



## Overton CE Primary School Parent Council Minutes

<b>Date / Time</b>	18 May 2023
<b>Chair</b>	F Wyeth (agreed in absence of Chair)
<b>Present</b>	F Wyeth (HT), R Zealley (Parent Governor) M Nicholls (Business Manager), I Hatt (C2&5), S Shepherd (C3), K Phillips (C3)
<b>Apologies</b>	J Wills (C4), K Llewellyn (C8&14), J Mitchell (Chair of Governors),
<b>Minutes</b>	F Wyeth

Item	Agenda Minutes	Action
<b>Welcome and approval of minutes</b>	<p>Everyone was welcomed to the meeting by FW who agreed to chair in the absence of the Chair of Governors. Minutes of previous meeting were accepted.</p> <p>Acknowledge that meeting on 23 March 2023 was cancelled due to lack of attendance by class reps due to illness</p>	
<b>Actions from previous meeting</b>	<ol style="list-style-type: none"> <li>1. School Travel Team are devising a questionnaire for parents to complete but no date as yet for its distribution. FW will follow up</li> <li>2. FW confirmed the volunteers had been inducted with a second session on 24/05/23 and will be allocated to classes shortly</li> <li>3. FW confirmed that a small modification had been made to the container and it is now not possible for a child to climb it</li> <li>4. MN explained about bookings for ASC and that we do put a cap on the number of places but this does not stop parents from being bale to book if it is full. He has asked that this be reviewed for the next upgrade of the system</li> <li>5. FW asked for feedback about prompt dismissal of children by teachers which was generally positive</li> <li>6. FW confirmed that the new playground equipment had been included in the half termly newsletter to parents as requested</li> <li>7. FW has reviewed communications and reported that we answer the vast majority within 1-2 working days for non urgent/nontime bound queries otherwise answered within the same day with an acknowledgement so parents know it has been read</li> </ol>	Report back at next meeting
<b>Follow up to Parent Survey June 2022</b>	FW asked if the parent reps had received any feedback from their parents about communication, behaviour or contact and access to school. None received	
<b>Agreed agenda from previous meeting</b>	Parents questions and feedback following visit to see the tuck shop in action (will review at next meeting as JW not able to attend)	

	FW asked for feedback on the volunteers pack so this can be considered/improved for the next group	
<p><b>Update from school</b></p> <p><b>Questions for reps to ask parents for next meeting</b></p> <p><b>Classes for September 2023</b></p> <p><b>Changes to start and finish times for September 2023</b></p>	<p>FW explained that there is a new survey for parents to gather views on the changes we have made this year in light of the last survey which raised issues on communication, involvement with school and behaviour. Hopefully, we will see impact of the changes that have been made and consider other actions for 2023-2024</p> <p>In discussion with staff, we are changing how we let children know about their new classes and teacher for September. Previously, this information has been communicated through a letter in the child's report. Teachers will now tell their class the information and if there is a mix across the year group, the children will spend some time together on that afternoon that the reports are sent home. This is to ensure that all children know which class they are going to be in and which friends they will be with. This more child-centred approach is to reduce the anxiety around this for children and parents. A letter will still be sent with the report for parents.</p> <p>FW explained that there will be a slight change for children in Key Stage 1 to ensure that all children have the minimum expectation of the length of the school day of at least 32.5 hours. This will be communicated to parents after half term as it unclear as to whether Year R are required to also have this length of school day.</p>	
<p><b>Questions raised by parent reps</b></p>	<p><b>IH (Classes 2 and 5)</b></p> <ul style="list-style-type: none"> <li>• Has been asked about a parent about considering not overloading particular days/weeks with events. FW explained that we try to be strategic and to space these things out but asked for more information</li> <li>• Asked about informing parents about INSET days for 2023-2024. MN explained these will be released as soon as trainers have been booked and FW explained that these are linked to school improvement.</li> <li>• Asked about access to the outside for learning. MN explained that the daily mile track was intended to improve access to the wooded areas . FW explained that learning took place outside for all year groups – PE, orienteering, Science, Geography, class treats – was encouraged at school</li> <li>• Asked about hits on the website and MN confirmed this was possible. Positive reports about it being easier to navigate have been received</li> </ul> <p><b>KS (Class 3)</b></p> <ul style="list-style-type: none"> <li>• Asked to raise the possibility of a friendship bench. FW explained that this was in hand as the Wellbeing Ambassadors had wanted one for each playground</li> </ul> <p><b>SS (Class 3)</b></p> <ul style="list-style-type: none"> <li>• Asked about the use of Prime bottles as water bottles – FW will communicate our policy of a transparent bottle and ban them as aware this is creating issues</li> </ul>	

	<p><b>RZ (Governor)</b></p> <ul style="list-style-type: none"> <li>• Raised the recruitment of governors as an issue and asked parent reps to use social media to raise this with parents. He confirmed that we would be actively recruiting governors in the autumn term. He explained the role of governors in supporting the school, strategic vision and carrying out statutory responsibilities. He explained that he had gained personally from supporting the school and the community, developing his knowledge of education and teaching and learning and working as part of a team. Any one interested was asked to be referred to the school office in the first instance</li> </ul>	
<b>Agenda for next meeting</b>	<p>Tuck shop  Feedback on 3 areas raised by parents in survey 2022 – behaviour, communication and contact and engagement with school  Questions for parents</p>	
<b>Date of next meeting</b>	<p>Thursday 20 July 2023 – 2.15pm</p>	