

St James' Church of England First School
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Acting Headteacher: Miss Joanne Hudson
Head of School: Mrs Kathryn Cousins

12 December 2017

Parent Voice Minutes

Tuesday 19th September 2017 @ 2.00pm

Present: JH, SR, TB, DH, SB, JC, LK

Apologies:

1. Welcome:

JH welcomed all meeting started at 2:00

2. Minutes of last meeting 27.03.17 Action/Matters arising

All received a copy and no amendments made.

- Are the Y4 Diaries being used? JH to check with BS
- LK suggested are the Pupil Voice/Sports Champions/St James Pilgrims boards in a good location for parents to be able to see them? JH to see if a more central position is possible.
- JH will continue to look into getting more iPad. Discuss this with the FSJ.
- JH confirmed that all teachers have a minimum of 3 trips built into their yearly overview. JH confirmed that swimming had been a huge success last summer term and would be going ahead again in the summer term for KS2 pupils
- It was agreed that allowing the Y4 pupils to walk to school on their own from the May half term had been a success. This has helped with their transition to middle school and walking to catch the school bus on their own.
- In relation to Traffic/Parking on Park lane, our local CPO has been contacted and has been present on several occasions during school drop off/Collection times.

3. Action Plan Review from last academic year.

- Analysis of last questionnaire – only 38% of the last questionnaire were returned to us, all agreed this was not good. It was suggested to have a paper copy/iPad copy available at parents evenings for parents to complete **JH to ACTION**
- Home Learning – Agreed that children enjoy the challenges and element of choice. Reading books are changed once a week with Times Tables/Number Bonds alternating weekly the general feeling on this is “happy” and it was agreed that support for parents was not necessary.
- School Pupil Tracker –JH to investigate/develop the idea of this being made available for parents to view.

- Mid-Term progress review – This was found to be useful to highlight pupil's strengths/weaknesses and it was agreed to continue with this with a shorter end of year summary report going out in the summer term.
 - Academic Progress – It was felt that parents do not feel very informed, not compared to Peers but yes compared to national expectations. JH advised that school will always inform parents if a child is below expectations. How can we improve this? All agreed that with school's open house policy combined with parent consultations/reports we are doing enough.
 - Sharing of Pupil Work – This is ok and the reading mornings (Tues 8.30-8.50am) are going well.
 - Dojos – this was started fresh from September. Clarification is needed for all the children on how they can earn these. JH confirmed that the RED/Amber/Green warnings system is uniform across the whole school.
 - Play/lunchtime routines – Half hour sittings will be reviewed. Use of the field was discussed. **Action: JH to discuss with NC how this can work taking into consideration staffing and appropriate clothing.**
 - Y4 Transfer to Middle School – All agreed this had gone well with BS preparing the Y4 children really well.
4. Moving Forward – action plan for this year.
- Is our school to home communication effective enough? Is enough information getting to parents through the newsletter and website?
 - Parents will continue to be regularly invited to Special Worship times.
 - Action: JH will organise getting a Parent Working Group together to make the pond/courtyard tidy and safe for use. A bid is in with the Co-Op for a Forest learning grant.
5. Parent Champion initiative
- A representative for this will need to attend training on how to interact and communicate with parents on what our school/wider community has to offer. We will try to encourage a recruit for this! In the meantime TB suggested she may be happy for her name and number to be passed on to parents as a school/parent liaison type contact. **Action TB to confirm this with JH.** It was also felt that new recruits were need for the Parent Voice group.
6. AOB
- **Action BS to email the power point from last year's Y4 leaver's assembly to the parents please.**

JH thanked all for coming.

Date of Next Meeting: Wed 15th November 1.45pm

Meeting finished at 14.45