

## **Stanford Infant School**

### **Minutes of Parent Class Representatives Meeting 1<sup>st</sup> February 2018 @ 9:15am**

#### **Attendees:**

Madeleine Denyer (MD), Catherine Will, Liz Scofield (Palace Class); Suzanne Lindfors (Pier Class); Laura Wright (Dolphin Class); Helen Johnston (Marina Class); Rachael Pucci, Susannah Pattison (Lagoon Class); Jyoti Kakad (Pavilion Class); Niki Strange (Ocean Class); Jenny Attfield, Sylvia Den Aantrekker (Regent Class).

#### **Apologies received from:**

Mia Sargent and Karen O'Hehir (Alex Class); Bidy Carter (Dolphin Class); Nigel Stock (Marina Class).

Damian Fisher (DF), Chair of Governors, was a guest at the meeting.

**Minutes of Previous Meeting:** the minutes of the previous meeting were agreed.

**Matters Arising:** MD asked for feedback regarding the new-style Newsletter. The Parent Reps reported that the new format was easier to navigate. There was a brief discussion re: diary dates; whilst it was good to have the upcoming events on the main page, some parent/carers like the full list of dates rather than having to search the calendar on the website. MD suggested that the full list was posted on the school website and updated as new dates arise (a link to this has been posted on the School Newsletter at the bottom of 'Upcoming Events').

The filming of the Christmas Plays had been well-received. Thanks was passed to Bidy Carter for the recommendation. MD will organise for the Year 2 Leavers' Show to be filmed and will ensure that future Christmas Productions are filmed.

The revised Home Learning Policy is a work in progress and will be circulated in draft format to the Parent Reps ahead of the next meeting.

Miss Parker, Bursar/Office Manager, is investigating various Parent Mail options. We are currently tied into our current service provider; however, we will ensure School Communication is as streamlined as possible in the future. Lots of possibilities are evolving.

#### **General Comments / Feedback from the Representatives:**

##### **Supply Teachers**

Comment: *when there are different adults taking a class, are they Supply Teachers?*

Response: Occasionally, there will be a Supply Teacher taking a class, sometimes if a teacher is unwell or more often when a teacher is undertaking Professional Development activity, either within school or off-site. We use a Supply Teacher Agency and all Supply Teachers are DBS checked. As a school, we have 'Supply Guidelines' available in all classes and the Supply Teacher is fully briefed and planned for.

##### **Student Teachers**

Comment: *in two Year 2 classes there are student teachers; will they be left alone with the class and how much direct teaching do they undertake?*

Response: both classes will have received a letter introducing the student teacher. The students work in class alongside their respective class teachers. We are pleased to be able to offer Student Teachers the opportunity to work in our school; they are fully supported by the Class Teachers and Miss Remnant as their Mentor. Please do not hesitate to speak to the Class Teacher or Miss Remnant if you have any further questions.

##### **Energy Efficiency**

Comment: *it can feel quite warm in school at times and sometime windows are open. Has the school considered an energy efficiency survey?*

Response: we recognise that at times the school can feel particularly warm. The boilers are set to

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come on when the temperature drops to a certain level, this can mean that the heating is working particularly hard to get the temperature back up after the playground doors have been open at playtimes and lunchtimes during the winter months! The school recently received an energy rating of 78 with 100 being 'typical' for our setting. After working hard to reduce our energy use during 'Switch Off Fortnight' the children (and grown-ups!) are continuing to recognise our strengths and where we can improve our efficiency even more. Miss Parker monitors our energy and water efficiency using 'Systems Link' and reports back to the Eco-Warriors on a termly basis.

### **Class Photos**

*Comment:* would it be possible to organise a class photograph earlier in the year; it would help families get to know the children in their class. This is particularly important when classes have been re-organised into new class groupings when they change year group or when children start Reception.

*Response:* there are currently two opportunities for School Photographs – one at the beginning of the academic year for individual photographs and then a whole class photo at the end. Miss Bishop, Admin Assistant, has contacted JP Photographic to enquire whether they would consider taking a class photograph at the beginning of the year, as well as the individual photographs. They have confirmed they could take class photos earlier in the academic year but these would have to be in addition to the individual ones, as they could not facilitate them both on the same day. Please let Class Reps know if this is something you are interested in and we will make a decision before next academic year.

### **Christmas Play – Orchestra**

*Comment:* families of children in the orchestra were disappointed that they could not see their child at all during the Christmas Productions; however, did appreciate that the children got on the stage at the end. Could they be positioned somewhere differently?

*Response:* they need to be on the mats near the piano, as Mrs Damant skilfully conducts their pieces! We completely appreciate that this makes it difficult for families to see their children, hence getting them on the stage at the end. Some children also select this role as they do not want to be easily seen!

The reps suggested that parents/carers of children in the orchestra be offered reserved seats near the piano. MD would consider this for future performances.

### **Uninvited Guests**

*Comment:* please can we remind all families about checking regularly for uninvited guests in children's hair – NITS! They seem particularly prevalent in Year 2 at the moment. It was also suggested that parents/carers of children with long hair are reminded to put it up.

*Response:* a plea to all Stanford families, please to try to check your child's hair regularly to ensure your household and our school remains nit free: [www.onceaweektakeapeek.com](http://www.onceaweektakeapeek.com)!

If parents/carers tell the class teacher (or School Office) when their child has unwanted visitors in their hair, the school will send out a nit letter to jog parents' memories. MD will check that posters are up around school.

It is the parents/carers responsibility to solve this and their duty to check their child's hair regularly. Thank you for your support.

### **Marina Class Cover**

*Comment:* when a class teacher is not in school for a period of time, could families be informed of the cover arrangements in place?

*Response:* whilst supply cover had been used for two days, when the school was aware that cover would be required for a longer period due to staff illness, arrangements were put in place for Miss Remnant, Deputy Head, to cover the class. As it was a member of staff who the children and families know well, we did not feel it necessary to inform families. However, are happy to do so in future, if this is welcomed.

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### **Lovely Learning Partners!**

Comment: *why are some children partnered regularly with children they do not get on with?*

Response: the Learning Partner approach is a whole school agreement. At the beginning or end of each week children thank their Learning Partner and new Learning Partners are randomly selected for the week ahead. Some classes use lolly sticks, others use photos to facilitate this. Children are usually excited to find out who their new Learning Partner is and it provides numerous opportunities for children to learn from one another. If there are issues, it is a good opportunity for children to learn how to manage these and find positive outcomes. Overall, the Learning Partner approach is really successful; however, if there are any concerns, please see your child's teacher immediately.

### **School Snacks**

Comment: *can children be reminded to eat their Home Snack?*

Response: all children are reminded and encouraged to get their home snacks from their trays and/or a school snack. Whilst teachers can remind the children, they do not know who has brought a home snack. If an individual child is consistently not eating their home snack, please speak to the class teacher.

### **Junior School**

Comment: *will the children in Year 2 be mixed-up again prior to the transition to Junior School?*

Response: we would not ordinarily mix the children up going to Junior School unless it was in the best educational interests of the cohort. As the current Year 2's were re-grouped from Year 1 into 2, they will not be mixed again this academic year. MD has spoken to Mr Davis, Head Teacher at Stanford Juniors, to confirm this. The main priority will be a successful transition programme.

### **School Crossing**

Comment: *have the Council re-advertised for Mrs Reynold's role on the school crossing?*

Response: MD has contacted the Road Safety Manager who has confirmed that she has got approval from the Departmental Management Team to advertise; however, the post has to be put into the redeployment pool in line with Council Policy. The end date is 12<sup>th</sup> February and she will let MD know if a suitable redeployee is identified or if they need to re-advertise externally. MD will continue to liaise with the Road Safety Team and update families accordingly.

### **Wall Gate!!!**

Comment: *is it likely that there could be further issues with the wall, due to the negative reaction of some of the residents of Elm Court.*

Response: whilst the relationship between the Managing Agents of Elm Court and the School are fragile; there is no danger of the back entrance being closed again. The access has been approved to be open by the Local Authority and we have a right of way. MD is carefully managing the relationship and ensuring that the school fulfils their responsibility in ensuring the access is staffed daily and families are using it respectfully and responsibly.

### **PTFA – Easy Fundraising**

It was suggested that this App is promoted regularly; could it be a footer on the Newsletter? This has now been actioned.

### **School Communications**

The Parent Reps were then given a copy of a DRAFT Social Media Code of Conduct for discussion and response.

The reps agreed that School Communications guidance was a good idea. Marina Class reps asked for clarification that the Code of Conduct was not reactionary to the issue of school information being disclosed via non-school communication channels. MD said that she had been more concerned that parents had the information to share and obviously this was a serious breach of

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staff confidentiality. The school had responded immediately to this and as a result, all staff have been required to individually sign a Confidentiality Agreement and school systems have been reviewed and strengthened.

DF explained that the Governing Body had been considering the principles of Social Media and how we could embrace this technology and streamline school communication to ensure it is positive for the whole school community; however, it is a very grey/new area for the school and one which would need careful consideration. The issue had accelerated our thinking in this area and other parents/carers had been to see MD concerned about the way some parents/carers behave on social media, either about members of school staff, other children and their families, or the school in general. We all have a responsibility to promote the school and wider community respectfully and to resolve any issues in an appropriate manner.

The DRAFT was amended at the meeting and it was agreed to title it a 'School Communications Code of Conduct'. The reviewed DRAFT is circulated with these minutes; please send any feedback to the Parent Reps ahead of the next meeting – thank you.

### **Apps**

MD explained that the PTFA Committee are trialing a new App called 'Classlist'. This is a private social networking site for parents. This could provide the tools needed to promote an engaged parent community online and streamline school communications.

The reps thought it was a good idea to strengthen the role of the Parent Reps in moderating what is discussed on class discussion forums and were interested in 'Classlist'. The reps could be assigned moderators of their class communication system.

MD is meeting with the PTFA Committee after half-term and will report back at the next meeting.

### **Governor Profile**

DF then explained that the Governor's are always looking for ways to raise their profile and would welcome any suggestions from parents/carers on what would be valuable and meaningful. A Governor Newsletter is in progress and will hopefully be published ahead of half-term.

## **Parent Class Representatives 2017-2018**

The Meeting ended at 9:50am.

Date of Next Meeting: Thursday 22<sup>nd</sup> March 2018 @ 9:15am.