

DATE: Friday 15th September 2017

TIME: 2pm

LOCATION: School, Room 13

Parent Council MINUTES

MEETING CREATED BY: J Howlett, Mrs Woodbine

MINUTE TAKER: J Howlett

TYPE OF MEETING: Parent Council

TIME KEEPER: J Howlett

FACILITATOR:

ATTENDEES PRESENT:

Laura Granados	Julie Howlett (Chair)
Stephanie Fuller	Mrs Woodbine (HT)
Marie Henderson	Mrs Beard (Business Manager)

AGENDA TOPICS

Previous Minutes

TIME ALLOCATED: 5 minutes (1 minute used) **PRESENTED BY:** J Howlett

The previous meeting's minutes were approved as read.

Mrs Woodbine's Update

TIME ALLOCATED: 15minutes (30 mins used) **PRESENTED BY:** J Howlett

Discussion:

(i) Behaviour Survey Feedback

Mrs Woodbine reported that the results of the recent Behaviour Survey were shared with governors, who found them useful. The response level was reported to be on a par with other local schools.

Key issues came through, which included:

- (a) ensuring consistency within, and to an extent, across the phases of behaviour management strategies
- (b) the need for clearer communication around behaviour (both good and bad) for parents
- (c) the need for more positive reinforcement of behaviour for all, including for those children who generally always make good behaviour choices, who may otherwise feel forgotten or unrecognised for their good choices.

(ii) Parent Council's role

Mrs Woodbine outlined how parental engagement in the life and work of the school, interest and involvement their child's learning are absolutely critical factors which shape a child's attitude to learning throughout their life and therefore their aspirations and life chances.

(iii) School Improvement Plan

Mrs Woodbine outlined how Attendance is a key issue in the current school improvement plan which needs addressing as the overall attendance rate of all children does not yet consistently reach the National Target of 96%.

Conclusions:

(i) Behaviour: As part of the Annual Review of the Behaviour Policy, Mrs Woodbine reported many related activities had been taking place in the relatively short time since the Survey closed. These have included:

*Staff training half-day to ensure consistency of expectations

*Phase discussions regarding any phase-specific strategies (e.g. Y5/6 pupils would respond better to different types of positive recognition compared with YR/1/2 pupils)

* Information was shared by Mrs Woodbine with parents at the Y3/4 and Y5/6 Meet the Teacher evenings, regarding the upcoming Behaviour Policy review and plans to improve parental engagement generally.

* Trials of various positive reinforcement strategies in particular phases e.g. the trial at KS1 of the 'Class Dojo' system with opportunities for parent/teacher interaction via a mobile phone app., with the aim of making 'rewards' for good work/good behaviour (the blue token system) more visible and engaging for pupils and parents alike.

It was reaffirmed that this challenge was exactly where Parent Council could help to break down barriers and help to engage parents who may feel more comfortable talking with other parents, rather than directly with a teacher or other 'authority figure'. Parent Council was viewed as an essential part of the jigsaw of communication regarding school issues.

(ii) Parent Council: It was acknowledged that parents have varying experiences of school life, both as adults/parents and also from when they were children themselves. Discussion was had regarding the challenge of engaging parents with such varied and different experiences, some of whom may not feel naturally comfortable interacting positively with school, due to their own previous experiences of the education system.

(iii) Attendance: Parent Council were asked to consider how it could best link with the wider parent body to help gain information on the reasons behind absenteeism and ideas for tackling this in partnership with parents.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
<ul style="list-style-type: none"> Use feedback from Survey to inform the behaviour policy review 	HT/SLT/Staff with Governing Body to ratify policy	November 2017 (GB Meeting)
<ul style="list-style-type: none"> Create a summary document for all parents to be placed on school website (as a quick read version for parents). 	Parent Council or working party of interest parents meet to discuss and create a 'quick read' version of the ratified policy.	November/December 2017
<ul style="list-style-type: none"> Attendance to be added as a discussion issue on November Parent Council agenda 	J Howlett	November 2017
<ul style="list-style-type: none"> Parent Council members were invited to attend school photograph day on 4th October. Photographs of reps would aid the wider parent body in recognising their representatives. 	Parent Council reps	4 th October 2017

<ul style="list-style-type: none"> SLT/GB and Parent Council to consider and possibly Survey a range of different ways to improve parental engagement for different groups in enabling regular high attendance rates. 	SLT/GB/Parent council/Wider parent body	January 2018
--	---	--------------

Terms of Reference and Constitution

TIME ALLOCATED: 30 min (25 mins used)

PRESENTED BY: Julie Howlett

Discussion: Three models of Terms of Reference were presented and discussed. This is an important document as it outlines what is and is not within the scope of a Parent Council and helps to avoid duplication and clash of responsibilities between different 'bodies' or groups of interested parties in school life (e.g. Governing Body, PTA (FOLS), SLT, Parent Council). A favoured model was discussed in detail and suggested amendments and changes were noted. The constitution of Parent Council had been discussed upon its founding. It was agreed that the Constitution needs to be fully representative and manageable for Parent Council to have success over the next year; expanding representation to 1 per class too quickly would jeopardise the potential for success in the medium term, which is why 1 rep per Year group will be sought initially. (The SLIC unit provision will be counted as one year group for the medium term.)

Conclusion: A draft document will be produced and circulated to Parent Council/SLT/Governing Body, initially for amendment and tweaking, before publication to wider Parent Body, alongside the publication and explanation of the Constitution of Parent Council. This dialogue will promote Parent Council and any parents with an interest in becoming a representative for a Year Group will be invited to make themselves known.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Draft a Terms of Reference document including points raised and clarify structure/constitution both immediately and as the Parent Council grows organically.	J Howlett	End of September 2017
Share with Parent Council/SLT for amendment and agreement	J Howlett, Parent Council, SLT	End of September 2017
Publish to wider parent body on Website and in newsletter, to aid understanding of Parent Council's role and encourage interested parents to become a representative.	SLT/J Howlett	By October Half-Term Break 2017

AOB: None suggested this time.

Priorities for next meeting: a) Review of draft communication survey and plans for publication (b) Addressing attendance

The meeting closed at just before 3pm.