

Parent Body meeting

26th March 2:00 pm, Small Hall

Attendees: Rachael Cant-Year 4, Tim Price-Allington, Leida Melo Lyons-Scotney, Justine Bruce – Year 3, Cheryl McDowall – Hever, Mrs Skinner – Headteacher, Miss Fullagar – Deputy, Mrs West – Bursar and Mrs Whitehead – PA, Kara Acott-Arundel, Ms Dunnett - Governor

Apologies: Laura Dillon – Windsor, Ian Bagnall- Lullingstone, Michelle Humphrey – Deal

Agenda Items

	Agenda item	School Feedback
1	Introductions	Welcome to Ms Dunnett – Governor. Governors will feedback in governor meetings the parent body meetings. Useful to have them attending. Parent Body minutes are also feedback to the Senior Leadership team also to ensure follow up on necessary actions.
2	Communication Feedback from parents	<p>Year 4 – Most found parentmail very helpful and happy with them as they are. Most parents liked the weekly newsletter although a couple of parents admitted to not reading it.</p> <p>Suggestions – To make more use of the school calendar on the website. To have information on there about dress up days, dates for the term etc. Parents could filter their year group on the school calendar which would make it easier to see the events that related to them, however it was highlighted that the colour coding for the different year groups was not matching CW to talk to IT support to get this rectified.</p> <p>Could there also be a noticeboard/alert page on the front screen. Having looked into this, if you scroll down the home page, there is an ‘Upcoming Event’ section which shows the next few events coming up.</p> <p>Year 1 – Suggestions: To make the language regarding the parent body more user friendly to the parents as a whole. Most parents do not realise that this is a forum for them to express their views about whole school development issues. In order to reach out to parents with regard to this, to use plain language more appropriate, such as “we would like your views/suggestions.” Perhaps a suggestion box could be put up in the reception area.</p> <p>A possible Twitter or Facebook account for the school. Mrs Skinner pointed out that social media platforms need to be monitored/controlled. If this was taken forward it would be a one way communication from the school and used purely for information.</p> <p>Mrs Skinner was also keen to promote the communication links with the teachers/KS leaders in terms of dealing with day to day issues; there are seven channels of communication. Will put this in a regular feature in Mrs Skinner’s monthly newsletter.</p> <p>Year 3 – There were alot of parents who loved the parentmail system and some that do not read it.</p> <p>Suggestion – The school calendar is a good place to look for dates and to use this more efficiently. Could the letters/reminder slips be set up in the school? There is currently no facility to do that in the calendar. Parents would like a separate list of diary dates. Mrs Skinner advised that her monthly newsletter first page has all the diary dates which is useful to keep as a separate page. The office have paper copies in the office for parents that wish to have a hard copy.</p> <p>Reception – Parents love their newsletter. It would be nice to have a week’s notice of events going on the following week to help parents keep up.</p> <p>Suggestion – Perhaps to send one email with all the FS dates and events as opposed to separate emails.</p> <p>Also not always obvious on the school calendar when parents are invited to events like assemblies etc. Need to be more specific. After checking, it is only events that parents are invited to that are put on the school calendar. We do not put on the ice-cream party on for</p>

		<p>example as parents are not invited to that.</p> <p>Year 6 – Nothing new, that hasn't already been brought up. The school calendar/website to be used more. Perhaps to make this more mobile friendly. Not as friendly as it could be. The question was asked as to whether the school have control of what is published on there. Mrs Skinner advised that we do, there is a list of DFE requirements that specify what information/documents are legally required to be on the website, which the school has to follow. We as a school are able to upload and post the information we need to. The overall frame of the system is now not changeable without additional money being spent on it.</p> <p>Year 5 – Most parents are happy with parentmail and the way the school pass on the vast amounts of information that they have to. Some parents have emails going to junk.</p> <p>Action: If the email address is correct, the parent should then check their Junk/Spam folders. If their domain does not recognise info@parentmail.co.uk as an email address that usually sends the parent emails, they will automatically assume it is spam.</p> <p>One parent is overwhelmed with the amount of parentmails as she has three children in the school. The school calendar should help with this issue as the year groups can be filtered separately.</p> <p>Action: CW to contact the provider to see if the electronic letters can be linked to the school calendar.</p>
3	Adventure Playground	<p>The adventure playground has been cleared. We have been talking to the school council about what the children would like:</p> <p>An area in the Sensory Garden will be allocated to 'Loose Parts', this will be an area where the children can take part in creative play at break times and lunch times. The children will use recycled materials to create different structures.</p> <p>A flower/sensory garden/quiet area for the children will also be set out; they have also requested a bird watching area.</p> <p>Plans for the area will be drawn up so that the children can plot where they wish things to be and will allow them to feel involved with the planning of the area.</p> <p>Mrs McDowall put in a request to utilise the parents in the school who we know would have expertise in certain areas, so that the school can utilise this knowledge. Any quotes that come in over £8,000 would automatically be put out for alternate quotes. The school is obliged to gain three quotes in order to get the most competitive rate.</p>
4	Access to playground	<p>We will be speaking to the company that cleared the adventure playground about moving the fence and widening the path near Leeds classroom.</p> <p>Both wooden gates leading onto the playground were opened recently and this helped enormously with the bottleneck. This was feedback via Mrs Bruce from year 3. CW to feedback to Mr Knott.</p>
5	Front Gate	<p>The front gate had a faulty hinge on the top of the gate which has now been fixed, (now has three hinges) enabling the gate to close safely and securely. The rota for people being out to man the gates has also helped in terms of assisting with the gate. The gate could be propped open at drop off/pick up time and SLT could close it when they finish on the gates.</p>
6	Top Side Gate	<p>The church was approached by the school to talk about the possibility of a drop down bollard. The school have no control with the access to the church car park as it is now under the churches lease, which was drawn up under the new agreements when the school had the electric gates fitted. They cannot put a bollard there as they have to keep it clear for contractors, landscape gardeners, ambulances etc. The school feel that they have done all they can in terms of trying to convey this area of concern to the church. Members of the parent body suggested that they themselves would sensitively approach the church to discuss the issue.</p>
7	Chess	<p>Mr Titmas was spoken to about escorting the children in his chess club via the school fields.</p>

8	Road Safety	<p>Brunswick House does not meet the criteria for the KCC small steps program.</p> <p>It was asked about the roads surrounding the school area, as to what roads the school is responsible for. We have no jurisdiction as a school for the surrounding roads. A parent had a few near misses in terms of accidents.</p> <p>It was discussed that parents could also take action by contacting the council themselves. This might carry more weight. The contact details are as follows:-</p> <p>KCC Highways Tel: 03000 418181 www.kent.gov.uk/highways and go to the 'report a problem' tab. This will show you the ways to report concerns and issues. The advice given is that parents need to contact their parish/town counsellor who would liaise regularly with the Highways team. There is also advice about checking the crash history for areas – which is validated by police records. The more parents that report issues, the more impact this would have.</p> <p>Also discussed about the parking concerns at the front of the school. Other schools have used personal messages from the children in the form of parking tickets to possibly be used to put on cars, "please do not park here, it stops me from crossing safely."</p>
9	SLT on the gates	<p>This has been received really positively by parents in the school. Very keen for this to continue.</p>
10	Behaviour Expectations from Children	<p>Assemblies have been held on this, looking at the green, amber and red behaviours and doing role play on how certain behaviours/actions would be dealt with and what the outcome of those would be. This idea came from the parent body and has been successfully implemented, so thank you.</p>
11	Additional bike storage	<p>The new PE plan is addressing this at the moment. The question is where to put the additional storage. Miss Fullagar to investigate this and measure all potential areas. It was felt that the additional storage would be better on the playground side of the school for additional security.</p>
12	AOB	<p>A parent suggestion came in which did not make the agenda at the last meeting so was brought to this one. This was to enable parents to come in once a term to view their children's classes/work and maybe do an activity. To follow on from the success of the Maths session held in October 2017. Mrs Skinner would like to build on this lovely suggestion and to look at introducing this. She will take to the senior leadership team and discuss this. It could be linked to specific learning like a DT day, History day for example.</p> <p>If it was done once a big term, this would help take into account parents who have more than one child in school.</p> <p>Leida Melo Lyons brought in some resources, (books and colouring pens) from the godmother of one of the children in Scotney to be given out to the children. This will be presented in class assembly.</p>
13	Next Meeting Date	<p>14th May 2019 – Please notify Mrs Whitehead prior to the meeting if you are unable to attend.</p>