to ask about this at staff meeting this evening – feedback to follow once this has been decided

		Parent consultations		
Lion	Chloe Feminier	<p>I'd prefer these later in the calendar as not much feedback can be given so early on. Continual progress feedback could be better too, only 1 smiley face in my child's reading record</p> <p>No teacher comments in the sharing book</p> <p>Tapestry could be used more frequently, only had one update since September</p>	<p>Parent consultations are after half term because the teachers know the children better and can give more accurate feedback and assessment information to parents</p> <p>Year 6 fits with selection of schools and it fits well where it is in the calendar</p> <p>It was appreciated for Year 6 at that time of the year</p> <p>GO AND SEE YOUR TEACHER if you have an issue you are concerned. Please make an appointment to see them</p>	
Lion	Chloe Feminier	<p>I appreciated the parent consultation early in the year, but should be followed up with regular feedback</p> <p>A meeting later in the year would be useful</p> <p>Weekly sharing is too generic, should be differentiated, often there is copy and paste from week to week.</p> <p>Sharing book comments from home and reading log comments only acknowledged sporadically.</p> <p>Need more regular feedback specific to individual child (Perhaps that's what tapestry is meant to do?).</p>	<p><i>Please see notes above under Homework</i></p>	
Lion	Chloe Feminier	<p>I'd favour the consultations staying at the same sort of time)</p>		
1A	Kirsten Tompsett	<p>Unique situation, change of teacher just prior to parent consultations</p> <p>so instead had an interim parent consultation with the teacher prior to mat leave.</p> <p>An ad hoc parent consultation with the new teacher might have helped with handover</p>	<p>Handover is tightly managed, we make sure there is a cross over with time for new teachers. It is at a cost to the school to make sure there is a smooth handover – it is a robust system</p> <p>There is an induction system for new staff</p>	<p>Parent Reps - Please make sure that you speak to your parents and say if they are worried then please speak to their class teacher</p>

3B	Emma Shannon	Could they be held earlier in the year - end of term 1 Parents could support their children better if the contact happened earlier.	If it is after half term the teachers know the children better and can give more accurate feedback and assessment information to parents	
4B	Alison Walker	CAT feedback being separate to parent teacher consultation with a bit of educating of the parents on what it is and what it means before scores are given back	Year 4 teachers agree and it will be handed out prior to the meeting next year	
4C	Katherine Davies	CAT results be given out prior to the Year 4 meeting.		
	Alison	<i>Suggested that we can add the values into the parents consultation</i>	This will be something the school would be very happy to look at!	Agenda item for a staff meeting - to look at that for next parent consultation
		AOB - Communication		
Leopard	Alison Walker	Replies to emails is absolutely shocking. If parents email the school there is little to no response! What address is the best one to contact the school on?	Mrs M is surprised by this because she has an overview of this account.	Alison please direct the parent who raised the concern to speak to the school to discuss this Parent reps, please re-iterate to parents they should not reply to SCOPAY EMAIL this is the correct email manager@sevenoaks.kent.sch.uk is the email to use
Leopard	Alison Walker	More info on children's progress during the year would be massively useful. This could be a simple progress report of tick boxes to just give us updated information on whether they are at working towards, expected, greater depth.		Please make sure if you have a concern, make sure that they should talk to their child's teacher or Mrs Matthews as early years leader, once they have spoken to the class teacher
Leopard	Alison Walker	Communication in the early years is not consistent. We do not consistently receive the foundation stage newsletter in our sharing books- tapestry is not used regularly. SPS are lacking in communication with their foundation stage parents.	See Homework feedback section	

Leopard	Alison Walker	The reading logs aren't written in/read by the teachers?	See Homework feedback section	
Leopard	Alison Walker	A phonics workshop- in term 1, would have been good to facilitate parents to enable them to assist their children in home reading.		
Lion	Chloe Feminier	More feedback, whether via the sharing book /reading logs / Tapestry. If we know what the children did last week / will do in the coming week we can consolidate this at home.		
Lion	Chloe Feminier	I was looking forward to the tapestry updates ..and it would be great to get more progress updates in the new year.		
Lion	Chloe Feminier	I struggle to know how my son is doing and what he needs in terms of support The book bag doesn't really seem to get changed on regular basis and the updates don't seem to be very regular and very generic		
Tigers	Katherine Ratcliffe	There doesn't seem to be much use of Tapestry to show what the reception children are doing in school. .		
2A	Fiona Wade	What is the system for communicating staff (both teacher and TA) changes during the school year? How are children supported where possible, given how structured and supported the transition between years is?	This shouldn't have happened!!!! It is a very strict process and unfortunately something went wrong, the school will look into this and passes on their sincere apologies!	
2A	Fiona Wade	Staff change in 2A which the children knew about well before the parents. quite a few children were upset by this news and parents were completely in the dark Apparently this has also happened in another class where the TA changed without warning.	<p>This process did however work for 6A</p> <p>The children are meeting the new teacher this term, a transition meeting is happening currently</p> <p>TA's from Year 2 are now not based with a class, they are changing around. The school endeavors to keep consistency but this is not always possible. It was felt the school had not communicated this to us as parents.</p>	School to look at a way to feedback this to families

		AOB		
Tigers	Katherine Ratcliffe	Are reception children expected to make their way back alone to class/playground after lunch? Is there help on hand to get them back if they need it?	There are always staff around, they are confident around the school	
Lion	Chloe Feminier	Knowing more about the reading scheme would be reassuring. I've heard rumours that everyone stays on the same level until all are ready to progress (seems odd!), and my daughter tells me she's never read to by class teacher & only once with TA - is this the normal level of child-teacher interaction we should expect or a 4yo being characteristically unreliable as a source of info? If the staff / volunteers hear a child read, would they comment in the log?		Miss Matthews will call Chloe to discuss these issues
1A	Sajita Nair	The adult education centre gate is closed at 5pm, walking back along Bradbourne Road is not very safe. They feel this gate should be open whilst the school activities are still on. It was changed suddenly with no consultation.	It was communicated via an email It is closed at 5pm for security as it is dark. The school made the decision to close to ensure the safety of the children	Please let your parents know that they can park in the school. The barrier is open from about 4.15pm
1A	Sajita Nair	The last Year 1 trip to Knole Park was bit of a shambles transport wise. So much time wasted and the kids never even got to look around The Tiger who came to tea exhibition. The author was wonderful and very accommodating for is being nearly an hour late to start the talk. Part of the literary festival so £10.50 pounds spent on the coach? When deciding on coach companies possibly not use that one again as the driver was really quite grumpy. Either use 2 coaches to transport or ask the guest author to visit the school?	It is a fair comment- it has been followed up! The school agree and they have dealt with this!	
1C	Jodi Cahill	Multiple parents are raising queries around why there are no lockers available for the children. There is a daily issue with items being mislaid, entrance is chaos for the children. Is there an option of raising funds for lockers to but put somewhere. In Reception there were locker last year, and this was really well received limited items being lost and children developed a good routine in placing their items in lockers. Can we action this?	Pegs have been started in Rec so this will help them The school is trying to foster independence in the youngest children and it is felt that lockers are difficult for the ch to use. Some new equipment has been ordered for all the surplus bags etc and they should be here for Jan.	

1C	Jodi Cahill	What is the policy around administration of prescribed medication to children at school. A parent has raised a concern over prescribed medication, e.g Antibiotics which need to be administered according to set times in many instances, which were not being administered.	Mrs Dudson in Year 1 can administer medication but all antibiotics must go to office and a form needs to filled out	
1C	Jodi Cahill	There were a number of parents that could not attend the Mental Health talk that was done a few months back. Has another been arranged, and if not, could there be another one with dates given in advance of 2-3 weeks please.	Yes and Yes!! Date will go out with lots of prior notice!	
1C	Jodi Cahill	What are all the options made available to parents who are concerned over anxiety management issues at school. Is there a child psychologist/Senco person parents can arrange consults with?	Please make an appointment via the Office – always direct at teacher first and then SENCO if necessary.	
2C	Kate Cross	No feedback from 2C other than we think Mr Kirby is simply wonderful and doing a fantastic job inspiring our class!	Thank you this will be passed on to him	
3B	Emma Shannon	Are there any open classrooms planned?	Open evening is planned for Feb	
6B	Deborah Neale	The fake grass on the bank is very slippy in the wet weather, her daughter has slipped on it and hurt herself resulting in a Minor Injuries Unit trip. Is the fake grass too slippy in wet weather?	We are discouraging the children from sliding done the grass It is not slippy, compared to the mud that used to be there	
		AOB – School lunches		
2B	Katherine Sutcliffe	I would like to bring to their attention about school lunch. I don't know if I'm the only one but both my kids are complaining about the lunch being tasteless and not having enough choices available. especially when I've told x to eat a veg option only for him to come home and tell me it's not on offer. Every time I ask him what his eaten, he tells me jacket potato. Pasta is most often not cooked well and chips too as his even gone off the Friday option of fish fingers and chips.		

6A	Emily Bowles	<p>School lunches - Issues expressed are:</p> <p>lack of choice, no puddings, a small y6 child being given less food than other y6 children, not enough food left at the end of service,</p> <p>cold jacket potatoes, portion sizes too small for older children</p> <p>"I'm not sure why I'm paying for lunches of what is shown on the menu isn't actually on offer!"</p> <p>Concern from a Muslim family that the food they have agreed as suitable with their child isn't available - they are concerned that the child will eat something they shouldn't (this is a parent with a y6 child, but with this specific issue, they are also concerned with a y2 sibling)</p>	It is under such scrutiny that there really shouldn't be an issue!	<p>Emily to ask the parents to come and speak to the office about school meals</p> <p>School to find out if there is a particular club is causing the issue</p>
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