

Stanford Infant School
Minutes of Class Representatives Meeting 24th October 2019 @ 9:15am

Attendees:

Madeleine Denyer (MD), Suzy Jespersen (Alex Class); Natasha Priest (Palace Class); Kirsty Hewitt, (Pier Class); Kevin May, Stuart Wright (Dolphin Class); Susannah Kyriacou, June Marsh (Lagoon Class); Katie Floyd, Geraldine Marsh (Marina Class); Sylvia Leeuwenburg (Pavilion Class).

Apologies received from: Becky Hodge, Christine Benson (Ocean Class).

There are currently no representation for Regent Class.

Role of the Class Rep:

The 'Terms of Reference' were circulated. The Class Representatives were welcomed to their first meeting of this academic year and they introduced themselves. The role of the Class Reps was then discussed. Class Reps play an invaluable role in encouraging parents/carers 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.

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 Class 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. This has been updated for 19-20, so a copy is circulated with these minutes.

Communications Code of Conduct / Class Contact

The Class 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. Class Reps should use this platform for their communication with their respective classes.

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.

Parent/Carer Questionnaire Feedback

MD shared a brief summary of the analysis from 19/20 Questionnaire returns. The feedback identified the ways forward that linked to the School Development and Improvement Plan for 2019-2020.

In response to feedback regarding our communication between school and home, we have started a trial to incorporate text reminders in advance of school events, for example evening workshops for parents/carers or non-uniform days for children. This trial is in addition to our app-based communication and does therefore come at a cost to us of 5p per text message. Due to the increased cost to the school, we will be monitoring the impact and any feedback you have is welcome. As always, if you are having trouble accessing SchoolPing, please let the Office know and we will be happy to help.

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.

PTFA:

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

Mandy Blake, PTFA Committee Member, had requested that the role of the PTFA was promoted. Film Night was a resounding success, £921 profit was raised for the school, thank you! The next event is Quiz Night on Thursday 14th November – tickets are on-sale via Classlist, so begin organising your teams! Classlist' is the PTFA communication channel.

Classlist:

The Class Reps asked that parents/carers, especially new Reception Families, are reminded about signing up to Classlist. Classlist enables our families to communicate easily with each other. Classlist's system offers high levels of security and privacy and is designed to comply fully with the new data protection regulations. More information is available at www.classlist.com, including the Privacy Notice, which explains how personal information is managed and protected.

Miss Whittington will send another invite to Reception families who have not signed up. Classlist allows classes to communicate effectively and respectfully with each other and is used to promote PTFA events. Please do not hesitate to contact the School Office should you have any problems with any form of school information.

General Feedback:

Library

Comment: *parents/carers understand that their children are invited to visit the library every Thursday, if they have returned their book from the week before. The reps wondered if it would be possible to have a box to return library books at any time during the week, as often they forget on a Thursday.*

Response: MD thought this was a good suggestion and will organise boxes for returning library books.

Celebration of Learning

Comment: *why were the Special Mention assemblies changed?*

Response: the staff have been doing much research in promoting a 'growth mindset' and the 'Special Mention' assemblies did not align with this. Whilst the children receiving the Special Mention enjoyed the assembly, those in the audience were not so inspired! Teachers felt they were selecting children for pieces of work, which the whole class had worked hard on, therefore the reward for a few children was counterproductive to promoting the idea of doing your best. Therefore, after much debate, we decided to change the assemblies. The Newsletter text was as follows:

...every Friday teachers will randomly select two children from their class using our lolly stick approach. These children will be supported to choose their best learning from the week and share it with their class before sharing it with the whole school the following Friday. You will be invited to attend the assembly to celebrate their achievements. We hope the children will increase their desire to learn by verbally celebrating the joy of learning and inspiring each other. Every child will have two opportunities to do this over the course of the academic year.

The whole ethos of the assembly is about responding to individual children and ensuring they are child-friendly and fully inclusive.

P.T.O

Lost Property

Comment: *as it is the start of the year, children seem to be losing their property! As children have changed Year Groups, please can staff remind the children to look after their property and could the school inform parents/carers now in Year 1 where the Lost Property box is.*

Response: MD is aware that there has been an excessive amount of Lost Property, and Miss Whittington has spent time returning named items to their rightful owners. MD will ask staff to remind children that it is their responsibility to look after their belongings. The Lost Property Box for Years 1 and 2 is under the stairs by the School Office, please ask if you are not sure.

After School Clubs

Comment: *children had been raving about the choir Golden Choice, is there any possibility of a choir after school club?*

Response: MD said Miss Holliday will be delighted it has been so well-received. As it is run by a teacher, it would be challenging to offer as an After-School Club, as Miss Holliday is busy attending other meetings and planning lessons after school. However, MD is always willing to review our After-School Club provision and will keep this one in mind. A suggestion of a Lego Club was also raised.

Comments raised via email:

Climate Change

Comment: *some parents were disappointed with the school's engagement in the global climate strike on 20 September, and hoped that there would have been some kind of awareness-raising activity in class for those children who didn't go out with their parents on strike. There are at least two parents in Ocean Class who are committed to raising awareness about the need for action over Climate Change and who would therefore like to volunteer their support in various capacities to help the school refresh its approach to this issue.*

Response: the school did not engage in the strike action, as it would be parent/carer choice whether to engage in this political action and discuss with their child at home. However, we are committed to raising awareness of climate change. One of the aspects of our School Development and Improvement Plan (SDIP) is to actively promote the Global Goals. We have signed up to the Global Learning Programme and plan to actively promote two of the Global Goals for sustainable development, which will develop children's knowledge, skills and understanding of environmental issues – one is combatting climate change. More information will follow after half term. One parent has also spoken to MD regarding providing support in this area, which would be welcomed.

Classlist

Comment: *there were some concerns raised about how many parents across the school have been using Classlist to promote their business--they reported that it had previously been the policy that parents should post such content in the "business" section but it is now appearing in the main section, detracting from important content about school and PTFA-related activities.*

Response: MD had forwarded this concern to the PTFA Co-Chairs, who had already highlighted this and had discussed how best to approach it. They will post onto Classlist informing all parents/carers that, although they're keen to support local businesses, especially those run by parents/carers it is important that any advertising needs are posted onto the Marketplace section of the site and not in the main section, which is purely for PTFA news and events.

Junior School

Comment: *there has been some anxiety expressed by parents about the incident reported in the local news regarding Stanford Junior School. More information about what happened and about the school's response would be welcome from Year 2 parents, many of whom will be sending their children there next year.*

Response: MD said there was no more information to provide. The Junior School had managed the situation according to the correct protocol, with support of the family involved and the Local Authority.

P.T.O

MD said it was unfortunate that the incident had been reported in the press, as it was not newsworthy and has been blown out of all proportion, which the reps with children at the Junior School agreed with.
 Parents/carers are welcome to make an appointment to see MD if they wish to discuss this further.

MD thanked the reps for their first meeting. The Meeting ended at 9:40am.

Date of Next Meeting: **Thursday 12th December @ 9:15am**

Class Representatives 2019-2020

CLASS	CLASS REPS	CHILD'S NAME	EMAIL ADDRESS
<u>ALEX</u>	Suzy Jespersen	Samuel	suzanne_jespersen@hotmail.com
<u>PALACE</u>	Natasha Priest	Caitlin	tasha_robinso37@hotmail.com
<u>PIER</u>	Kirsty Hewitt	Kitty	kirstyhewitt@outlook.com
	Morgan Noquet	Luna	morgannoquet@yahoo.co.uk
<u>DOLPHIN</u>	Kevin May	Elena	kevinmay51@hotmail.com
	Stuart Wright	Wyatt	stuartpeterwright@hotmail.com
<u>LAGOON</u>	Susannah Kyriacou	Oliver	susannah_kyriacou@yahoo.co.uk
	June Marsh	Elise	june@SALT-uk.com
<u>MARINA</u>	Katie Floyd	Amelie	kt.floyd@gmail.com
	Geraldine Marsh	Henry	geraldine.stevens@gmail.com
<u>PAVILION</u>	James Bianco	Lily	misterjamesbianco@gmail.com
	Sylvia Leeuwenburg	Indy	sylitheuk@gmail.com
<u>OCEAN</u>	Becky Hogge	Zadie	beckyhogge@gmail.com
	Christine Benson	Marianne	christineannebenson@gmail.com
<u>REGENT</u>			