

## **DRAFT Minutes**

### **Parent Council Meeting, 1st July 2016**

#### **Attending:**

Sarah Stepney, School Leadership Team  
Judith Greenwood, Governors  
Roisin Vaughn, Chair (Yr 1)  
Helen Doran, Minutes (Yr 5)  
Lottie Spires (Yr 2)  
Gill Bunting (Yr 4)  
Elizabeth Collins (Yr 5)  
Kath Barlow (Yr 6)  
Wilma Kotzenberg (Yr 5)  
Mark Stevenson (Yr 3)  
Sarah Peake (Yr 4)

Tricia Gilmour (Yr 4)  
Tracey Lattimore (Reception)  
Kim Komljanec (Reception)  
Lucie Arnaud (Yr 2)

#### **Apologies:**

Jude Ashman (Reception)  
Van Bui (Reception)  
Erminia Carillo (Yr 2)  
Orla Machin (Yr 2)  
Clare Hewlett (Yr 3)  
Rachel Watson (Yr 6)  
Lotty Gladstone (Yr 6)

#### **Updates from February 2106 meeting**

- Frequently asked questions document. Revised and ready to go on school website.  
**Action: Send to school office.**
- Litter picking challenge. **Action: School to raise with Mayfield Eco-council.**
- Playground markings. A wet surface caused the problems with the first set of markings. Another attempt will be made when the playground is completely dry.
- School disco. Tickets now on sale. **Action: Parent reps to send out a message on google groups about date, time, ticket sales, doodle poll for helpers and requirement for a supervising adult.**

#### **Item 1: Arrangements for collecting KS2 (junior) children after school.**

KS2 children can leave classrooms on their own at the end of the day. It is a parental decision as to whether parents are happy to do this, but the school doesn't encourage this for younger children in years 3 and 4. Older siblings can collect younger children if arranged in advance with class teachers. If parents don't collect on time children should go to the school office. Informal after school clubs (not Playtime) don't keep registers of children attending clubs.

- **Action: Premises and Pupil Wellbeing Committee (Governors) to look at policy.**
- **Action: School to make arrangements clear on 'welcome to year letters' for KS2 and school website.**

#### **Item 2: Update on Academy conversion**

There is a government expectation that all schools will become academies, with a preference towards bigger groups of academies. Given recent discussions with the local authority and decisions by the Regional Commissioner over Chesterton Community College, Mayfield is not currently looking to become an academy taking on management of other primary schools such as Darwin Green. Governors will be looking at the options over the next few months and discuss again in the autumn term. There is less pressure on Mayfield than some other local schools because of improved SATs from last year, so the school is not

classified as 'coasting.' Once the conversion process commences there will be consultation with parents.

### **Item 3: Printing of summaries from classroom monitor for parent consultations**

Having access to the summaries before the consultations is thought to be very helpful for parents.

- **Action: Summaries will be available to all year groups and classes in the next academic year.**

### **Item 4: Homework**

Recognising that this will always generate mixed views:

- The importance of maths KIRFs was emphasised by the school as ALL children need a good grounding in basic arithmetic.
- Reading challenges are unpopular, repetitive and not particularly liked by children or parents. The school is looking at shifting the emphasis to punctuation and grammar KIRFs.
- The issue of topic based self-learning (linked to what is being studied in class) is popular with some parents and children but this should be considered an 'additional activity' rather than an expectation on all children.
- **Action: Changes to homework to be communicated to parents in the new academic year (e.g. in meet the teacher session), reinforced in termly information sheets.**

### **Item 5: Sports day activities for KS2**

PC reps welcomed the move to include more children in activities in the morning but feel not enough time is allocated to the running races (30 mins). Suggestions for next year include: moving the long distance race to the morning, moving some of the sprints into the core group of throwing/jumping activities (possibly losing one of these activities) and maybe offering some 'fun activities' during the day e.g. welly wanging!

- **Action: Parent Council to feed comments back to school sports lead.**

### **Item 6: Roll over of reps into new academic year**

The process can't formally start until we know new classes and teachers. However we can ask who is willing to continue and make it clear to parents there will be opportunities for new people to join the Council in the new academic year.

- **Action: This point to be included by all reps in a google group message before the end of the year.**

### **Item 7: Fundraising for outside renovation and painting of reading bus**

This will need significant funds because scaffolding is required. Governors have been working with the Perse School who are developing a fund-raising brochure to send to local businesses.

- **Action: Parent reps to ask parents if they know of business who would be willing to make a financial contribution to the project when the brochure is finalised.**

**Item 8: Relaunch of PTA (previously MAPs)**

Parent questionnaire (sent by Governors) showed parents and children are missing the activities previously run by MAPs. There is to be a relaunch of the PTA in September.

**Item 9: Parent rep involvement in cake sales**

The organisation of recent cake sales has been taken on by a group of Reception parents. Parent reps agreed to help with raising profile of events, co-ordinating volunteers for their year groups. Recent funds have gone towards the school disco but subsequent fund-raising could go back to the year groups to purchase educational items.

- **Action: Reception parents to contact relevant rep for help when it is their year group's turn to hold a sale.**

**Item 10: Backgrounds for professional school photos**

Following a discussion over preferred colours and styles Parent reps decided it best to ask the opinion of the professional photographer, ensuring that they are aware of the colour of the school uniform. A more modern, informal style of photography is also preferred to traditional 'head on' shots.

**Action: Feed points back to school office.**

**Item 11: Money on school trips**

The amount, gift shop experience, buying of inappropriate items (sweets, toy swords), losing and forgetting spending money all cause issues on school trips. The Parent Council agreed with the school that the best approach is a presumption against any spending money unless it is for an educational purpose (e.g. Kentwell Hall) or a residential trip – PGL.

**Item 12: Contact lists for security alerts**

The Premises and Pupil Wellbeing Committee (Governors) will review how contact lists are used in the school, keeping offsite lists in the event of IT and phones in school being inaccessible, arrangements for notifying Under Five Roundabouts if a threat is received involving the school site and procedures for collecting children when they are evacuated from school premises.