

**Minutes for Summer Term Parent Council Meeting**  
**19<sup>th</sup> June 2017**  
**6.10pm**

**Attendees**

Judith Greenwood - Gov  
Tracy Lattimore Y1  
Orla Machin Y3  
Lucie Arnaud Y3  
Elizabeth Collins Y6  
Lottie Spires Y3  
Martine Goncalves Y1  
Gill Bunting Y5  
Helen Doran Y6

**Apologies**

Sarah Stepney (School)  
Wilma Kotzenberg Yr 6  
Agnieszka Drabek Yr3  
Henny Priest RC  
Jo Rowell RC  
Jude Ashman 1T  
Kim Komljanec 1T  
Roisin Vaughn 2HS  
Zoe Smith 2HS  
Dave Eisenthal 2HS  
Sarah Peake 5ME  
Tricia Gilmour 5B  
Romola Davenport 5B

1. **Nuts** - A request for a more detailed reminder about no nuts  
Difficult to communicate strict guidelines on snacks (sugar, crisps) but Nuts being health/safety issue with serious allergies it is necessary to have strict rules
  - **Action: Reiterate Nuts ban and draft a list of “suggested healthy options” for snacks in the morning. Anyone with a medical condition (diabetes, low blood sugar) will need to be treated as “individual/exceptional case”**
  
2. **Signing of permission forms.**
  - **Action: check option to sign forms via Parent Pay**
  - Print copies will still need to be provided for families without Internet access
  
3. **The role of the parent council** - do we still add value? It has been difficult to get agenda items and responses from possible attendees to the meeting. In it's current format (i.e. 2 parents per class) does the PC add value, support the school and/or parents?
  - **Action: Parent Reps to write note to invite new members – needs to be upbeat, “Your school need you”, keep PTA separate**
  - The role of Parent Council will still be useful until the Academy transition, it was advised to keep the Council going until then
  
4. **Catering.** There are still children who are missing their choice of school lunch option because food runs out for the later sittings. There were complaints in the past and things improved, but now and then it happens again. Often year 3 children tell of their hot food choice not being available. Can there be ample options on offer so that out of stock is not an issue?
  - New online system will launch in September (with mobile app) to allow people to book their children’s lunch in advance, this will help to minimise waste and plan rations more efficiently
  - In the meantime, the process to communicate with Aspens is 1) parent e-mail the school office 2) school office relay e-mail to Aspens

5. **Class split mechanics.** A request for more information on how they will make the decision on the split classes.
  - This is a question that comes back every year, class mixing is very carefully implemented, taking into account both social (friendships) and academic aspects for each individual child
  - Perhaps consistency in the way the intention to mix classes is communicated will benefit parents and stop unnecessary worry. Perhaps the school should make clear every year (and earlier in the year) that class mixing is systematically considered and how it's done when it's done? Perhaps something should be drafted officially and put on the policy documents /website?
  
6. **Food Policy/Snacks:**
  - See item 1, an official, clear list of suggested healthy snacks could be an option.
  
7. **Feedback on the peer mentor system** (from the office). The peer mentoring scheme was explained to the PC at their last meeting as there was some uncertainty about it, but now the PC should have a good understanding of what it is and how it works. As the end of the year approaches we would like to evaluate the scheme and we're looking for some feedback from PC reps about what parents in their class/their own children think about it. (via Kate in the office)
  - Although this is a good idea in principle to encourage children to talk through issues there is a general sentiment that the system has not been monitored strictly enough and there is a confusion amongst children between what is a "mediator" issue or a more serious issue that needs to be reported and dealt with by adults/teachers.
  - The selection of mediators and their "training" was also questioned, it will be good to have clarity on this as parents.
  
8. **AOB**
  - Breakfast club was discussed
  - Judith G has forwarded an e-mail with TA's contact who would be interested to run it, the food (if needed) is the "sticky point" here as it's not cost effective for caterers to provide it's rarely an option.
  - Community room would be available for hire
  - **Action: run a survey amongst parents to gauge interest**