

**St Wilfrid's CE Primary School  
Eastern Road, Haywards Heath  
Parent Council  
14 March 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  
Year 6 Natalie Clark  
Chair of Governors Jill Garraway  
Chair of Friends of St Wilfrid's Claire Blackman  
Headteacher Pam Cripps

**1. There were no apologies for absence**

**2. Welcome**

**3. Matters arising from previous meeting 15 November 2016**

**ACTIONS:**

Parent Council	The Parent Council will put together notes informing next year's parents about events which happen in their year groups and which are not in the Home/School books. They will meet 30 minutes before the next Parent Council Meeting to discuss these.
Mrs Cripps	Cardigans, with the school logo, in the same material as the sweatshirts and costing £12, will be ordered.  Parents requiring double slots may make appointments with teachers before or after school. This will free up slots on Parents' Evening.

**4. Headteacher**

- **Review of Lunchtime Arrangements**  
The Lunch and Break time Policy and Procedures have been updated and are now on the website.
- **Behaviour and Anti-bullying Policy**  
The Behaviour and Anti-bullying Policy has been updated and comments or questions are invited.
- **Story Bags**  
Most Story Bags have been made and letters have been sent to Reception parents. The date of the next meeting has yet to be finalised.

**Action:** Debbie Wigham will inform the Parent Council of the date of the meeting.

- **Mrs Cripps to see if some non-child events could be in the evening**  
Mrs Cripps will inform teachers and make office aware when events are planned. Some are already in the evening.

### **Year Group Agenda Items**

#### **Year R:**

Q. Information on use of jungle gym Infant playground and when it will be fit for use?

A. The jungle gym on the Infant playground will be back in use as soon as possible. We are waiting for confirmation of the funding we will receive. This is due by the end of April.

**Action:** Mrs Cripps to inform parents of success.

#### **Year 1:**

Q. How often are toilets cleaned and are they inspected during the day?

A. Toilets are checked during the day and are cleaned at night under the cleaning contract.

**Action:** Key Stage 1 Leader to monitor cleanliness of toilets and act accordingly.

Q. A parent commented that they enjoyed the Phonics drop-in session and would like further explanation of how spellings, maths and reading are covered in class.

A. An open morning for parents will be held in the summer term.

**Action:** Mrs Cripps will investigate further regarding this.

#### **Year 2:**

Q. World Book Day: Some parents would prefer a non-themed dress-up day. Alice in Wonderland was not universally popular but bringing in a prop was a welcome suggestion. Some parents find these events hard work (especially those with several children at the school).

A. We are looking into the possibility of the Friends of St Wilfrid's selling costumes.

Q. Lunch: Some children have reported only being offered potatoes and vegetables on more than one occasion when they are last up to the dinner hall.

A. We are currently looking at ordering and the rotation of children going up to lunch. Some children are now playing first until the queue for lunch is shorter.

For information, Years 3 and 4 go into lunch first. Years 5 and 6 can wait to eat indoors but they often choose to eat on the playground. There is no shelter but, if wet, they stay indoors. The hall is too small for all children to eat together.

**Action:** Mrs Cripps will look into staggering classes, with some going to lunch while others have classes.

Q. Could paper copies of letters be provided to those without a printer?

A. An e-mail to the office or a handwritten note is acceptable.

Q. More notice of the Easter Service and events generally will be welcome.

**Action:** Mrs Cripps will investigate a system to ensure that this happens

### **Year 3:**

Q. Could the children have lined books for Literacy homework

A. Yes

**Action:** Year 3 Teachers will change the books.

Q. Could spelling books be sent home?

**Action:** Hares will send spelling books home. Parents will return them.

Q. Could there be staggered end times for KS1 and KS2

A. This is a complex process involving lots of consultation with various stakeholders and it takes about a year.

**Action:** Mrs Cripps will remind staff about being prompt at the beginning and end of the day.

Q. Can we have clarification about bringing in books from home?

A. The following letter has been sent to parents explaining that this is a trial.

I would like to clarify the trial that we have introduced regarding reading books.

We are keen to ensure children are reading a wide range of high quality texts. In order to achieve this we have decided to trial an approach whereby children will be required to read a school book whilst they are in school. This will enable the children to sustain their reading and complete a whole book and to be exposed to some texts they may not otherwise have access to.

We are encouraging children to still read their own books at home in the evenings or at weekends and these should continue to be recorded in the reading diaries in accordance with the normal routines of the class.

At present we are trialling this and will review our policy on reading books after the Easter holidays and will be asking for your comments and suggestions.

Q. Some parentmails can appear to be a little abrupt or businesslike. Could they be read by two members of staff?

A. Mrs Cripps apologised for the tone of the parentmail. Two members of staff do check but Mrs Cripps will ensure more careful checking in the future.

**Action:** At least two members of staff will check the tone of parentmails.

**Any Other Business:**

The Friends of St Wilfrids (FOSW) asked whether there could be class reps (supported by the Parent Council) involved with the FOSW to share the burden of fundraising. The FOSW meet once a month but there is no need to commit to every meeting. KS1 parents are especially needed as are new ideas. The Summer Fair may be scaled down this year.

**Action:** The FOSW will email parents about this and the Parent Council will support this.

The next meeting will be held on Tuesday 20 June 2017 at 2:00 p.m.

Pre-meeting at 1:30 p.m. – please see Actions from meeting 15 November 2016