

3<sup>rd</sup> November 2021

## Parent Body Minutes

Attendees: Mrs Skinner-Headteacher, Miss Steward – Deputy/Inclusion, Miss Fullagar – Deputy Headteacher, Mrs Whitehead-PA, Mrs Walker – Scotney, Mrs Bingham – Allington, Miss Muniandy – Windsor, Miss Denny – Leeds, Mrs Acott – Tonbridge, Mrs Bourne – Bodiam, Ms Davies – Deal, Mrs Greenwood - Hever

Apologies for Absences:

<p>Communication protocols, ground rules.</p> <p>Redirecting Queries</p> <p>IT support</p>	<p>Read out and went through the protocols and what the purpose of the parent body group is.</p> <p>Email to Reps in advance and items for agenda are for issues that affect the whole school as opposed to individual. How to redirect queries where applicable was addressed. See contacts below.</p> <p>Mr Baker attended the meeting to help with the logins and made sure that all reps were logged onto their emails. Please see below up to date emails: -</p> <p>Mrs Walker has kindly offered to look after Arundel class also so is the Foundation stage representative. Mrs Bourne has also kindly offered to look after Walmer class; so is the year 4 representative.</p> <p><a href="mailto:fsrep@brunswick-house.kent.sch.uk">fsrep@brunswick-house.kent.sch.uk</a> – Mrs Walker (Arundel &amp; Scotney)  <a href="mailto:1arep@brunswick-house.kent.sch.uk">1arep@brunswick-house.kent.sch.uk</a> – Mrs Bingham (Allington)  <a href="mailto:1wrep@brunswick-house.kent.sch.uk">1wrep@brunswick-house.kent.sch.uk</a> – Miss Muniandy (Windsor)  <a href="mailto:3lrep@brunswick-house.kent.sch.uk">3lrep@brunswick-house.kent.sch.uk</a> – Miss Denny (Leeds)  <a href="mailto:3trep@brunswick-house.kent.sch.uk">3trep@brunswick-house.kent.sch.uk</a> – Mrs Acott (Tonbridge)  <a href="mailto:Yr4rep@brunswick-house.kent.sch.uk">Yr4rep@brunswick-house.kent.sch.uk</a> – Mrs Bourne (Walmer &amp; Bodiam)  <a href="mailto:5drep@brunswick-house.kent.sch.uk">5drep@brunswick-house.kent.sch.uk</a> – Ms Davies (Deal)  <a href="mailto:5hrep@brunswick-house.kent.sch.uk">5hrep@brunswick-house.kent.sch.uk</a> – Mrs Greenwood (Hever)</p> <p><b>We are still looking to appoint reps for year 2, Lullingstone and Upnor and Year 6, Rochester and Dover.</b> Please contact Mrs Whitehead in the school office if you are interested in these roles. It would be a shame not to have a year 2 or year 6 voice on our panel.</p>
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*Respect*

*Teamwork*

*Empathy*

*Self-Belief*

*Honesty*





**Brunswick House**  
Primary School

**BRUNSWICK HOUSE PRIMARY SCHOOL**  
**PARENT FORUM**  
**2021-2022**

<p>Covid Health and Safety Arrangements.</p>	<p>Parents can access the following communications in terms of our Covid Health and Safety arrangements. The Headteachers newsletter details our arrangements keeping things like year group bubbles, despite the government advising it was safe to remove them. As a school we felt it was still necessary. There is also the Contingency Framework on the school website detailing all the guidance and how we report cases of Covid in the school. We can only inform parents once a positive PCR test has been confirmed and where contacts have been in school 48 hours prior to their confirmed PCR tests. Year 5 did reach a threshold where it was advisable to further consult with public health England who directed the school to send a PCR request letter.</p> <p>This term, cases have dropped significantly.</p> <p>As a school we still operate the year group bubbles, staggered lunchtimes, stringent hand washing and additional cleaning. We strive to prevent the spread of Covid. However, we cannot control what goes on outside of our school.</p> <p>Mask wearing was brought up in terms of asking parents to wear them on the pickup and drop off to encourage parents to wear them to reduce the spread of infection. Guidance has changed and the school cannot enforce this. It can be included as an option on the next Headteacher newsletter.</p> <p>Staggered drop offs and pick up times were also discussed as a possible idea to bring back. However, that is not something the school can consider at this stage as we are not now permitted to restrict the school day.</p>
<p>Recruiting other parent body reps</p>	<p>We are still looking for a year 2 rep for Lullingstone and Upnor. If someone is willing to take on the year group even better. Also we are looking for year 6 – Rochester and Dover classes.</p>
<p>Attendance letters</p>	<p>As of the 27<sup>th</sup> September the absence code changed from ‘X’ to ‘I’ The X code had no bearing on a child’s attendance but the I code does affect the percentage average. KCC approved attendance letters are issued to families if attendance falls below 90%. This is known as ‘persistent absence.’ Actions following the letter: Meeting/2 weeks monitoring. This has caused some consternation amongst the parents as covid absence is now logged as an I. The school would like to add additional wording to the letter but Mrs Skinner will first seek Governor approval. The attendance policy is on the school’s website.</p>

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