

## Parent Council

Friday 30<sup>th</sup> November 2018

Present: Emma Brooker (Year R), Ellie Mae Connoley (Year 1), Tanya Pulford (Year 2), Rachel Mitchell and Mark Jimack (Year 3), Miranda Kelly (Year 4/5), Sarah West (Fundraising Group), Libby Wilmshurst (Family Support Adviser), Mrs Lonie (Headteacher)

### 1. Introductions/Apologies:

- I. Apologies – Hannah Savage (Year R), Rebecca Caple (Year 2), Dawn Stanford (Year 4/5), Samantha Sherwood and Geraldine Lee (Year 6).
- II. Introductions – We welcomed Mark Jimack (Rebecca's father) to the Parent Council, he will be representing Year 3 instead of Emma Doyle who has stepped down.

### 2. Minutes of Last Meeting/Matters Arising

- I. Minutes were sent out to the council on the 14th of October and agreed.
- II. Mrs Lonie confirmed that following the last meeting all parents were sent the sign-up letter and acceptable use agreement for the Facebook pages. She also thanked all the representatives who have sent her a photo for the school website and reminded all others to do so, as well.
- III. Libby confirmed that she has now re-sent the online safety letter to all Year R parents. As requested, she has also made initial contact with Project Salus regarding an online safety workshop for parents.

### 3. Communication – how we listen and respond to parents/Facebook

How are the Facebook pages going?

- I. Sarah reported that in Year 1 some of the parents are on the Facebook group and some are on a WhatsApp group. They tend to post everything on both groups which means that most parents are kept informed. Handover of the administration of the Year 1 Facebook group still needs to take place.
- II. Rachel asked if she could ask the office for some copies of the sign up form so she could approach some of the Year 3 parents at drop-off and pick-up times. Mrs Lonie is happy for her to do that and encouraged other representatives to do the same.
- III. Miranda reported that the plan was to amalgamate the Year 4 and 5 Facebook groups but that hasn't happened yet. Currently, she is the administrator for the Year 5 group and Dawn is the administrator for the Year 4 group. In the meantime, Miranda reports that the Year 5 group is active.
- IV. Some feedback was given suggesting that there is confusion amongst parents regarding the nature and purpose of the Facebook groups. Mrs Lonie explained that the idea is that the groups will act as virtual information boards. This is a space for parents to remind each other about school events, ask questions relating to school life and for the representatives to post information as and when it is supplied by Mrs Lonie.

**Action: Mrs Lonie to resend Facebook sign-up letter as well as a letter outlining the purpose of the groups.**

- V. Several representatives reported that the communication regarding the clothing for Children in Need day was confusing. It was unclear if children were expected to wear their school uniform with a spotty accessory or whether uniforms were not expected to be worn at all that day.
- VI. It was reported that one carer had been misinformed regarding the pick-up time for the Year 4/5 children after a day out. The question was raised if the school could keep Child Minders informed as well as parents. Mrs Lonie explained that it is the responsibility of the individual parents to make sure that their child's Child Minder is informed of pick-up arrangements. A general request to ensure teachers share information accurately was received and will be passed on.
- VII. Ellie Mae Connoley (Year 1) reported that some parents felt unhappy about the length of time taken to notify them about the long-term supply teacher. Furthermore, they would like it very much if supply teachers could come out to the playground in the morning to say hello, just as is expected of all the other teachers. Mrs Lonie took on board the request for timely notification regarding long-term supply teachers, but confirmed parents would not be informed in advance for all staff absences as this was not possible.

**Action: Mrs Lonie will talk to the Supply Teacher in Year 1 and ask him to meet the class on the playground every morning. Mrs Lonie to also request that teachers provide accurate information about school events to parents/carers.**

- 4. Fundraising Group – how to support/update/parent projects
  - I. Sarah reported about the difficulty with recruiting parents to run stalls at the Christmas Fair. She asked that all class representatives encourage parents to take an active part in the running fundraising events.
  - II. Sadly we did not get the funding we bid for from Aviva as we simply did not get enough votes. This is a very disappointing outcome as both the school and the Fundraising Group actively informed parents and encouraged them to vote and spread the word. Unfortunately, the lack of support from parents suggests a real feeling of apathy towards the wellbeing and experiences of our children.
  - III. Unfortunately, there was an error with the printing of the children's Christmas cards, mugs and tea towels. Sarah explained that she has re-ordered the mugs & tea towels, but with regards to the cards she can only offer to rebate the profit made by the Fundraising Group if need be.
  - IV. Sarah reported about the many exciting events planned for 2019, including Family Bongo.
- 5. Pupil Numbers/Advertising
  - I. Mrs Lonie reported that we have held two successful open mornings for prospective parents. She explained that this year we have a small Reception Class due to a low birth rate across Tunbridge Wells. The birth rate for the 2019 intake was marginally higher and then dipped again for the 2020 intake. This is likely to continue to impact on pupil numbers.
  - II. The representatives came up with a number of promotional suggestions:
    - An FAQ leaflet to be produced and copies provided to all the local nurseries.

- A promotional evening event / visit to be organised for nursery leaders to see the school and hear about it. The idea being that when parents ask them for advice or information about local schools they will be better informed about Broadwater Down.
  - A local newspaper advert or article to be published with contributions from the Parent Council and/or Mrs Lonie.
  - Fundraising Group fairs to be advertised through local nurseries.
  - 'For Sale' signs to promote open mornings.
  - A promotional film to be made for use on the school website and as support for funding bids. This suggestion has already been raised in previous meetings and Mrs Lonie is very keen for this to happen. Emma Brooker and Mark Jimack have both volunteered their expertise and access to the equipment needed to create such a film. Libby suggested that if Emma and Mark are happy to involve some of our pupils in the creation of the film, this could perhaps be done as an ongoing after school project.
- III. Mrs Lonie thanked the representatives for all their ideas and reported that in the new year, the school will be employing a Business Manager whose job, amongst other things, will be to support promotional projects.

#### 6. Policies: Behaviour, SEN&D

- I. Representatives reported that they have not had much comment regarding the SEN&D Policy however it was commented that parents would appreciate it if they could be given a summary explaining the Behaviour Policy.

**Action: Mrs Lonie to send out a shortened version of the Behaviour Policy in January.**

- II. One of the representatives suggested that it would be handy for parents to get information about the language used by staff when dealing with behaviour issues so that they can replicate this at home. This is referenced briefly in the policy. A further discussion took place about behaviour for the benefit of those not present at the last meeting.

#### 7. A.O.B

- I. A request was made for parents to be given a class name list for the purpose of writing Christmas cards. Mrs Lonie explained that due to GDPR we cannot hand over a list with full-names; however she is unclear if a list of first names only would be allowed.

**Action: Mrs Lonie to consult with the school's GDPR Adviser.**

- II. Emma Brooker (Year R) raised a concern regarding the regular presence of large lorries on Broadwater Lane and the danger posed by the movement of lorries combined with high volume of cars parked outside the school gates at drop-off and pick-up times. Libby explained that the issue with the lorries is one that has been raised before in a local community forum. Some action has been taken by this forum and as a result a traffic sign was placed instructing lorries not to proceed beyond the junction with Cobbett's Ride, unfortunately this action has not made the impact that was hoped for. Mrs Lonie explained that she has previously asked parents to park considerately and that unfortunately the school cannot supervise this.

However, if need be, parents can report specific incidents to the school office and we will endeavor to deal with the matter. A suggestion was raised that it might be a good idea for parents to park at the nearby supermarket carpark.

- III. It was reported that the Caterlink online pay system has not been working. Mrs Lonie was not aware of this issue.

**Action: Mrs Lonie to contact Caterlink.**

- IV. One of the representatives suggested that it might be useful for there to be a Parent Council WhatsApp group. Mrs Lonie is happy for this to take place so long as all the representatives give consent.

Next Meeting: 9.15am Friday 1<sup>st</sup> February 2019