

## **Parent/Carer Reps 2016-17**

### **Minutes – 18<sup>th</sup> November 2016 (written by Anna Coleman, Deputy Head for Inclusion)**

#### **1. Introduction**

Mr Murrell (Headteacher) explained that these meetings are an opportunity to find out information, raise concerns and make suggestions.

#### **2. Protocols**

Mr Murrell explained that the protocols would be:

- To arrive on time
- To respect confidentiality
- To keep to the agenda
- To respect the views of each other

#### **3. School Report**

Mr Shand and Mrs Coleman (Deputy Headteachers) reported on:

- Recent trips which have taken place, .e.g Y6 trip to the Houses of Parliament.
- Recent training undertaken by staff, e.g. 'Prevent' training.

Mr Murrell reported:

- The School Improvement Plan has been written and a summary will be available on the website.
- The Self Evaluation Report has been written.
- A Peer Challenge (with 2 Headteachers visiting Cavendish) will take place on 24.11.16, which will involve lesson observations, book monitoring and discussions with children. Outcomes will be available for parents.
- Mr Murrell has carried out a review of each year group. He has observed rapid progress in Early Years Foundation Stage (EYFS) and the local authority advisor has also given positive feedback on EYFS. The quality of work in books needs to be developed. Expectations of higher attainers needs to be developed.
- Safeguarding and Child Protection needs to remain a high profile.
- Mr Murrell has reduced the length of lunchtime to increase time for learning and has moved assembly time back to the beginning of the school day.

#### **4. General Issues, Concerns, Ideas and/or Suggestions**

- Some concerns were raised about whether the children had long enough to eat during a shorter lunchtime. Mr Murrell spoke of the possibility of packed lunches being eaten in the assembly hall in the future, to help space issues in the lunch hall.
- Questions were raised about improving communication. Mr Murrell said he recognised from the recent parent surveys that parents had concerns about communication. Mr Murrell said the new website would soon be ready and he is planning for termly meetings for parents, led by him as Headteacher. Parents would soon be invited into school to learn about Bug Club reading resources.
- A request was made that the newsletter has more variety of content. The Leadership team agreed this would be an improvement and Mr Murrell said he planned to have greater input into the weekly newsletter.
- Discussion took place about improving the external environment. Mr Murrell reported that he is working with the PTA to raise money to buy better play equipment. He also plans to improve security further, e.g. gates and fencing and introducing an electronic signing in system. He plans to keep the rubbish bins away from the view of parent and pupils. Mr Murrell would like to make greater use of parents' skills for particular projects, e.g. architects and builders.
- Views were expressed that parents would like more information about what the children are learning and the curriculum, e.g. phonics. They would welcome workshops and good video links and instructions on methods used in Maths.
- Questions were asked about homework. Mr Murrell said he would check what homework is being sent home across the school and that it was always appropriate.
- A request was made to increase the number of clubs available for pupils. The leadership team will look into whether this is possible.

## **Cavendish Primary School & Nursery** **Year Group Reps - Agreed Protocols and Procedures 2016-17**

### **Members agree to:**

- Arrive promptly to meetings
- Turn any mobile phones off or to silent mode
- Treat other members with courtesy and respect
- Engage in open, honest and constructive dialogue
- Help to create an environment in which all ideas, views, opinions, suggestions and challenges are valued and considered
- Maintain a focus on agreed agenda items
- Ensure any issues related to specific individuals are raised as confidential items with the Head/Deputy and/or class teacher and addressed outside the meeting
- Recognise and support the concept of collective responsibility
- Respect confidentiality
- Carry out any agreed actions within given timescales