

## **Parents' Council**

### **Minutes of Meeting held Monday 15<sup>th</sup> January 2018**

**Attendees:** Mrs N Edwards  
Dawn Bellis  
Carol Turner  
Toni Meadows  
Sarah Harris  
May May Sung  
Lara Seymour  
Dee Aldons

**Apologies:** Laura Draper

**1.0 Welcome and apologies were made for today's meeting.**

**2.0 Previous Minutes**

No issues with previous minutes.

**3.0 Library**

With regards to the issue of volunteers coming forwards to assist with the Library operation by parents, nobody has come forwards as yet. Miss McGregor has requested assistance with the very simple task of scanning both the returning and outgoing books, suggested time 3-3.30pm every day before child collection. The idea of a monthly rota was made which would be located in the School Office for people to sign up to. Consensus was that maybe people are apprehensive to commit to the same time, same day each and every week but maybe inclined to assist if they could choose a day(s) throughout the month convenient to them with the flexibility of swapping with others should the situation arise. Mrs Edwards said it would be necessary for those involved to be DBS checked and approved.

Mrs Edwards went on to explain her ideas of moving the Library round to the Yellow Room with the possibility of keeping it open until 4pm for any children to swap books after school. It was agreed it should be manned for the scanning and monitoring of books and Toni suggested that it may be viable on after school club days with those parents whose children are in the clubs possibly assisting if they are waiting with siblings.

#### **4.0 Easter Assistance**

Site Manager Gerry has said that during the Easter Holidays he plans to redecorate and modify several of the rooms (library/music/yellow rooms). He has requested if there maybe anyone available to assist during the last week of term to come in and help with the boxing up and packing away of all equipment stored within these rooms, to enable him to commence works immediately as school breaks up. All 3 rooms are currently used for small groups and storage. Signup sheets will be issued and available within the school office for anyone who may be able to give up some time to help.

#### **5.0 Council Representative**

Dawn advised that due to work commitments, Veronica Silva has sadly had to step down from attending our meetings as Parents' Council Representative. The post will be advertised for anybody interested both in a forth coming newsletter and also Dojo.

#### **6.0 IT Update**

Currently Mrs Edwards advised that each class has 1 Ipad for the operation of Class Dojos. The Friends Committee have offered a donation towards the cost of new laptops for the school, with Mrs Edwards expressing her concern over the urgent need for said resources as IT is currently poorly resourced. Ideally instead of a specified IT suite, the school would operate with laptops transported between each classroom on a portable system.

It was felt 30 laptops were not necessary, but a minimum of 15 (1 between 2) would be acceptable. A suggestion was made by May May drawing our attention to an Easy Fund Raising option whereby contributions are made through online retail.

Mrs Edwards advised spec would need to be given by the schools' IT department prior to purchase to establish exactly what is required with regards to Microsoft IT and the setting up of updates/firewalls/images etc.

#### **7.0 After School Clubs Paperwork/Payments**

An issue was raised over the completion of online forms and internet banking as this is not readily accessible for all parents. Mrs Edwards stipulated it is always possible to go into the school office and ask for a printed letter/enrolment form and make payment there in a marked envelope for after school clubs.

#### **8.0 Breakfast/After School Club Update**

Mrs Edwards said that the Schoolfriend Clubs are still waiting for Ofsted, however parents can sign up online on the Schoolfriend Clubs website. It was noted that upon signing up, an annual fee is requested. This isn't actually debited until the first booking is made. At present only a handful of people have signed up after a large number of parents expressing interest, the feeling being that the annual fee maybe deterring people. It was made clear that this will not be taken until the club is up and running with bookings being made.

## **9.0 Y5 Swimming**

Dawn suggested the setting up of a rota for Y5 volunteer parents to come forwards for walking with the class to their weekly swimming lesson. Ideally kept in the office adjacent to the library rota, readily accessible and available for everyone as not everyone walks round to the KS2 playground. If the term was displayed for people to consider putting their name down once or twice a term it would be a big help in preventing staff being removed from the school to meet ratio numbers.

## **10.0 The Pantry**

There is to be a review of the menu after a few issues were brought to light, including a lack of choice of protein one day and a totally vegetarian day another. Several teething problems have been experienced which have consequently been raised with The Pantry. It was noted however that all individual issues are to be made with The Pantry direct, and not via the school.

Contact details are on their website: [thepantrycatering.co.uk](http://thepantrycatering.co.uk) / tel: 020 8813 7040

## **11.0 Unauthorised Absence / Attendance Policy**

Mrs Edwards reiterated the policy on no unauthorised absences, with an updated Attendance Policy being drafted and due to be issued shortly.

## **12.0 Care & Maintenance Fund**

Dawn Bellis is to contact Ingrid Farmer, Chair of Resources about the Care & Maintenance Fund and updating parents. It was noted that no request for payment has been made this academic year as it is usually printed in letter format and sent home with each and every child. (If the request is made by ParentPay, ParentPay do actually take a percentage of the payment made.)

## **13.0 Any Other Business**

An update on the woodland area was requested to which at the moment there has been no further progress to report back on. Dawn has volunteered to look into the grants possible through the local authorities for such ideas. The suggestion was made of inviting local companies to come in and run "Team Building Days" in assisting with the project.

Mrs Edwards informed us that extra maths/literacy for Years 5 and 6 are now up and running before school for the children in preparation for their SATS.

### **Next Meeting**

Scheduled for Monday 5<sup>th</sup> March 2018, 2.30pm