**PCWG meeting 03/04/2019**

Attendees (MACs and school staff): Laura Good, Beverly Nutter, Jolyon Roberts, Lynne Sampson, and parents

**Update on actions:**

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| Laura/Bev | Update parents’ guide with information about upper school drop off | New parents guide currently under review ready for distribution to new parents. To be shared with Jo George and Georgia Buchan upon completion. |
| Jolyon | Invite Claire Binks to the next meeting | CB was unavailable but will be invited to future meeting |
| Laura | Look at scheduling a meeting/ structure about parent volunteers | Ongoing |
| Jolyon | Review use of reading diaries | Completed |
|  | Pass on feedback about organisation of school trips and use of activity sheets to middle group leaders | Completed |
|  | Arrange an update in a newsletter about music lesson opportunities | Completed |
| Suzanne | Look at whether PPA schedule can be shared | To be shared next half term if possible |
| Bev | Post on Facebook about Cypress Road being a School Street | Completed |
|  | Feedback to academy council about improving parent/teacher communication re children’s learning and progress | Ongoing |
|  | Review comms strategy for circulation | Ongoing \*with Alex and Laura |
| Laura | Speak to the PTFA about holding a grounds day | Ongoing – to be scheduled for early next academic year |
| Elaine | Get more info on the criteria for volunteering as a Reading Auntie | Ongoing |

**Review of actions from last meeting**

School streets

* Tibor Mate updated the group that a group of school parents have met with Croydon Councillors to review the traffic problems around the local area including Cypress Road and that some issues are being addressed. The school is also applying to be a School Street and expects it to be implemented in September when the street will be closed to general traffic from 8.30am – 9.30am and 2.30pm – 3.30pm. There are some concerns from parents and carers who live in the streets off Cypress Road that this will interfere with deliveries and other ad-hoc visitors to their homes however there is a chance to consult with the Council regarding this to ensure any views are heard. This will be an ongoing process.

**Action:** Parents, MACs and Pegasus to continue to engage with process.

Mother’s Day lunch and communications in general

* Feedback has been that the Mother’s Day lunch was very positive and that it has helped parents to understand about portion sizes and wastage issues. It was suggested that the school council may have thoughts on how to prevent wastage in the future and promote healthy eating.
* Despite the Mother’s Day lunch being successful, some parents understand from children’s feedback that there are some rules put in place that can restrict children’s eating at lunchtime. For example access to the vegetarian option for non-vegetarians has been restricted. Jolyon confirmed that these are not Pegasus or Harrison rules but may be practices of the lunchtime supervisors.

**Action: Jolyon** to speak with Harrison and lunchtime supervisors to ensure that only guidelines provided by Harrison are being implemented.

Communications

* Despite the parent lunch events being included on the calendar and a news item on the website, a lot of parents have said they were still unaware that they could attend. It was mentioned that a letter would have been useful for this event but agreed a letter cannot be produced for everything. It was suggested that the Father’s Day lunch is advertised with a poster or letter for parents.
* A general discussion on communications was held and it was highlighted that communications should also allow for inclusion of parents / carers who do not have English as their first language. It was also agreed that some parents are not presented with an opportunity to join ‘Whatsapp’ or ‘Facebook’ groups. Laura to draft a template for each classroom door which invites people to join the Whatsapp groups.
* The new to school presentation is taking place on 11/07/19 and Lynne invited feedback on whether there should be a short presentation about the school. Parents concurred that a very short presentation would be useful, followed by a visit to the classroom. A reception parent will be identified to set up a ‘Reception’ Facebook group.

**Action: Jo George, Ailsa Chapman and Lynne Sampson** to develop brief presentation on school for introduction to new parents meeting. Alicia kindly offered to have a discussion regarding the structure of meeting. The New Parents Guide to School is currently being updated.

**Action:** **Laura/ Alex / Bev** to review and update the parent communications plan and strategy, including speaking to Inclusion Manager about all parents and carers who do not speak English.

Music lesson opportunities

* There may be an opportunity to partner with London Mozart Players (LMP) and the violin teacher to teach a whole school year how to play the violin and read music. It was suggested that a formal partnership is put in place with LMP (although the organisation will be moving back to Fairfield Halls later in the year). Further information about music lessons to be provided once they are formalised.

After School Stay and Play

* The ‘Code of Conduct’ has been printed and distributed to the whole school. The poster is being formally laid out by the school designer. Behaviour has improved but there are still some issues with children running around. All parents to continue to take responsibility and help to highlight that the stay and play is a privilege.

**General feedback on communications**

Calendar event and update changes

* Parents and carers have commented that the calendar is not always up to date, and that the date or time of events can change quite often which impacts on the parent / carers ability to attend an event. Jolyon explained that the calendar is updated by all staff members and so is sometimes difficult to keep dates fixed if other dates change. [Post-meeting note: the calendar has been updated so that an event can be added to a personal calendar, therefore when updates are made these should automatically update in the personal calendar. TBC]

Reading diary feedback

* Feedback from the previous meeting was that there needs to be improved communication between parents/carers and teachers regarding expectations and ways in which parents and carers can help support from home.
* Parents provided feedback that there is still inconsistency with reading diary completion but that with some classes it has improved and is useful. An example of this is that some diaries included more detail and feedback, and some only a stamp to confirm that guided reading has taken place. Jolyon confirmed that they have reviewed some reading diaries and have provided guidance about how these should be used.

**Action: SLT** **and MACs** to continue to review use of reading diaries and consider ways in which communication can be improved.

**Teaching and learning**

School trip organisation

* It was noted that in general the school trip organisation has improved. High visibility vests are now being used on trips for the lower school. Children have been provided with worksheets and the trips themselves seem better organised. In particular there has been fantastic feedback about the caveman trip which took place recently.
* A concern has been raised that some trips have been too repetitive for Year 3 (a visit to St John’s Church two consecutive years in a row, the wetlands centre and then a wildlife centre in the same year). SLT confirmed that the trips (in particular to the religious centres) are reviewed on a yearly basis and variety is provided as much as possible. The Wetlands Centre and Wildlife Centre are two very different trips and pupils should receive different experiences from it.
* There is also a concern that the recent trip to the Wetlands Centre took too much time to travel to the venue and that there was not enough time at the Centre itself. This trip in particular is being reviewed in the future.

Cover for teaching absence

* A parent has raised a concern regarding teaching assistants taking the place of a teacher when they are absent. SLT confirmed that they often use TAs if they cannot access the supply teachers known to them as often a new supply teacher will cause more disruption then if two TAs known to the pupils teach the class together. If a TA takes the class, a teacher will regularly monitor it and provide support, and a supply teacher would be sourced for any lengthy absence, above a few days. It was agreed that this would be discussed further if the parent brings this particular issue up at the next communications working group.

**Update from academy council / school**

* Cypress has less money available next year, in common with all schools, so budgets continue to be under pressure. The new OFSTED inspection framework will come into operation and schools will be expected to provide a broader curriculum with less focus on test results, which should benefit Pegasus as the aim of the Trust has always been to provide as broad a curriculum as possible. The SLT and MACs will be looking at the current consultation on the framework to prepare for the inspection due next year.
* The SLT will be looking at the structure of support staff.

**Any other business**

* Parents reported the toilets in the year 2 Portacabin are extremely smelly and could be impacting on teaching – **SLT** to review situation;
* A parent asked if the classes will be mixed up as they enter Year 3. Jo George and Georgia Buchan will be reviewing this

Actions (including ongoing from above)

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| Jolyon /Lynne | Speak with lunchtime staff to ensure that only guidelines provided by Harrison are being implemented |
| Develop brief presentation on school for introduction to new parents meeting |
| Ongoing monitor of ‘School Streets’ with SLT |
| Arrange new to school presentation with Jo George and Ailsa Chapman |
| Arrange father’s day lunch and letter (completed) |
| Review situation regarding toilets in Yr 2 classrooms |
| Suzanne | Circulate PPA schedule for last half term of summer |
| Laura | Speak to the PTFA about holding a grounds day |
| Laura/Bev | Update parents’ guide with information about upper school drop off |
| Laura/Bev/Alex | Review comms plan |
| All | Continue to liaise regarding closing Cypress Road to traffic during drop off and pick up |

Next meeting date: 28 June, 9:15