

Parent Reps minutes of 10th July 2015

Present

Clare Owen, Charlie Moore, Naomi Wood-Lynch, Amy Rogers, Nicola Whittington, Catherine Thorpe, Emma Wilson, Rose Payne, Kelly Page, Julia Refet.

Actions from last minutes

Electronic invoices for WAC – New IT Technician is considering how to create these.

Maths workshops will be put in the diary for the next academic year.

Sweets – there have been no more reports of sweets being used in school. Mrs Owen will review 'Birthday sweets' being given out at the end of school from September.

SAT's – our results are above local/national averages and more information will be in today's newsletter.

WAC Manager – Kate Smith has been permanently appointed in this position.

Gluten-free lunches – Mrs Owen has had no numbers back from parents re how many children this affects, but if staff know first thing in the morning that there is a requirement on that day, they will tell the kitchen and something will be provided on a case-by-case basis.

Gates opening at 8.30am – Mrs Owen is still considering this as there is teacher contact time and cost implications, so currently this will not be possible.

Reports are being sent home to parents next week.

Behaviour in girls' toilets will be considered.

Teacher PPA Time

Mrs Owen explained that the school uses Higher Level Teaching Assistants (HLTA's) as much as possible to cover teachers out of class time. If a teacher has management responsibilities they have more time out of class, for example, Mrs Alkureishi as Deputy Head, has 2 whole days out of class.

ACTION - Mrs Owen will ensure that parents know which days which staff are in class.

Class names

Q Can class names stay with the class as they move up through the school?

A Due to software issues this is not possible.

New Starters in classes

Reps asked if it would be possible for them to be told when new children start. There is now a form for parents of new children to complete as part of the admission pack which gives permission for their details to be passed to the Reps. Reps are reminded that once they step down from being class rep that they pass on the contact details of all parents to the new class rep.

Selection of INSET Days

Reps asked if it were possible to arrange INSET days on Friday and Monday to make a cheaper long weekend to go away. Mrs Owen explained this was not possible as INSET days are set in collaboration with the other schools in the Tunbridge Wells Cluster of Primary schools. They collectively 'buy-in' training together far ahead (up to 18months). However, she will try to book a day next to Half Term in February as she is aware this is popular for skiing holidays.

School Communication with parents

To improve this, Mrs Owen has introduced a new form for all teachers to use when sending information home regarding class matters such as homework which does not normally go through the office. The office will be copied in. Teachers will also be asked to organise trips 6 weeks ahead, parents will be advised 4 weeks before, and the letter will go out 2 weeks before the event. School will try to give not less than 2 weeks' notice for sports events, although there will be some occasions when local inter-school events may be arranged at shorter notice. Mrs Owen will be having regular meetings with staff to monitor sports events.

Q. Please can P.E. days and drop in days be organised and notified to parents?

A. This sort of information will be provided by the Teachers in the Meet the Teacher meetings in September. They will be held at 3.30pm and 4pm on Monday 7th September.

Library use

The library is being used by different classes, mostly in smaller groups due to the space limitations. However, there is also a whole school drop in session after school every Monday which will continue in September, and parents will be reminded that this happens.

Reading to Adults in class

Some parents feel their children are not reading to adults in class. Mrs Owen will investigate this with Teachers, but assured Reps that Teachers do have to listen to children in order to track their progress, although once they are 'Free Readers' this will not be so often.

Zebra crossing at the top of the drive

This will be re-painted during the summer holiday, alongside the yellow hatching required to clearly define a 'No Parking' zone to accommodate emergency vehicles in the car park.

School Planners for children

Q. Can these be used by children?

A. These will be considered possibly for upper KS2 from 2016.

Trading Cards in School

These are causing concern amongst parents, and distractions amongst the pupils. They will no longer be allowed in school from Monday, and an email will go out to all parents to advise this.

Building Works

The replacement of the windows around the school will continue during the summer holidays with Maple, Olive and Apple classes. There will also be new electronic gates fitted at the Nursery entrance at the end of the car park which will have an entry buzzer to Nursery and the Kitchen. They will close automatically behind users.

Courier Report

Mrs Owen discussed the star rating given to the school in the Courier newspaper report recently. The website in question has been designed to sell houses, and is not considered helpful by the Head Teachers in Tunbridge Wells. People need to come and see and talk to the school as 'catchment areas' quoted on the website are misleading. The information used by the website is taken from DfE data which can be up to a year out of date. Our results have been low for the last 2 years, but we had a 'Good' Ofsted report and this has resulted in the rating given to us. It will take at least a year before the website changes with our latest results. All Head teachers in Tunbridge Wells will not be feeding the website.

School lunches/picnics

There were some children who did not have lunches initially made up for them by the kitchen on Sports Day. This was as a result of the lunch request form from parents not reaching the kitchen by the deadline. Mrs Owen and the kitchen manager confirmed together that the correct number of lunches were made according to the forms received, and the kitchen were able to facilitate the few extra lunches needed on the day. It was made clear that parents can email back their response, or use either of the letterboxes to advise the school of their wishes, as well as return the form.

For parents of those children moving up to Y3, and who will therefore be responsible for paying for their child's school lunches as they will no longer be entitled to the Universal Free School Meals in September, the school will send out reminder SQUID letters to enable them to activate and put credit on their child's account before term starts in September.

Uniform

The uniform website has been updated and the V-neck sweatshirts are now available to order. Parents reported that the sizing is generous on most items.

School logo

Mrs Owen explained this will be changed and updated over the next year or so. There will be no cost to parents. The uniform with the current logo will be available until the supplier's current stock is exhausted, at which point they will provide the uniform items with the new logo on. The school website will show the new logo from September.

What's going well/needs improvement?

- Children are enjoying the Striking and Fielding Club, Gardening Club and Forest School.
- Reps feel that Mrs Owen has taken on the role of Head well, and congratulated her.
- The Variety Show performance was very good
- Y3 & Y4 girls and boys are still changing for P.E. together – please can they be separated like Y5/6?

Mrs Owen will investigate.

- The tone of the reminder texts for payments for trips etc. is sharp; please can it be worded differently?

Mrs Owen will investigate.

- Sports Day and other school events such as class assemblies are held mostly on Wednesdays. This is good for some parents and not others. Mrs Owen suggested scaling the assemblies back, and

removing the time in classes looking at books after each assembly. Instead, she would invite everyone in at 3pm one day at the end of each term to look at books in class. Class Reps agreed.

- After School Clubs – can they be spaced out across the week/across the year? It was explained that they are run dependant on when the staff who volunteer to run them are available.
- Sports colours – can the school invest in bibs or sashes to go over normal P.E. kit on Sports Day?
This will be investigated.
- Can children use the back field at break times as well as lunchtime? This depends on whether there are enough members of staff to monitor all the different play areas.
- Y1 would like more Maths homework, and generally more direction for MyMaths would be appreciated.
- Can all the staff photos be put on the website please? Teachers do not want this, although Mrs Owen will consider a staff photo board to be displayed within the school.
- Can the school find another Steel Pans teacher, or sell the pans and buy something else? There is a teacher available in Langton. This will be investigated, although the pans are currently very out of tune and this will be expensive to correct.
- There is a taxi driver who comes into school regularly who is driving with headphones in, drives up on the path alongside the drive, and drives too fast along Rydal Drive. **Mrs Owen will investigate.**
- Parents have concerns over split staff teaching in class, or covering PPA

The next meeting of Class Reps will be in the new Academic year. Please contact the office if you are interested in continuing or becoming a Class Rep for the academic year 2015-2016.