

Parent Council Meeting Wed 8th January 2014: Minutes

Attending:

Amy Ellis (Chair) 6M

Paula Ayliffe (School Leadership Team)

Vick Murray (School literacy co-ordinator)

Elizabeth Collins 3L

Lucie Arnaud-Carter RC

Lotty Gladstone 4H

Judith Greenwood (Governor Rep)

Gill Bunting 2EW

Helen Doran 3L

Erminia Carillo RH

Sarah Leigh 2E

Lottie Spires RC

Kate Noble 2EW

Emma Smith 5C

Agenda Item 1: actions from last meeting	Actions
Revision of school website	Completed
Are new parents automatically added to google group <ul style="list-style-type: none"> • Yes if they are happy to share their e-mail address 	Completed Part of office checklist for new parents
School policy on teachers sharing individual e-mail addresses <ul style="list-style-type: none"> • Yes teachers can be e-mailed directly but if parents do not have address go via the school office in the first instance. Most teachers will reply directly • Or ask parent rep for contact address/who to contact document on the Quick Links>Contact Us section of the school website http://mayfieldcambridge.org/?page_id=157 	Completed
Plans for meet the teacher sessions 2014	<ul style="list-style-type: none"> • Yet to be programmed into the school calendar but Parent Council would like to see one afternoon session after school and an evening session. • Parent reps to inform parents, via google groups, about the importance of meet the teacher sessions, to take notes on behalf of their year group for those parents who cannot attend sessions and forward any relevant documents, how to contact their new teacher (e-mails). • Parent reps to meet their new teacher on transition day to ask teachers how and when they prefer to be contacted.
New roles in the Parent Council <ul style="list-style-type: none"> • Added to the new terms of reference – secretariat (Lotty Gladstone) and communications (Helen Doran) plus a rotating Chair between year groups and sharing of minute taking. • Existing class reps to lead on any changes to class reps – replacements, new members but the parent council as a whole will offer support and 	<ul style="list-style-type: none"> • The next meeting in the summer term is likely to be a morning session, chaired by year 5. • Lotty Gladstone to circulate up to date list of parent council e-mail addresses to reps. • Article for school newsletter asking any parents who are interested in joining the council to contact their class or year

advice if needed	group rep (Helen Doran).
Agenda Item 2: literacy homework update from Miss Murray (literacy lead)	
<ul style="list-style-type: none"> • Reading is a high priority in the school's development plan and reading for pleasure a key component of the new national curriculum (starting in Sept 2014). • The new approach was set out at the meet the teacher sessions at the start of term. • Using guidance from the County Council Mayfield School has produced a sheet of termly tasks/activities to engage children in reading and support the literacy work at school. • This has had a huge positive impact on depth and detail of conversations staff are having with children on the books/material they have read at home (note: reading is not just book based but includes, newspapers, websites, magazines etc.) • The tasks are written with flexibility in mind to cater to the needs of individual children. Therefore, there are no prescriptive word limits or detailed guidance on tasks. The variety of reading material offered to a child is as important as the level of reading. • The tasks are suggestions rather than 'must do's.' Parents and children can be creative if there are other tasks which they would rather do based on the material they have read. • It is important for the teaching staff that parents capture, in homework books, the task completed each week, even if it is a discussion/acting out a scene rather than a written response so teachers can discuss it with the children. • The literacy page of the school website sets out the approach to teaching and available resources. http://mayfieldcambridge.org/?page_id=724 	Miss Murray to send out an explanation via Parent Mail of the new approach to literacy homework (similar to the information provided by Miss Harbour for maths homework last term). <i>Sent out via Parent Mail as part of the school Newsletter Spring No. 2 on 15th Jan</i>
Agenda Item 2 (cont): other homework issues	
The awarding of house points is sometimes used to incentivise children to do homework. However, if children are not doing homework the school will offer help, in school time via teaching assistants, the chance to complete homework tasks.	<ul style="list-style-type: none"> • If children are not sure when to hand in homework or keep forgetting it parents should speak to the class teacher so they can remind the children on a regular basis.
Agenda Item 3: non-curriculum films being shown to children This refers to the (U rated) films shown to children when the weather is too bad for them to go outside at playtime/lunchtime. For older children, a film which is rated as PG would require parental consent.	Mrs Ayliffe to check with Mr Taylor the current stock of films to see if any could be perceived as unsuitable (i.e. scary) for younger children.
Agenda Item 4: school performances/events The parent council recognises there has been a huge	Suggestions for ongoing/further improvements: <ul style="list-style-type: none"> • Keep reinforcing the video/photography

<p>improvement in issues like over-crowding, less intrusive videoing/photography (in general) and would like to offer thanks to the school and MAPs for the success of performances at the end of the autumn term.</p>	<p>policy. If forms/applications for tickets are sent to parents beforehand add a paragraph (to be signed) about appropriate photography and videoing.</p> <ul style="list-style-type: none"> • The Church of the Good Shepherd was a good venue for the Junior Carol Concert but needed a stage/screen for all parents to see. • Tickets are generally seen as a good idea but it needs clarifying whether siblings require tickets/whether tickets are issued per child or per family. The issue of tickets will be looked at by the School Governors. • For the Junior Carol Concert it needs to be made clearer that all children can participate not just the choir, orchestra and other music groups.
<p>Agenda Item 5: payments for trips/cooking/crafts The parent council would like to know if it is feasible for a termly itemised bill to be sent to parents (to be paid by Parent Pay) for small sums of money as parents frequently forget/don't have cash to hand</p>	<p>Kate Vadhia (school bursar) to be invited to the next parent council meeting to explain what is feasible/if small payments can be added to Parent Pay.</p>
<p>Agenda Item 6: perception of office staff not being immediately available to answer queries at school reception Not all office staff are available to deal with parents due to other responsibilities.</p>	<p>Keep reviewing – a sign may be needed saying which staff member is available if this is an ongoing issue.</p>
<p>Agenda Item 7: access to the library at lunchtime The library is very popular at lunchtime but some children are rushing/not finishing meals as numbers are limited. A new school librarian is working on a new system to make access fairer for all children.</p>	<p>School to update parents when a new system is in place.</p>
<p>Agenda Item 8: CCS the school meals provider is not answering complaints regarding quality and quantity of food School meals are going to be reviewed by the Governors.</p>	<p>Parent Council reps to ask parents if they know of any good providers of school meals for primary schools in the area.</p>
<p>Agenda Item 9: positive feedback on events at the end of the autumn term – school and MAPs and the new lost property system</p>	<p>Helen Doran to contact Anne Taylor (orchestra), MAPs and Debbie Goodrick (lost property) on behalf of the parent council with our thanks. <i>Thanks given in person to Debbie and MAPs (via Toni Henningsohn) and Anne Taylor via school office.</i></p>