

PCWG meeting 28/06/2019

Attendees (MACs and school staff): Laura Good, Jane Whitfield, Alex Toogood, Jolyon Roberts and parents x 12

Update on actions

Jolyon /Lynne	Speak with lunchtime staff to ensure that only guidelines provided by Harrison are being implemented	Completed
	Develop brief presentation on school for introduction to new parents meeting	Completed
	Ongoing monitor of 'School Streets' with SLT	Ongoing
	Arrange Father's Day lunch and letter	Completed
	Review situation regarding toilets in Yr 2 classrooms	Ongoing
Suzanne	Circulate PPA schedule for last half term of summer	To be completed in next academic year
Laura	Speak to the PTFA about holding a grounds day	Completed
Laura/Bev	Update parents' guide with information about upper school drop off	Completed
Laura/Bev/Alex	Review comms plan	Ongoing

1. Review of actions from last meeting

1.1 Lunchtime

- Jolyon has spoken with all lunchtime supervisors to ensure that only Harrison guidelines are implemented including replacing salad 'tongs' with spoons. This has led to an increase in the uptake of salad. Food wastage is still a problem and is being looked at on an ongoing basis.

1.2 Father's Day Lunch

- There was a huge uptake at the Father's Day lunch in the lower school and an extra session was made available. Unfortunately, not everyone was able to attend but more lunch sessions will be available in the next academic year.

1.3 'School streets' programme

- The Croydon 'School streets' programme is progressing and is currently scheduled to be piloted later in the year. Local residents have objected to the length of time the restrictions will be in place during the morning and afternoon and have requested that the access limitations will only take place during the school week and not during bank holidays and school holidays. Jolyon will be meeting with the council to find out an update on this and will communicate once further information is found out.

1.4 New parents guide and new to school presentation

The new parents guide has been updated and reviewed and will be available for distribution on 11th July meeting for new parents and children. A very short presentation has been developed for the meeting on the 11th July and drinks will be served by the PTFA.

1.5 Toilets outside year 2 classrooms

There is still an issue regarding the smell in the year two toilets – new products are now being trialled. The toilets are being regularly checked and are cleaned every night.

Action: SLT to continue to check the toilets in year 2 classrooms and take further action as appropriate.

1.6 PTFA

- A grounds day will take place in the next academic year. The PTFA are also organising a new BBQ and games day in September for new and existing members of the school.

2 **Update from Pegasus**

- Jolyon provided an update that money is very tight within schools in the UK but that Pegasus has taken a prudent approach to its funding and has appropriate reserves. There are 58 unfilled spaces for children across the school which is the equivalent of funding of £250,000. It is Croydon's responsibility to fill these spaces and the SLT and Pegasus are working with Croydon to address the situation to fill up from waiting lists across all years.
- There is currently a restructure happening with the support staff across both sites with 34 teaching assistant positions going down to 28. Interviews and a selection process are happening at the moment and the results of the restructure will be communicated in line with the wishes of staff considered as this is a matter primarily between employee and employer and privacy must be given as appropriate. A short discussion was held about the role of the TA and how schools must change in an era with less funding available.
- The Upper site office will be moving to the space currently below the community room and then the library will be built in the office space. These works are anticipated to start in the next academic year.
- Thermostatic radiator valves are being installed in the school on a classroom by classroom basis to provide a more controllable and environmentally friendly

3 **Items for discussion**

3.1 Music concert and music lessons

The school music concert was held at St John's Church in June and attendees praised the concert. Some suggestions were made on how to improve the concert in the future and address some of the issues regarding audience / children behaviour:

- A creche is held in the back room and run by parents on a shift basis to look after siblings or children not participating in the concert;
- Potentially the lower school and upper school is split – or the concert is split by instrument;
- The concert is started earlier and is shorter overall;
- There is a short break in the middle of the concert;
- There is organised seating;
- Microphones and other equipment to help the sound at the concert;
- The concert is filmed and recordings are sold to parents;
- An organising committee is put in place to help with the logistics of the concert.

A parent requested that a letter is sent out to parents detailing the music lesson opportunities for parents.

Action: Jolyon to organise a letter for parents detailing the music lesson opportunities. Laura to speak to the concert organisers/ music teachers regarding feedback about the concert.

3.2 Homework

A parent has requested more varied homework for the children. As the homework sheets are written for across the Academy, it was suggested that the parent speak with the teacher if they would like more suggestions for topics or activities to complete at home.

3.3 Diversity in library books

- A carer has suggested that more should be done to ensure diversity in the library books available. Elaine (who voluntarily runs the library with Mrs Parker) says that new books

are always welcome but there is limited budget. An audit of library books will also be taking place at the end of term once all the books have been returned from borrowing to review the appropriateness of the books.

- ii. A parent also suggested that more reading scheme books are available as these are limited in classrooms. **Action: Jolyon to review budget available for reading scheme books and additional library books**

3.4 Year 2 curriculum

- i. A parent has provided feedback that their child has watched a number of films in Year 2 this year. The parent recognises the benefit of showing something to support a curriculum subject but would prefer it if 'quiet time' was replaced with craft activities or mindfulness rather than using film or television as a reward. One parent at the meeting asked whether crafting materials are available as an alternative and Jolyon confirmed that all class teachers have access to these.

Action: Jolyon to review the current policy for watching films and television in class and speak with year 2 lead as appropriate

4 **Any other business**

- 4.1 There is some concern about some types of music being played during dance classes and in the playground. A parent commented that even with 'radio edits' this type of music can encourage children to go home and listen to the music. Parents in the meeting suggested that Grime and RAP not be used. **Action: Jolyon to speak to Ms Buchan regarding music choices in the Upper School**
- 4.2 There was a problem recently when there was confusion about school/parent responsibility at the end of the day in Year 2. It was agreed that the Year 2 end of day dismissal process needs to be amended to ensure that children are handed over directly to parent or carer. **Action: Jolyon to speak to Lower school leadership team regarding this process and to ensure Year 2 children are collected from their classroom entrance**
- 4.3 A concern was raised regarding the absence of a teacher in Year 3 and communication around this as some parents have not realised that their child's teacher has not been present and believe that some messages or communication from the school have been lost as a result. In the future it was also agreed that a brief note to the parents or text message to confirm whether a teacher is absent would be useful to ensure parents can support from home.
- 4.4 Year 3 parents also shared that very little notice has been given regarding their children's recent school trip to Kew Gardens and that it was not in the calendar. It was confirmed this may have been due to human error however the school recognises that this can cause problems for parents or carers trying to organise events. **Action: Jolyon to review communications around school trips. MACs to review communications plan including how often calendar events are added. MACs and Pegasus to review the 'calendar protocol'**
- 4.5 One parent has enquired as to whether the assessments behind the end of year reports can be shared with parents. This parent is advised to book an appointment at the parents evening to speak to the teacher directly.
- 4.6 Several people have raised concerns about the school photographs and believe that they are old fashioned, the children do not look particularly happy and that there are modern and better alternatives
Action: Jolyon to review photographer with SLT

Jolyon	Continue to check the situation regarding toilets in Y2 classrooms and take further action as appropriate
	Jolyon to organise a letter for parents detailing the music lesson opportunities
	Review budget available for reading scheme books and additional library books
	Review the current policy for watching films and television in class and speak with year 2 lead as appropriate
	Speak to Ms Buchan regarding music choices in the Upper School
	Speak to school head regarding this process and to ensure year 2 children are collected from their classroom entrance
	Review communications around school trips
	Review photographer with SLT
Laura/MACs	Laura to speak to the concert organisers/ music teachers regarding the feedback about the concert
	MACs to review communications plan including how often calendar events are added. MACs and Pegasus to review the 'calendar protocol'

Next meeting date: Autumn term (one meeting only)