



**Brunswick House Primary School**  
**Parent Body Meetings**  
**2021 - 2022**

**Present:** Miss Muniandy (Windsor Rep), Mrs Bourne (Bodiam Rep), Mrs Acott (Tonbridge Rep), Ms Fosher (Leeds Rep), Mrs Skinner - Headteacher, Miss Fullagar - Deputy Headteacher and Mrs Whitehead (PA to Headteacher)

**Date:** 7<sup>th</sup> March 2022

**Minutes taken by:** Mrs Whitehead

<b>Item</b>	<b>Responses/Actions</b>	<b>Impact on Children</b>
1 - FS Clubs	FS children can already join the after school club, and we have children that already attend this. Please email the phase leader if you have suggestions/ideas for clubs you may like us to run.	Enrichment activities supplement their curriculum offer.
2 - FS Evidence me App - how does it work?	FS staff post observations up at the end of every half term. In Nursery, children may have received updates weekly or even daily. Nursery and preschool have the advantage of a much smaller children to adult ratio. (Usually 1:6 which makes this possible). Quality observations take a while to complete and are primarily used by staff as a tool to help us in discussions about children's learning. We will often take a photo of something we have observed and write key words/ speech at the time, but complete the rest of the observation when the children are absent so that we can maximise the discussion, support and vocabulary at the time. In terms of reporting to parents, we follow the rest of the school and have 2 parent's evenings, teamed with written targets, followed by a fulsome end of year report. Obviously, we also meet daily with parents and pass information on at the beginning and end of the day as well. We will always approach parents if we are worried about an aspect of a child's learning, or if there are ways we can think of offering further support. The newsletter too, provides a context of what the children will be learning during the week, with links to content for families to follow if they would like	Recently Ofsted have commented that they are aware of how much time these take and do not expect to see staff completing observations of children at the expense of face to face, real time interactions. This is our priority.  Pupils are supported by their families at home.
3 - FS Leadership Time and PPA  Staff never being in the classroom with my children.	PPA (Planning, preparation and assessment) and leadership time is really important and helps us to do the job we do. Some leaders are also designated safeguarding leads (DSLs) which inevitably means they might be called away on occasion in this role to support children and attend family conferences. Leaders/class teachers liaise with their team throughout the day. They always know where to find the class teacher who is on release. Cover staff are members of school staff. It is important however, for our children to experience different staff, especially as they look towards year 1.	Pupils benefit from in-house staff who know them and the school's policies and procedures.
4 - 3.15 and 3.20 FS collection (parents)	Top pedestrian gate opened at 8.45am at same time as main gate. And again at 3.15 and 3.20pm. We have received very good feedback from the FS parents about the new top gate entry.  We are considering going back to the playground for pick up and drop off, but cannot go back to children being left at 8.15am where parents are going to work early.	Pupils are safe waiting to come into school.
5 - FS Staff/Pupil ratios at play and lunchtimes	Statutory guidance is 2 adults per class. We have 5 staff in the EYFS currently that support 60 pupils. During PPA and leadership commitments, this ratio is always maintained. Statutory Guidance for the EYFS says; Reception classes in maintained schools and academies are subject to infant class size legislation. The School Admissions (Infant Class Size) Regulations 2012 limit the size of infant classes to 30 pupils per school teacher (subject to permitted exceptions) while an	Children are encouraged to inform staff if they are hurt or upset and staff support them in voicing and dealing with these feelings and scenarios so that they can begin to use the language of self-expression, negotiation, turn taking and problem solving.

**RRSA Article 3 The best interests of the child must be a top priority in all decisions and actions that affect children.**

	<p>ordinary teaching session is conducted. ‘School teachers’ do not include teaching assistants, higher level teaching assistants or other support staff. Consequently, in an ordinary teaching session, a school must employ sufficient school teachers to enable it to teach its infant classes in groups of no more than 30 per school teacher.</p> <p>As per the statutory arrangements, we always record any accidents in our accident book and letters are sent home following a phone call home to inform parents.</p>	<p>Pupils are kept safe with all staff following agreed procedures.</p>
<p><b>6 - Yr 4 More fundraising</b>  <b>Mother’s Day</b>  <b>World book Day</b></p>	<p>We have lots more fundraising scheduled for this year, which has been organised by the RRSA team.</p> <p>Brunswick to consider sending proposed schedule out to parents.</p> <p>Comic Relief – 18th March</p> <p>World Book day- has taken place</p> <p>PTA - Easter/Eid</p> <p>Why not Mother’s Day or Father’s Day. Not all children have a mother in our school. We do not make it a big thing for this reason. We also have children without fathers.</p>	<p>Pupils play an active part in their local and wider community.</p>
<p><b>7 - More play and climbing equipment on the playground.</b></p> <p>How is the sensory garden accessed?</p>	<p>Outside playground/learning developments. Will be repainting the lines and number games on the playground. During the summer when the children are not in.</p> <p>Playground development - equipment in terms 5 and 6, sports fund to purchase additional equipment. The DfE Sports Fund allocations are provided twice a year, the sports ambassadors will be part of auditing current equipment and ordering new things.</p> <p>Development of the old adventure playground, there is an 8-9 week wait for contractors and delivery of items at the moment.</p> <p>Quotes are being sought to resurface the old area, we hope to develop a small court for the children to play games on, this will also have target/hoop boards on.</p> <p>We have put in an orienteering course in on our site, as this is part of the PE curriculum. It makes links with other subjects, making it cross curricular. There will be as phase two of the course, phonics markers in the KS1/Phonics area. You can also use IPADs with this to access a map of the school and the orienteering markers.</p> <p>Pupils use the sensory garden as a quiet reading/drawing area during lunchtimes, this is very beneficial for a lot of pupils. It is obviously used less in the wet weather. Classes use it for extracurricular time. There is a timetable for this for all classes and it will be used more as the weather improves. It is also used for social groups and chill out zones during the school day.</p>	<p>Pupils benefit from a range of outside play opportunities and resources.</p> <p>Pupils take part in physical and practical activities that teach them new knowledge and skills. They are able to then apply this new learning to other aspects of the curriculum.</p>

***RRSA Article 3 The best interests of the child must be a top priority in all decisions and actions that affect children.***

**RESPECT**

**TEAMWORK**

**EMPATHY**

**SELF-BELIEF**

**HONESTY**

<p><b>8 - School Dinners (CH and Co)</b> Food options unavailable Ordering system difficult to navigate</p>	<p>Due to refrigerator space CH &amp; Co would not be able to provide a cold lunch option as well as a hot food option. We encourage children to have a hot meal as it is nutritiously balanced and for some children the only meal that they have that day. If your child does not have the meal you have booked, please contact CH &amp; Co.</p> <p>Parent Reps stated that the ordering system is very easy to navigate and can be used on smart phones/tablet as well as laptops or other devices, CH &amp; Co provided a virtual clinic and also an onsite session and there was minimal attendance, however we're sure CH &amp; Co will be happy to hold another drop in session.</p> <p>Bread is still available but is now at the counter where the meals are served. This is so that children with allergies don't take food they are intolerant to.</p>	<p>Pupils have nutritious and well balanced cooked meals.</p> <p>Children are safeguarded.</p>
<p><b>9 - Year 1</b> Trips Cooking Classes After school clubs: Dance, drama, music?</p> <p>Forest school for year 1</p> <p>Christmas Fair 2022</p> <p>Cold Lunches</p>	<p>Trips will be planned in term 4 ready for terms 5 and 6. Cooking is part of the DT curriculum. It is called Food Technology and takes place throughout the year.</p> <p>All staff that want to do after school clubs are signed up. They do these in their own time and are not paid for them. We run a club "Anyday Scheme," where if staff run 10 sessions they can have a day's release, covered by in-house staff. They expressed the importance of having time as opposed to being paid.</p> <p>We have not restarted dance club as after school club (ASC) have moved into the big hall and the tutors are in the small hall. The small hall would not be big enough to hold it. ASC cannot be held in the classrooms as there is not enough space. Musical theatre is being held on different nights for different year groups.</p> <p>All year groups have access to the forest school area. Forest school activities must be led by trained teachers. Mr Hutchins is waiting to complete his training this academic year. It was halted due to Covid.</p> <p>PTA will be organising the Christmas Fair.</p> <p>A packed lunch is still provided for pupils in receipt of free school meals on trips/days.</p>	<p>Pupils receive the correct CT curriculum in KS1 and KS2.</p> <p>Enrichment activities build on children's skills.</p> <p>Wrap around care is available for all families.</p> <p>Enrichment activities build on children's skills.</p>

**RRSA Article 3 The best interests of the child must be a top priority in all decisions and actions that affect children.**

**RESPECT**

**TEAMWORK**

**EMPATHY**

**SELF-BELIEF**

**HONESTY**

<p><b>10 - Year 3</b> Swimming lessons?</p> <p>Football club?</p> <p>PE Kit - what are options?</p> <p>Do things have to have a logo?</p>	<p>Swimming starts in year 4 (but we have had to provide to year 6 and 5 who missed out because of Covid). There is a programme planned so that all pupils will receive the correct number of terms of swimming before they leave Brunswick.</p> <p>Football club will begin in term 5.</p> <p>PE kits are:- Blue/white polo shirt with a logo Black or blue jogging bottoms or leggings Blue sweatshirt/jumper.</p> <p>From a safety perspective it is advisable to have logos on uniform so that pupils are easily identifiable. Especially in the summer when they stop wearing coats.</p>	<p>All children receive their appropriate curriculum entitlement.</p> <p>Children are safe doing PE, wearing the appropriate attire and footwear.</p> <p>Pupils are safeguarding outside of their school.</p>
<p><b>11 - Year 5</b> Are the school able to specify the class, not just the Year, in the Covid notifications, as this will help give more clarity to parents</p> <p>When are sibling photos being rescheduled for</p> <p>Will there be school football this year including after school and against other schools</p> <p>Hall PE lessons that follow lunchtimes: cleanliness of floor</p>	<p>We continue to follow PHE guidance as necessary.</p> <p>10th March 2022 (and pupils who were absent for their individual photo)</p> <p>Matches are beginning again, we are reliant on other schools also, some have been scheduled and then cancelled due to covid cases in the opposition's school.</p> <p>Clubs are coming soon - term 5.</p> <p>The hall floor is dry swept thoroughly in order for it to be ready for use for classes in the afternoon. It does not dry in time for afternoon PE if we wet mop it. Hall floor is wet cleaned by the cleaners at the end of every day.</p>	<p>DfE guidance/PHE guidance is followed consistently by all staff.</p> <p>Pupils benefit from competitive sporting opportunities.</p> <p>PE space is clean.</p>

**RRSA Article 3 The best interests of the child must be a top priority in all decisions and actions that affect children.**

**RESPECT**

**TEAMWORK**

**EMPATHY**

**SELF-BELIEF**

**HONESTY**

<b>12 - PTA</b>	Could the PTA have a list of things that they can do in terms of activities for the school. A rough list of rules would help the PTA	
-----------------	--	--

***RRSA Article 3 The best interests of the child must be a top priority in all decisions and actions that affect children.***

***RESPECT***

***TEAMWORK***

***EMPATHY***

***SELF-BELIEF***

***HONESTY***