

## **Minutes of Parent Reps Meeting 24<sup>th</sup> May 2017**

Attended by: Gary Murrell, Executive Headteacher  
Simon Shand, Deputy Headteacher for Teaching and Learning  
Anna Coleman, Deputy Headteacher for Inclusion  
Neelam Rhodes, Parent Rep Nursery and Year 4  
Kate Hollis, Parent Rep Reception  
Madeline Simpson, Parent Rep Year 3

Apologies: Amanda Jennings, Parent Rep Year 1  
Leigh-Anne Hadijandreou, Parent Rep Year 3  
Tara Gipp, Parent Rep Reception

### **Matters arising from last meeting**

- Monitoring Packed Lunches

Mr Shand and Mrs Coleman have spoken with the lunchtime staff, who are now working to check that children have eaten their packed lunches before they go outside. Cavendish is also planning to remind pupils and parents about what a healthy packed lunch should include.

- Maths No Problem – Video Links

Mr Shand reported that there have been technical difficulties which he is working on.

- Key Dates for the Diary

Key dates are now displayed on the new website and updated regularly. It was agreed that a regular reminder on the Newsletter to check the website would be helpful.

- PTA Playground Equipment

Improvements to the playground are planned in the Summer or early in the Autumn Term. The old equipment is causing problems but replacements will be expensive. The PTA are helping with funding and the school is applying for funding.

- Bug Club App

Mr Shand has telephoned Bug Club. An app is not yet available but is being discussed by the company. Parents would like a reminder on the Newsletter to use Bug Club.

- Access to Espresso and My Maths

Some staff use My Maths for homework tasks. Mr Shand will give information to parents about how they can use it. Espresso training for teachers is planned, which includes links for parents.

- Homework

Mr Murrell has had discussion with staff about consistency, for example a common day for homework to be sent out and to come back in. Homework should reinforce learning in school. Mr Murrell will send a crib sheet for parents on homework including, for example, 'What to do if.. .' He Murrell stated that acknowledgment of homework can be verbal and homework would not be rigorously marked. Project work, which has involved a lot of effort would get a fuller acknowledgement. An updated policy will be explained to parents.

- Links with Marlborough Primary

The long-term relationship between Cavendish and Marlborough is still being agreed with governors. Information will be given to parents, for example on the website.

- Parent Workshops

Reps asked if the E-Safety workshop for parents would be repeated. Mrs Coleman said that she planned to do this next year.

#### **Additional Discussion**

- Reception in the Playground at Lunchtime

Some concern was expressed about the safeguarding of Reception children at lunchtime and recent accidents there have been in the playground. Mr Murrell suggested that Parent Reps could come in to observe during a future lunchtime and then give feedback.

- Reports

Some parents were unhappy last year with some reports which had identical comments for different children in the same class. Mr Murrell explained this year's reports will follow a different format and the initial paragraph will be more personalised.

- Timing of Parents Evening

A question was raised about whether Parents Evening in the Autumn Term should be later, when the teachers know the pupils better.

- New Governors

Parents would like to know about the newly elected governors. Mr Murrell said information would go out to parents.

#### **Next Meeting Date:**

**Thursday 6<sup>th</sup> July at 2pm.**