

**St Wilfrid's CE Primary School
Eastern Road, Haywards Heath
Parent Council
20 June 2017, 2pm**

MINUTES

Present: Year R Beatrice Sandford-Legray
Year 1 Anna Bartolomei
Year 2 Clare Pickard (Chair)
Year 3 Nanette Morris
Year 4 Vacancy
Year 5 Vicky Burstow
Chair of Governors Jill Garraway
Headteacher Pam Cripps

1. There was an apology for absence from Natalie Clark (Year 6)

2. Welcome

3. Matters arising from previous meeting 14 March 2017

ACTIONS:

Parent Council	<p>Claire Pickard will organise items for a Parent Council Newsletter once a term. Items need to be with her by the end of the week (23 June).</p> <p>Find a representative for the Parent Council for Year 4.</p> <p>Mrs Atkin will send out the Parent Council's notes for next year's parents by ParentMail. The children coming into year R in September will get a paper copy in their book bags.</p> <p>A request for class reps has gone out on the newsletter but there have been no replies. It will be requested that a member of the FOSW come to Parent Council meetings. A flyer will be put together to ask for an hour or two of help per term and will be specific as to the help required.</p>
Mrs Cripps	<p>Unfortunately there will be no funding for the playground and Jungle Gym. See below.</p> <p>There will be an Internet Safety Session for parents in the Summer term.</p> <p>KS1 Leader to monitor cleanliness of toilets and act accordingly. This is being done. See below</p> <p>Mrs Cripps has looked into staggering the year groups at lunchtime. This has been implemented.</p> <p>Mrs Cripps has ensured that there is at least two weeks' notice of events. Sporting events sometimes have shorter notice as the school has short notice.</p> <p>Year 3 will change the homework books to lined books for English homework and spellings will be sent home.</p>

	<p>Mrs Cripps has reminded staff to be prompt at the beginning and end of the day.</p> <p>The tone of ParentMails is being checked.</p>
--	---

4. Headteacher

- **Cleaning – change of contractor:** There will be a change of cleaning contractor from September.
- **Toilet blockages:** Mrs Cripps will talk to the children about tissue paper blockages in the toilets
- **Ways to help the school in light of not getting Diocesan funding:** We are looking into other ways of funding eg. Companies or FOSW. The jungle gym needs to be replaced but will cost between £16k and £21k as only specialist contractors can be used and they are more expensive. Parent Council asked if there could be pagodas or similar to provide some shade for KS1. They also asked if it was possible for a cordon to be put around the bank but this is not possible so Mrs Cripps will remind parents in the newsletter about keeping children off the bank. The playgrounds will be repainted in the holidays. Parent Council asked whether the children could be consulted about what is painted on the playgrounds. Some dates have been proposed by parents to come into school and help with the grounds (Treetops Garden - weeding and general tidy up) and also some interior painting. The proposed dates are Sunday 16 and Sunday 23 July for the grounds and Sunday 30 July, Monday 31 July and Tuesday 1 August.
- **Staggering of departure times:** This is not easy to arrange due to a lengthy process but Mrs Cripps will continue to ensure children leave school on time.

5. Parent Council email responses

- There were none

6. Year Group Agenda Items

Year R:

Q. The children in Newts class are unsettled because of the staff changes during this year and the parents have concerns about their education and stability.

A. Mrs Cripps has made sure that Mrs Davies will be their Class Teacher in Year 1.

Q. Can parents have a ParentMail if certain subjects are raised in Worship, like the Manchester attack, so they can support the children at home, especially KS1.

A. These items are not introduced in Worship but sometimes children ask about them. Teachers try to ensure that the children are not worried by them.

Q. Parents are concerned for the safety of KS1 with so few lunchtime supervisors.

A. There are eight midday meals supervisors covering the dining hall and playground or field. Mrs Cripps will send a ParentMail to reassure parents about how lunch times are supervised.

Action: Mrs Cripps will send ParentMail to reassure parents

Year 1:

Q. There is a general opinion that the activities in the KS1 Sports Day were not representative of typical sporting activities. There was no obstacle race or sack race. Could there be a relay race for Year 2 and separate races for Reception. It was felt that the awards and points system were good.

A. These races have unfortunately had to be dropped for health and safety reasons. We did however have the bean bag throw and egg and spoon race. We will look into having a relay race for Year 2. Reception are encouraged to participate with Key Stage 1 as part of our ethos.

Action: Mr Belton to consider feasibility of relay race for Year 2

Year 3

Q. Could the communication of changes of plan come through ParentMail rather than through the children, especially for Forest School?

A. Yes

Year 5

Q. What is the procedure for other people picking up children? Some children are going home with others without it being in the book or the teacher being informed whereas others are not permitted to do so.

A. Children cannot go home with other children unless there has been a note in the home/school book or the parents have spoken to us.

Action: Mrs Cripps will ensure this is adhered to

Q. What is the policy on using News items/Newsround in the classroom – especially with KS1

A. This was as a result of Newsround being put on after PE and because the content was not suitable it was taken down immediately and will not be used in the future.

Q. Does the school have a lockdown procedure?

A. Currently we have both internal and external procedures and a lockdown procedure is one where the children will be kept in their classrooms. This is being done and will be in place soon. Parents will be informed before a lockdown practice occurs.

Action: Mrs Cripps will ensure this is put in place

Q. Can all fonts on newsletters be clearer ie Calibri as they are hard to read on phones and tablets?

A. Yes

Action: Mrs Atkin will action this

7. Any Other Business

Post-Ofsted Meeting was cancelled due to sickness. It is very difficult to re-arrange these public meetings quickly as the Diocese and Local Authority have to attend. The Governors will be present at other school events and parents are welcome to approach them at these. The letter sent out to parents covered other queries. Any parent can contact Mrs Cripps or the Parent Council with questions. Parents are wondering whether teachers are leaving because of two years of Ofsted scrutiny. We are working on improvements linked to identified areas from Ofsted and on staff continuing their professional development. Teachers are encouraged to develop their skills and careers.

A smaller meeting could be arranged with Governors and the Parent Council. The Parent Council is the parents' voice.

We are currently receiving support on one half day per week. They meet with Mrs Cripps and other members of the Leadership Team to look at children's books, the teaching and learning, via lesson observations and learning walks.

8. Date of next meeting

Tuesday 14 November at 2.00pm