

BARNES FARM INFANT SCHOOL

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Headteacher: Mrs Z Farmer

Deputy Headteacher: Mrs E Speller



Parent Council Meeting Minutes

Date: 26/1/18	Time: 9:05
Chairperson: HT - Mrs Z Farmer (ZF)	Secretary: HT
Present: Heather Beecham (YR Rabbit, Y2 Snowy), Sam Kilpatrick (Y1 Hedgehog), Jennifer Brown (Y1 Squirrel), Heather Booker (Y2 Snowy), Clare Narayanaswany (Y1 Otters), Nicola Kirby (YR Fox), Lesley Charles (Tawny Owls), Sam Carter (Barn Owl), Heidi Hard (Chair of Governors)	
Apologies: Charlotte Cole (Y1 Squirrel), Manisha Mittal (YR Fox)	
Non-attendance: None	

Focus	Minutes	Actions
Welcome. Agree minutes from the previous meeting.	ZF welcomed the Parent's Council as the new HT and spoke about her vision for the Parent Council – To help move the school from Good to Outstanding. Reminder of the terms of reference. Introductions were made.	
Forest Schools – Clothing and the rest of the year.	Presently, the Forest School sessions will finish in February for the Reception classes. ZF will be looking at how the school will be able to move forward with the Forest School's sessions in the next budget. Parents have asked ZF to consider for future sessions: <ul style="list-style-type: none">• How and when the children take their sessions. Could they be at different times of the year? E.g. Reception not taking part in the cold weather or to spread over the year so sessions are both in the winter and summer months.• Alternative dates and give the dates in a letter.• Give parents an idea of what the children need to wear e.g. old clothes.•	Reintroduce the Forest Schools booklet at the beginning of the year to inform all parents. Clear guidance on what clothing can be worn for the activity. Dates to parents (possibility of alternating sessions).

Class Mix Ups	<p>Parents are keen to know what will be happening with the classes this year. ZF explained that this has already been discussed at governors and that as this is only her first term, she needed to spend time looking at the classes in the school. No decision has been made yet, however ZF is aware that parents would like to know the intentions of the school asap.</p> <p>Points made:</p> <ul style="list-style-type: none"> • Mixing up the classes has upset some of the children. • Some children have been fine. • Parents change their community/network with other parents. • Foundation to Year 1 could be mixed as they work between all the classes and the children know each other well • Teachers views would also need to be considered • It was suggested that Parents were surveyed to ask their opinion. 	<p>Decisions to be made as to how the classes will be arranged for September and parents to be informed regarding the classes.</p> <p>Liaison with KS2 (ZF)</p> <p>Parent survey to gain opinion on how this has worked.</p>
Curriculum information on the Website for parents	<ul style="list-style-type: none"> • Can the curriculum be updated weekly? • Class pages are looking the same across year group and across school. • CT are uploading their own items and we are looking at putting more regular information on the website 	ZF to ensure that there is a standard approach across the school as to the information that the parents receive.
Lunchtimes – Timings and food availability	<p>It was questioned how the lunchtime provision ran.</p> <ul style="list-style-type: none"> • Rotation system in place for the year group classes. In week one, a class will be first but the following week, another class has a turn. 	ZF is meeting with the catering company to pass on messages from the parents and comments raised in the Parent Survey.
Water Bottle and water fountain	<p>Do the children have access to the water bottles in lessons? Some children seem to be coming home with full bottles.</p> <p>Children can access their water bottles during lessons and many bottles are kept on the desk. During the day, the children will refill them. In EYFS, the adults will often refill the bottles too. This could explain why they return home full.</p>	<p>Reminders to the children to have a drink during the day.</p> <p>ZF to see if there is a puddle forming underneath the outside water fountain that may be putting the children off using it.</p>
Washing hands before snacks	<ul style="list-style-type: none"> • Gel dispenser have been moved to 	

	<p>children friendly heights</p> <ul style="list-style-type: none"> • Children are reminded to wash hands before eating 	
World Book Day	<p>What will be the theme this year?</p> <p>This year, the children will be encouraged to wear a book themed costume. This could be a favourite character or a theme from a book. The idea is that children enjoy the day and not worry.</p>	ZF to put this information into the newsletter.
Reducing the paperwork sent home	<ul style="list-style-type: none"> • Paperwork – Could it go home with the oldest child • The title of the sender needs changing on the ParentPay as it is sometimes hard to see which school the message is from. • The subject of the Cake Sale was ‘Clubs 30th January’ <p>ZF explained that the school is working towards a paperless system. A concern was raised as to whether all parents can access the information and are sign up to the service.</p>	<p>Are all signed up to ParentPay to allow home adults to view the letters and newsletters? ZF to liaise with the office - How many parents and carers are signed up the ParentPay?</p> <p>Add to the newsletter the move towards a paperless approach.</p>
Communication– Parent Survey	<ul style="list-style-type: none"> • Diary of Events – Good idea • Newsletters are distributed to all parents, staff and governors. Hopefully this will allow all key members of the school community to be kept up-to-date 	Letters are to be sent via the office so that all are clear of what is happening on key dates/events.
Additional parents joining Parent Council Meetings	<ul style="list-style-type: none"> • Happy with the representation that the Parent Council currently has. • Governing Body member to attend every meeting as this gives another view of the school. 	
AOB	<ul style="list-style-type: none"> • Christmas plays on DVD. Costing of the £15.00 and concerns over safe guarding. • Selling of photos e.g. £1. • Challenge Me Cards 	<p>At school events, photos and videos are not to be taken and this is something that is in place to safe guard the pupils at BFIS. ZF will look at options for videoing the school events to achieve a good value for the parents.</p> <p>Parent Council have suggested selling photos of events for £1.</p> <p>Challenge Me Cards were also noted in the Parent Survey. Information will be sent to parents to clarify how the cards</p>

		are used and celebrated.
Date and focus of next meeting	<ul style="list-style-type: none">• Friday 9th March 2018, 9am TBC	
Meeting closed	10:00am	