



Parent Council Minutes

Date of Meeting: Friday 1st April 2022

Clerk: Liz Johnson

Attendance

Name	Class	Present/Apologies
Jennifer Gilmore	Butterflies Woodpecker	Present
Amos Amiegbe	Ladybird	Present
Jade Whitehouse	Fox	Present
Shipra Srivasta	Caterpillars	Present
Sinead Whelan	Owl	Present
Heidi Williams	Frog	Apologies
Holly Rigby	Fox	Present
Natalie Muir	Squirrel	Apologies
Lisa Parkinson	Rabbit	Apologies
Liz Johnson	FLO	Present
Pat Myles	Hedgehog	Present
Melanie Runnett	Deer	Apologies
James Danforth	Hedgehog	Present
Amy Evans	Badger	Apologies

Issues discussed;

1. Minutes of Last Meeting / Matters Arising

Following the tour of the school and the ideas / comments:

- Things to be fixed reported to the site manager.

- Colour tents – teacher has done one for Fox class.
- Textured wall – LJ to get an update on this.
- Mobility bikes – we have the track and container now, our plan is to re establish links with wheels for all. The Orchards recently had TOMKAT visit them to try trikes for families then to apply for funding for. the OT had organised it. We agreed they were expensive but LJ will look into it.
- Children have access to music regularly throughout the week.
- Children use the MUGA daily, we have a football team.
- We agree the sensory circuit looks tired and have applied for funding to refurbish this.
- Agree the sheds could be painted brighter. Discussed which ones, all of them but mainly one on main field.

2. Main Discussion Item – Annual Reviews

LJ explained the purpose of the annual review, that it is statutory and therefore there are things we cannot change such as the paperwork. As every child in our school has an annual review we also cannot change the dates and times as they are planned in to meet Local Authority deadlines (e.g. year 6).

However there are some things we can change or do differently so we explored these.

We considered the perfect annual review and the worst annual review to look at what is important from a parent / carer perspective.

- Having the option for the Parental Contribution form to be on paper rather than digital. The group felt having it on paper helped them remember to do it and gave them time to consider their answers.
- Advance notice of who will be present at the review, especially if a member of the Local Authority will be present.
- Allow time for parent / carer questions. Amount of time required to be identified through Parental Contribution form and / or asking at beginning of the review.
- Be clear you can bring someone with you to support if required.
- Make it relaxed, have coffee available.
- Not necessary for the child to be present
- Notes of any agreed actions to be sent out after the review, not the full review paperwork but the action plan.
- Parental Contribution form –
 - a) clearer guidance on what it is on the letters that go home, i.e. your chance to ask questions or raise issues or compliment the school and staff.
 - b) Clearer space for questions, i.e. not saying anything else.

Positive things about the reviews included:

- Knowing what you are doing at school so can also do at home
- Lovely to hear how well your child is doing
- Like the power point

3. Your Views

We discussed a communication app such as Class Dojo and whether that was needed here. The majority of the group felt that the email communication with teachers and the half termly newsletter gave them all they needed and an app was not needed.

This led to a discussion about staff absence and when parents should be informed. The group felt that if a teacher or TA was absent for over a week then they would appreciate knowing and who was covering as their child may mention a different name.

Decisions and recommendations made:

Annual Reviews:

- Have the option for the Parental Contribution form to be on paper rather than digital.
- Advance notice of who will be present at the review.
- Allow time for parent / carer questions.
- Be clear you can bring someone with you to support if required.
- Have coffee available.
- Notes of any agreed actions to be sent out after the review.
- Clarity of purpose of Parental Contribution form

My Views:

- No need for class app.
- Inform parent / carers when teacher or TA is off for over a week.

Date of next meeting: Friday 13th May 2022