



# 'T.E.A.M - Together Everyone Achieves More'

Please find below a copy of the minutes from our Parent Council meeting. Parent Council members are happy to discuss and raise any questions or concerns on behalf of other parents and carers. Please feel free to speak to the Parent Council members or the school senior leadership team about any issues raised in these minutes.



## Minutes of meeting – 22nd January 2020

**Present:** Daniel Cooper (Deputy Head), Kirsty Griffiths (A.U), Toni Smith (N & R), Amy Cole (Y2), Andy Mayes (Y4), Sue Ridding (Y6).

**Absent:** Nicholas Fry (Y1 – sent apologies), Sophie Peyton (Y5 – sent apologies), Matt Gower (Y5 – sent apologies). Sebastian & Sylwia Poznanski (Y3), Anthony White (Y6).

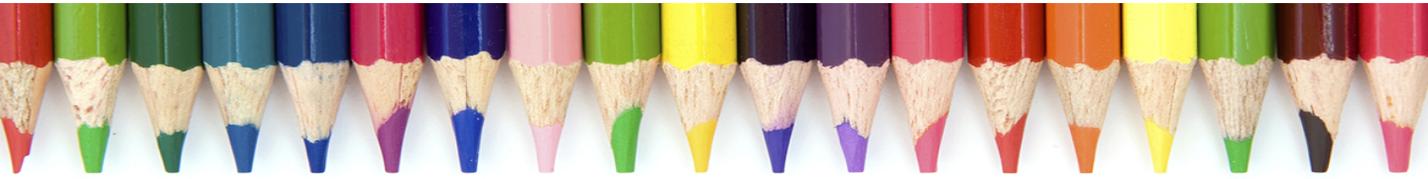
**Minutes:** Daniel Cooper

### **Agenda:**

1. Minutes from the last meeting and actions taken
2. Anti-Bullying Leaflet
3. Homework Survey
4. Successful elements of the school
5. What could be better in school?
6. Questions from parents
7. Parent voice
8. Next meeting date

### **1. Minutes from the last meeting and actions taken –**

- DC created a new School Development Plan page on the school website (under 'Information') and has uploaded our targets and rationale for these targets.
- DC text a copy of the Welsh Government's 'Challenging bullying – Rights, respect, equality: Guidance for parents and carers' document to all parents in the school.
- DC arranged for the office to print off ClassDojo access codes and instructions for unregistered parents to their children's accounts every half term.
- DC has shared breakfast club requests with HL to chase with the catering department, e.g. requesting a laptop to access ClassDojo and PausePoints, whether or not student teachers are able to volunteer in the club, etc. HL is currently conducting an audit of the breakfast club and will report back the findings shortly.
- DC has requested a staff meeting to discuss GetEpic with staff and to set up a whole school account for ease of transfer from one class to the next (this will be in place to start from Sept).
- DC has uploaded all new homework menus to the class pages on the school website for Years 1 to 6, as well as to our school Facebook account to ensure all parents have a copy.
- DC has created and sent home a homework survey for the whole school (to be discussed later).



- DC has requested if the Family Information Service can run times tables, spelling and ‘telling the time’ workshops outside of school hours as some parents stated that they found it difficult to attend P.E.A.S events due to work commitments. DC will share dates and times with parents when we receive a response.
- HL mentioned the concerns about children climbing walls before/after school during her Winter newsletter. DC also text parents to ask them to supervise their children closely during this time to avoid any potential accidents.
- DC raised the possibility of purchasing class sets of wellies and waterproof clothing for Nursery to Year 2 pupils during our leadership team meeting. HL will contact the PTA to request funds for this. KP requested pupils to bring in their own waterproof items in the interim in her Foundation Phase newsletter. HL will conduct the risk assessment of the Y1/2 yard during this term with the caretaker.
- DC has created a new ‘Anti-Bullying’ page on our school website, which includes our new leaflet, our school policy, guidance from the Welsh Government, as well as anti-bullying support websites for parents.

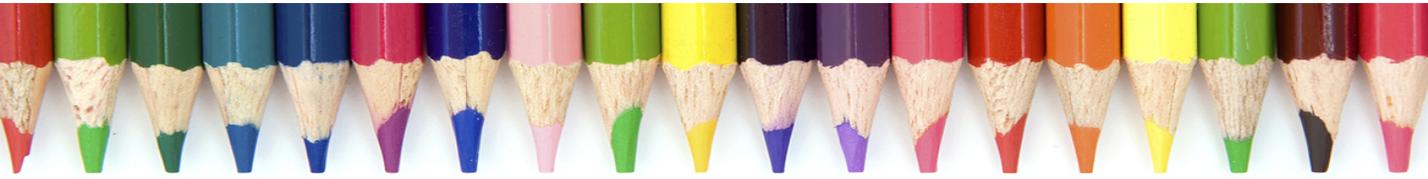
## 2. Anti-bullying leaflet

DC shared the ‘Anti-Bullying Information Leaflet for Parents’ he created based on the Welsh Government’s ‘Challenging bullying – Rights, respect, equality: Guidance for parents and carers’ document which was shared with parents before Christmas. Parents stated that they were very happy with the presentation and layout of this leaflet, as well as the fact that it summarised all the key information from the Welsh Government guidance above, including the school definition of bullying (and examples of what is not bullying), a link to the school website anti-bullying page and policy, information about the different types of bullying, the role of parents if they suspect their child is being bullied and the steps they should take to address it, etc. Parents couldn’t suggest any further improvements to the leaflet and stated that it can now be printed and shared with other parents.

**Action 1** – Parents requested if we could create a pupil friendly ‘anti-bullying’ leaflet also. DC will share this request with HL to ask if she can create one in association with the school council.

**Action 2** – Parents requested if they could have a parent workshop based on bullying. DC explained that we have requested for the NSPCC to run a workshop in February (based on the one we also ran last year, which we’re currently awaiting confirmation of a date). PC Craig has also been arranged to run a parent workshop on the 12<sup>th</sup> February from 9-10am based on ‘Staying Safe on the Internet’ (which covers online bullying). DC to ask HL if she or a member of staff could run a workshop during the year which specifically links to our bullying policy.

**Action 3** – DC to get the ‘Anti-bullying leaflet for Parents/Carers’ professionally printed and sent home to all parents, alongside a letter with some additional information. DC to ask the office to ensure that the leaflet is also included in the starter packs for all new parents.



### 3. Homework survey

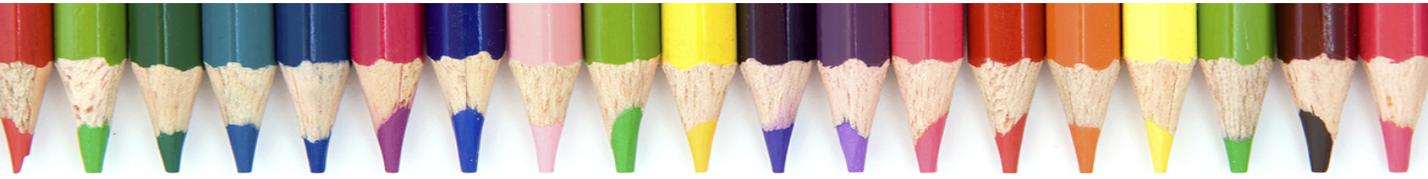
DC shared the results from the recent F/Ph and KS2 homework/home learning surveys for parents, as well as the additional comments received. The survey results were mixed and suggested that some minor tweaks to the policy would be required. Around 80% of parents felt that children should receive homework and a majority of parents felt that the amount of homework that children get is currently 'about right' and are in favour of our 'menu' system. Based on the results, most pupils know what to do for their homework and feel that the difficulty is 'about right'.

The current 'menu' system provides children with a range of tasks (including numeracy, literacy, digital tasks, creative, etc) to complete at any point during the term. Pupils are encouraged to complete at least 4 tasks during the term, which enables them to develop their independence and time management skills, as well as provide them with the flexibility to spend their evenings in other ways without the pressure of completing school work, e.g. spend time with friends/family, attend clubs, etc. However, we often find that many pupils leave the work so late that it becomes rushed and to a poorer quality, or that they don't hand it in at all. The results suggest that tweaking the current system by asking pupils to bring in at least one piece of work per week would be more effective.

During the meeting, parents reiterated many of the comments we received during the survey, such as that parents often do much of the work for the children, the homework is a different level to what the children do in class and the wording of the homework is sometimes too tricky. DC explained that staff will take all comments on board and will tweak the policy in readiness for September. To clarify, DC explained that a new curriculum is upon us in 2022 and the homework should reflect the skill development across all 'areas of learning' which the children will experience in class. Although we appreciate that many parents will find worksheets and more traditional methods of home learning more convenient, this isn't usually representative of the type of learning that children do in class. Under the new curriculum, children will be encouraged to develop their literacy, numeracy and digital skills across 6 key areas – language, maths, health and wellbeing, humanities, expressive arts and science & technology. The school will aim to support children to become ethical informed citizens, ambitious capable learners, enterprising creative contributors and healthy confident individuals, therefore the home learning should reflect this also.

**Action 1** – DC to upload the homework surveys and comments to the school website (P.E.A.S page) and send a link via text to all parents.

**Action 2** – DC to share the homework survey results with all staff. DC & KP to update the FPh and KS2 homework policies in preparation for September.



#### 4. Successful elements of the school

- **Mr Macey** – Parents commented that Mr Macey is ‘amazing’ and that their children speak very fondly of him. They stated that he always makes time to speak and have fun with the children, regardless of their age. If issues have been raised and Mr Macey has been asked to monitor children on the yard, he has always done so well and dealt with the issues directly.
- **Mr Howells** – Parents questioned where Mr Howells was at present, so DC clarified that he’s currently on a Welsh sabbatical for a term. Parents mentioned that their children love the lessons Mr Howells prepares for them and feel that their children are being prepared well for secondary school.
- **Mrs Phillips and Mrs Morris** – Parents mentioned that the office staff are always prepared to help out and appreciate that they’ve had to take on additional tasks to support the PTA. Parents mentioned that they’re always very busy but they’re always accommodating and prepared to help out.
- **Texting service** – Parents commented that the texting service works very well to support the communication in the school. Parents stated that texts are sometimes better than letters as they’re quicker and easier to get key information.

#### 5. What could be better in the school?

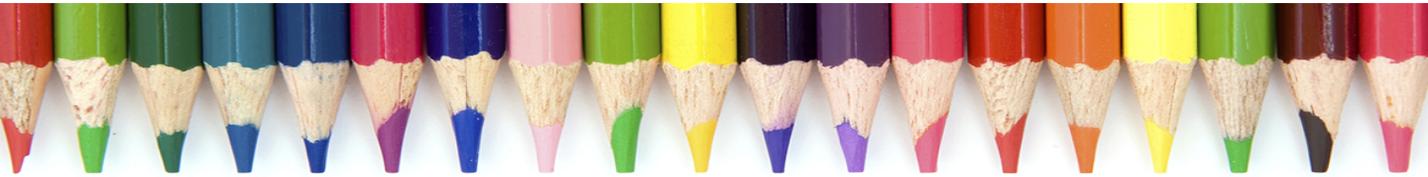
**Pupils unsupervised and climbing the school fence/wall** – Despite texts to parents and a mention in the Winter newsletter, parents stated that children of all ages continue to climb the walls on the FPh and KS2 yards before school and after they’ve been collected. Parents stated that this is extremely dangerous as there’s a drop into the council car park if the children fall off the FPh yard wall, as well as a deeper drop to the field from the KS2 yard. In addition, the bars on top of the railings also pose a potential significant risk of wounding if the pupils falls on them. Parents commented that children climb these walls unsupervised, despite their parents standing nearby.

**Action 1** – HL and IW to conduct a risk assessment of the Y1/2 yard, to include risks with the walls and fences.

**Action 2** – HL to discuss with Governors about the possibility of purchasing higher fencing (like the opposite end of the KS2 yard) to run alongside the Y1/2 and bottom half of the KS2 yard.

**Action 3** – HL to remind parents again in the next newsletter to prevent their children from climbing the walls before/after school. HL to discuss this issue with all pupils during the next whole school assembly.

**Action 4** – DC to ask HL if she or someone else without a teaching commitment can be outside to monitor these areas at the start/end of each day.



**Nits** – Several parents mentioned that nits are prevalent in many classes across the school. Parents stated that they were happy with the communication regarding this last year and for providing all parents with a free nit comb. DC stated that there are some nit combs still available for parents to collect in the school foyer, however the office staff have seen and heard parents recently taking large quantities of these to use on their pets (so please don't take these unless you intend using them on your children as they're in short supply and were quite costly). Parents stated that a local school puts up a poster of headlice outside their classroom doors if headlice are spotted in the class in order to make parents aware and treat their children.

The advice I provided parents last year was as follows:

'We are writing to inform parents that there have recently been a couple of cases of head lice identified in school. While lice are not dangerous and nothing more than a nuisance, it is important that parents check their children on a weekly basis so that any head lice can be dealt with quickly and before they can be allowed to spread. To support parents with this, we have purchased FREE nit combs for every pupil in the school as a gesture to help solve this problem. We kindly ask parents to follow the simple routine below to ensure that head lice outbreaks are kept to a minimum. CHECK: Check your child's hair once a week and use a proper detection comb to trap head lice (provided by the school). If you find live lice, consult a pharmacist for treatment advice immediately. If head lice are spotted, take a close look at the hair of all the family. TREAT: Please treat your child with a clinically proven treatment. Leave the treatment on for the recommended time for maximum effect. Repeat the treatment for a second time seven days after the original treatment to kill any eggs that may have hatched after the first treatment. Check that all head lice have gone within two to three days of the final application of head lice treatment to complete the process. Continue to check for head lice on a weekly basis. For further information on headlice, please see your pharmacist or visit [www.nhs.uk/conditions/head-lice](http://www.nhs.uk/conditions/head-lice)

**Action 1** – HL to update parents about the school procedure for dealing with nits.

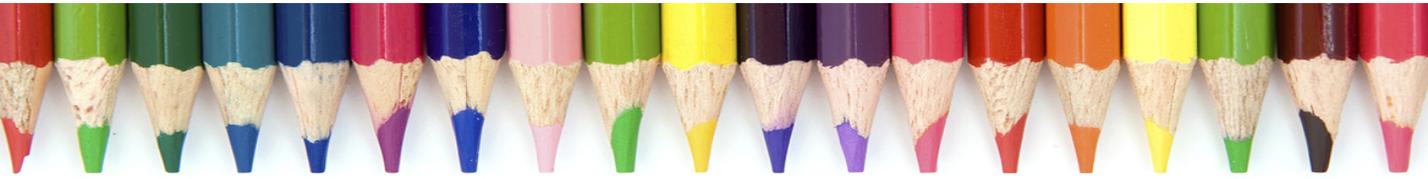
**Action 2** - HL to consult with the local school mentioned above to check how effective this poster system has been and to decide whether or not to put a similar system in place here.

**Parking** – Parents stated that there continues to be congestion and dangerous issues in the council car park during pick up and drop off times, with two cars involved in a minor collision before Christmas. Parents questioned the possibility of the school giving up a small part of the school field to extend the car park. DC explained that this was very unlikely as the full field is often used for sports lessons, sports days, fayres, etc. Parents explained that they often use the Lidl car park when collecting their children as they can park there for 90 minutes for free without buying anything from the shop.

**Action 1** – HL and the school council to write a letter to ask parents to only park in the car park if completely necessary, i.e. if parents live in the very close proximity to the school, they could be encouraged to walk/cycle to help reduce congestion.

**Action 2** – HL to discuss the application of a 'Safer Routes to School' grant with the Governing Body to possibly create a path around the school to make it safer to walk to the car park.

**Action 3** – HL to contact the PCSOs to monitor the car park before and after school.



## 6. Questions from parents

**Who are the Parent Council representatives?** – Some parents have commented that they don't know who their class representatives are for the Parent Council as they've not met them before and don't know what they look like.

**Action** – Parent Council representatives to email a photograph of themselves (if they're happy to do so) to DC to include next to their names on the Parent Council website page.

**Who opens the gates at the end of the day?** – Some parents stated that on the days when the caretaker hasn't been in school, the field and KS2 yard gates are often late being opened, resulting in parents being late to collect their children in FPh classes. This is also a problem for parents with younger children waiting a longer time during poor weather.

**Action** – HL to discuss these issues with the staff who are responsible for opening the gates during the caretakers' absence and to ensure that they're open on time in future.

**Can we see our children's books during parents evenings?** – Some parents have stated that they'd like to see examples of their children's work during parents evenings. DC said that there shouldn't be a problem with this as Y5 & Y6 showed examples of all their books during the last parents evening.

**Action** - DC to ask all staff to have examples of books available if parents want to look through them during the next parents evening.

**Are there school clubs this year?** – DC explained that all teaching staff run 9 hours worth of clubs during the year, but they have the choice whether to run these as lunchtime or after school clubs. The clubs are spread across the year for Years 1-6 with a variety of offerings, e.g. French, ICT, board games, Top Trumps, etc. Only the choir club, run by Mrs Peters, is run as an after school club this year.

**Can the school take part in more sporting competitions and take part in more training before events?** – DC explained that the school takes part in most of the competitions which are available to us, e.g. Dyfed/Carmarthenshire cross country and athletics, Carmarthenshire football festival, Urdd sporting competitions, etc. The school has a robust P.E scheme of work which covers two main sports each half term, therefore the main preparation is done through this.

**Action** – As Health & Wellbeing coordinator for the school, HL to check that the school is registered for all main sporting events, as well as check that the PE scheme of work runs alongside the dates of the competitions to ensure that children are well prepared.

7. **Parent Voice** – New parents are always welcome to join the Parent Council. Please feel free to discuss your thoughts with school staff or the Parent Council representatives, or visit the Parent Voice page on the school website if you'd like to leave any feedback – [www.richmondpark.amdro.org.uk/home/information/peas/parent-voice/](http://www.richmondpark.amdro.org.uk/home/information/peas/parent-voice/)

8. **Next meeting date** – Wednesday 11<sup>th</sup> March 2020 @ 3.30pm in the school meeting room.