

Parent Voice Meeting – 11th October 2017 2:00pm FINAL

Attendees: Helen Austin (HA), Katie Creedon (KSC), Kate Chenery (KC), Sophie Trippit, Leigh Willemsen, Clare Adamson, Heather Brown, Jane DuToit, Lizzie Lovelace, Carly Mateus and Alison Elwell

Apologies:

Minutes -LW		Actions
1-3	<p>Roles/Terms of Reference/Ground Rules</p> <ul style="list-style-type: none"> The roles, terms of reference and ground rules were discussed. It was reiterated that issues raised should be general and not child specific. Child specific concerns should be referred to the teacher primarily. Proposed agenda items should be emailed to office@stmarys-byfleet.surrey.sch.uk no later than midday on the last Friday before the next scheduled meeting. The letter asking for Parent reps will be sent out again as some classes no longer have reps. 	HA
4	<p>Action Point update from previous meeting</p> <ul style="list-style-type: none"> Bike policies – more signage has been put up regarding bikes and scooters on school premises. Paving slabs – this job is proving to be larger than expected and quotes are being received with the aim of work to be completed by the New Year. PGL trip – letter was sent to year 6 regarding payment options. Pool Signage – additional signage will be put up at Easter in time for the new swim lessons. Times Tables - - letters giving more information on times tables has been sent out with each year groups expectations and suggested websites. It was felt that it involved too much administration to keep updated times tables ladders in each child's books but has been added to Year 2 books as they are new to the ladder system. It should be checked if the same tests are repeated when the level is not passed or if there are a variety of tests. 	KC
5-7	<p>Maths and Literacy target sheets</p> <ul style="list-style-type: none"> The children now have target books which continue with them each year with maths, literacy and science target sheets in. There would be too much administration to have these within homework books but they are available at Parents Consultation Evenings and meet the teacher sessions. It was suggested that these are put in the pupil trays prior to Parents Consultation Evenings so parents have time to take the information in before meeting the teachers. Sample target sheets are available on the website. KC to confirm website routes. KC to inform parents on Facts on 14th 	KC KC
8	<p>Subject curriculums and targets</p> <ul style="list-style-type: none"> Curriculum overviews for each subject and year group are on the website. 	
9	<p>Key Stage 2 reading intervention groups</p> <ul style="list-style-type: none"> A question was raised asking if intervention groups were held for those children who aren't making the expected progress in reading. KC explained the detailed process for tracking children's progress and how children that weren't making satisfactory progress were identified. Although no intervention groups are specifically held, individual pupils are identified for additional 1-1 reading in KS1, Guided Reading and group reading/comprehension are aimed to help 	HA

	<p>the children meet their specific targets, alongside additional reading with parent helpers and TA's.</p> <ul style="list-style-type: none"> • A request for parent helper for KS2 classes will be made. 	
10	<p>Year 4 PE Changing</p> <ul style="list-style-type: none"> • Year 5 and 6 pupils currently get changed separately; this will be extended to Year 4 pupils shortly. • It was asked if after school clubs also involved segregated changing. HA to confirm. 	HA
11	<p>School Uniform issues</p> <ul style="list-style-type: none"> • Katie Creedon has met with Ansom Moore to discuss the supply and communication problems. Last year there were problems with stock levels as a result of Brexit and this year issues involve supply and communication. Ansom Moore has agreed to step down as uniform supplier due to their heavy workload. Valentino and Mapac have been recommended for review. It was also suggested that Tesco uniform services be investigated. A committee is to be formed to review suppliers. 	KSC
12	<p>Free Milk</p> <ul style="list-style-type: none"> • Milk is available to all children under the age of 5 (before their 5th birthday) but as Reception is a mix of 4 and 5 year olds this is hard to distribute fairly and without disruption so the decision was made to limit it to Nursery pupils only. • Fruit and Vegetables are supplied to Nursery and KS1 children and school meals provide a daily nutritious balanced meal. 	
13	<p>Cordoned off area for reception children</p> <ul style="list-style-type: none"> • The break and lunch routines were explained by HA and the introduction of a cordoned off area specifically for Reception has been introduced and is being trialed currently. Discussion followed on this trial of an area specific to Reception children and whether it should be made until the younger children were confident on the playground. It was agreed that this was a good idea but that it shouldn't be compulsory for the children to stay in it, more of a quiet area if they wish to be away from the older children. • A buddy system was mentioned and may be reviewed for next year's intake, using Year 2 children to mentor as if it was an infant school. 	HA HA
	<ul style="list-style-type: none"> • NEXT MEETING : 6th December 2017 2pm 	

Action Point Summary

3	Parent rep request letter to be sent out	HA
4	Times Tables tests to be reviewed to ensure that different tests are used if a level is not passed.	KC
5	Target books to be available prior to parents consultation meetings	KC
	Confirm target sheets are available consistently on the website	KC
9	Parent Helper request issued for KS2 classes.	HA
10	Review of changing facilities for afterschool clubs	HA
11	School uniform committee to be formed	KSC
13	Playground area for Reception children to be monitored and reviewed and buddy system to be reviewed for next year.	HA