

## **Stanford Infant School**

### **Minutes of Parent Class Representatives Meeting 18th October 2018 @ 9:15am**

#### **Attendees:**

Madeleine Denyer (MD), Amy Robbs, Katie Floyd (Alex Class); Martin Hansford, Julia Pettigrew (Palace Class); Esther Shepherd, Susannah Kyriacou (Pier Class); Emily Long, Jessica Biggs (Dolphin Class); Alison Kennedy, Nisha Sharma (Lagoon Class); Helen Hauduc (Marina Class); Lucy Lefroy (Pavilion Class); Sarah Nield (Ocean Class); Clare Nolan, Eva Fisher (Regent Class) and Mandy Blake (PTFA Committee Rep)

**No apologies were received.**

#### **PTFA:**

Mandy Blake, PTFA Committee Member, was welcomed to the meeting as a guest and spoke about the fundamental role of our wonderful PTFA and how parental support is vital for the success of the events planned.

Film Night was a resounding success with 150 tickets sold; the majority purchased online via Classlist. £900 profit was raised for the school – thank you! The next event is Quiz Night on Wednesday 14<sup>th</sup> November – tickets will be on-sale via Classlist after half-term, so begin organising your teams! Classlist' is the PTFA communication channel. Mandy also shared the 'Easyfundraising' cards, whereby you raise money for the PTFA every time you shop online – link is on the PTFA page of the School Website and at the bottom of every Newsletter.

The Parent Reps provide a valuable link between the PTFA and classes.

#### **Role of the Parent Class Rep:**

The 'Terms of Reference' were circulated. The Parent Class Reps were welcomed to their first meeting of this academic year and they introduced themselves. The role of the Parent Class Reps was then discussed. Parent Class Reps play an invaluable role in encouraging parents to make a positive contribution to life at the school and help to ensure the current needs of the children and their families are met. They are important links for information, as well as contact points for parents/carers. Their roles may include the following:

- Raise questions, ideas, celebrations and general problems directly with the school;
- Promote partnership between home and school;
- Organise activities relating to their class, including producing a class contact list.

Parent Class Representative Meetings are not the correct forum for raising individual matters. Items relating to specific children, specific parents/carers, or individual school staff should be discussed one-to-one with the relevant Teacher, Deputy Head Teacher or the Head Teacher.

A **FAQ Document** is available on the School's Website, which answers the most common queries raised in Parent Rep Meetings (head lice, school meals, changing home reading books, etc.); therefore, these items will not be discussed at meetings, as the answers are covered in the documents and therefore reps will direct parents/carers to it. A copy can be found by clicking here: <http://www.stanfordinfants.co.uk/parent-class-representatives/>

#### **Communications Code of Conduct / Class Contact**

The Parent Reps were given a copy of the 'School Communications Code of Conduct'. We all have a responsibility to promote the school and wider community respectfully and to resolve any issues in an appropriate manner. Parent Reps should use this platform for their communication with their respective classes. Helen said there were lots of facilities on 'Classlist' and it would be beneficial to send some guidance/top tips. MD will speak to Mandy Blake regarding this. Mandy had also mentioned that parents/carers can amend their settings to suit their requirements, i.e. if they are receiving too many notifications, etc. this can be switched off.

A polite but important reminder to all families about the appropriate use of Email or Social Networking Sites when communicating with parents/carers in the School – any derogatory messages regarding members of staff, parents/carers, or children are totally unacceptable. The 'Code of Conduct' is circulated with these minutes.

**P.T.O**

## **Parent/Carer Questionnaire Feedback**

MD shared a brief summary of the analysis from 17/18 Questionnaire returns. The feedback identified the ways forward that linked to the School Development and Improvement Plan for 2018-2019.

## **School Development & Improvement Plan (SDIP)**

MD then discussed this year's School's Development and Improvement Plan, our working document that sets out the school's aspirations for the year ahead. Although we are a successful school we are never complacent and are always looking for ways to improve children's learning experiences.

The family friendly version of the SDIP has already been circulated home and a copy posted on our website. MD talked through the aspects highlighted in green; these were development areas that had resulted directly from parental feedback or where the school needs family support to achieve. In brief, the areas are as follows, alongside the desired impact:

- Improve our management systems in order to streamline information, including communication between home and school, ensuring it meets the needs of the whole school community.  
*We will effectively manage the provision of a range of services designed to meet the needs of different stakeholder groups.*
- Poverty Proof the school day.  
*The 'Poverty Proofing' audit will look at our school through the lens of poverty and listen to the voice of all stakeholders to identify any barriers to learning. This should enable us to reduce stigma and remove barriers to learning and assist us in exploring the most effective ways to spend our pupil premium allocation.*
- Ensure we are compliant with the requirements of the General Data Protection Regulation.  
*We will be able to demonstrate compliance with all the requirements of the GDPR.*
- Further develop creative approaches to assessment in the Foundation Subjects, with a focus on PE.  
*Subject Leaders will have a good overview of the quality of teaching and outcomes of children in their subject area and therefore be able to drive excellent outcomes for all children.*
- Promote a relationship-based approach to behaviour management, which is inclusive, understood, and applied consistently by all members of the school community.  
*We will continue to have high expectations of pupils and staff and look to prevent poor behaviour from ever escalating.*
- Ensure we fulfil the requirements of the new 'Keeping Children Safe in Education' statutory changes, including those related to Online Safety.
- *We will equip all children with the knowledge and skills to make safe and informed decisions, including when using online technology and ensure our families understand their role within this.*
- Ensure excellent attendance and punctuality.  
*We will achieve our attendance target of 97% and every school day will count.*
- Capitalise on the PE and Sport Funding to make additional and sustainable improvements to the quality of PE and Sport on order, building capacity within the school to ensure that improvements will benefit pupils joining the school in future years.  
*Children will enjoy a rich provision of PE and Sports, which will support in developing healthy lifestyles and enable them to reach the performance levels they are capable of.*

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- To ensure continuous outdoor learning in the EYFS through the development of the grounds.  
*Our outdoor learning environments will be enhanced and all staff will ensure their interactions with children promote high quality learning/talk opportunities.*

School Communication was discussed – a reminder the school will only communicate with you via ‘SchoolPing’ from now on. The reps were positive about the system and it was agreed to remind any parent/carer unhappy or struggling with it, to contact Miss Parker, Office Manager, directly. She will endeavour to sort out any issues! We want to streamline our communication with our families and ensure that every family is confident with the way communication is disseminated. If we don’t know the issues, we can’t resolve them.

### **General Feedback:**

#### **Water Bottles**

Comment: *children are not drinking their water, as water bottles are coming home full.*

Response: MD will remind all staff to encourage their classes to drink water regularly throughout the school day.

#### **Cutlery**

Comment: *some children had mentioned there had not been enough forks at lunchtime and they had to wait for some to be cleaned.*

Response: MD said she can only imagine that this was on one day when the kitchen were short staffed and therefore the forks had not been washed in time for the next sitting; however, she would monitor the situation. If it was a regular occurrence, our Principal Midday Meals Supervisor would have mentioned it!

#### **School Meals**

Comment: *some children had mentioned they weren’t keen on the new lunches provided by the new School Meals Contract, Caterlink.*

Response: MD has been monitoring the School Meals and had met with the School Meals Team yesterday. MD ate with the children today and the meal was delicious and the children appeared to be enjoying it! There are new menu choices that the children may need to get used to and the Kitchen are also getting used to preparing and cooking the new menus. MD will continue to monitor.

#### **Outdoor Gym Equipment**

Comment: *is it possible to cordon off the outdoor gym equipment before and after school, as it can be challenging to get safely past?*

Response: MD would consider a practical arrangement for this, as was aware that children are using it unsupervised before and after school, and it is causing difficulties accessing the classrooms.

#### **Music versus Lunch!**

Comment: *how do children who access music lessons at lunchtime have their lunch and do they have enough time.*

Response: Mrs Damant organises this with precision! All children who have an instrument lesson either have their lunch before or after their lesson and enough time is planned for.

#### **Parent/Teacher Liaison**

Comment: *if a teacher needs to pass information to a parent/carer about a personal matter related to their child, how is this communicated?*

Response: MD said it was her understanding that a teacher would ask the respective parent/carer to wait until he/she had seen the class out and then have the conversation discretely. MD will remind all staff of this policy.

**P.T.O**

## **School Initiatives**

Comment: *where can families' access information about school initiatives, e.g. Eco Schools?*

Response: all information is posted on our School Website under 'School Life' – Children's Zone: [www.stanfordinfants.co.uk](http://www.stanfordinfants.co.uk). These website pages are currently being updated to reflect this academic year.

Reception Reps mentioned they hadn't been aware of asking for feedback ahead of this meeting. MD said she wasn't expecting them too, as it was the first meeting to welcome the reps and discuss the role; however, she knew that more established classes may have some feedback to share!

MD thanked the reps for their first meeting. The Meeting ended at 9:50am.

Date of Next Meeting: **Thursday 29<sup>th</sup> November @ 9:15am**