

**Minutes of Parents in Partnership Meeting**  
**Community Room, Sunnymede Junior School**  
**Thursday 16<sup>th</sup> April 2015**

Present:	<b>Name</b>	<b>Role</b>	<b>Class</b>
	Ronnie Branch	Headteacher	
	Lucy Moffat	Parent Representative	4H
	Sheila Gibson	Parent Representative	6H
	Michelle Galley	Parent Representative	6L
	Jacki Whapplington	Parent Representative	3S
	Leah Rogers	Parent Representative	4H
	Kerry Vickers	Parent Representative	3S

**1. Welcome and apologies**

Mrs Branch opened the meeting; apologies were received from Lisa Zeffie, Katherine Smith and Sharon Wornham.

**2. Notification of AOB**

A parent enquired whether a date has been fixed for the SRE lessons in Year 6. Mrs Branch advised that two dates are under consideration and we will advise parents as soon as possible. Year 5 will not be having a specific SRE lesson but a letter will be sent home to parents, as was the case last year.

There was a query raised regarding parent helpers on school trips. Would it be possible for parent helpers to be with their own child on a school trip? It was suggested that more parents may be willing to volunteer if they knew that their child would be part of their group. Mrs Branch stated that, in general, we do not have a shortage of volunteers for trips. The issue of parents/children being distracted was discussed and whilst this is not an issue for some, it may be for others. Often parents who volunteer on a regular basis are invited to help on trips as they already know the children and vice versa – this supports good safeguarding practice. It was agreed that from a safeguarding point of view all helpers must be engaged with the whole group and there were mixed views in the group as to whether or not parents should be in the same group as their child. Mrs Branch will speak with class teachers and give it further thought and report back at the next meeting. However, she did advise that it is generally agreed amongst staff that children working in a group separate to their own parent on school trips is just one of strategies to begin developing pupils' independence once they start junior school.

Parents requested that a bell be placed in the reception area. Mrs Branch advised that we have one and will make arrangements for it to be set up. It was agreed, however, that parents would need to exercise some measure of patience if there was no immediate response as office staff may be on the telephone or supporting an ill child.

**3. Review minutes of previous meeting**

Crucial Crew – Mrs Branch asked for feedback and the general response was positive. A question was raised regarding the letter and permission slip as some parents were unsure exactly what they were giving permission for and would prefer to have more information next time. Mrs Branch agreed that this would be possible and advised the forum that Crucial Crew now have a website giving practical and useful information about the issues to be covered. This will be advertised to parents ahead of time to enable more informed consent.

Mons Avenue Health and Safety – Mrs Branch advised that we are still awaiting a decision from the local council. Mrs Oliver will contact Councillor Anthony Hedley and feedback at the next meeting.

#### **4. Playground Matters**

It has been noted that there are still a number of parents reluctant to leave the playground when the bell goes at 8.50 a.m. Parents in the group noted that some of these parents have children in Year 3 and it has been suggested that this may be resolved by bringing the Year 3 classes into school first. Mrs Branch pointed out that, whilst this would be the ideal solution, this is not possible as it would be a Health and Safety risk as the Year 5 and Year 6 children would then need to walk through the younger children and this could potentially cause an accident/injury to the younger pupils.

Parents suggested that perhaps the gates could be closed earlier than 9.15. Mrs Branch was reluctant to do this as it would prevent latecomers having access to the school. Parents stated that they welcomed the introduction of the late book and that it seemed to be a deterrent so it was obviously working.

It was agreed that Mrs Branch will send out a parent mail re-enforcing the playground policy and all in the group agreed that this was important and that this should be quite firm in its stance as this is a policy that has been adopted by the school and parents should therefore respect this. It was suggested that Mr Evans, the Site Manager, frequents the playground regularly and ensures parents leave promptly at 8:50 as per school policy.

#### **5. Feedback on Parent Consultation Changes**

Mrs Branch reported that she has received positive feedback on the whole with only one parent having expressed a negative view. In general the forum agreed that it was a good idea to have their children present for consultations, although it was agreed that this was personal choice. If either the class teacher or parents feel that an issue should be discussed without the child present, an alternative appointment may be made. This has been noted in the letter that was sent to parents but this will be emphasised even more in the next letter.

Parents did find it busy outside of classrooms with siblings sitting waiting for parents. Mrs Branch advised that this was for the safety of the children as they could not be left unattended in the school hall as there were insufficient helpers to supervise them.

With the changes in the curriculum and levels, parents would prefer prior knowledge of levels so that they are in a better position to ask informed questions at consultation evenings.

#### **6. Inset Days**

Despite our best efforts it is almost impossible to co-ordinate with secondary school inset days. Our priority must be coordinating with the Infant School. Secondary schools have their inset days around GCSE planning which is a very different priority to junior school priorities. Parents acknowledged the difficulty and accepted that, whenever possible, we would try to liaise. Mrs Branch advised that for 2015-16, we had managed to co-ordinate one INSET date with The Billericay School.

#### **7. Playground Coats/Lost Property**

Mrs Branch confirmed that, following the last meeting, the Y6 teachers had arranged for monitors to collect up jumpers etc. left in the playground. Group members agreed that this had worked for a while but has tailed off again. Mrs Branch will remind monitors of their duties.

It was agreed that this is an ongoing issue as children are always losing things! Children are reminded to take their belongings home with them at the end of the school day but inevitably items are often misplaced.

#### **8. Football Posts**

Mrs Branch advised that a concrete base will be built to accommodate a shed to store playground equipment e.g. goal posts and this will be completed over the summer holiday, or possibly during the half term break. Once this is completed, the goal posts will be purchased.

#### **9. Peer Mediators**

Training will be given to Year 5 pupils in preparation for September. As the training is time consuming, there will not, unfortunately, be any peer mediators until then.

#### **10. Mathletics Homework Timings**

Mrs Branch asked the forum whether the homework timings have improved and it was agreed that they have been better.

#### **11. Celebrating British Values**

Parents were asked for feedback and it was agreed that this would be discussed at the next meeting. Parents did, however, all agree that the Heritage Week was a great success and the children thoroughly enjoyed learning about each other.

#### **12. School Development Plan**

Parents agreed the plan and this has been placed on the school website in the information section.

#### **13. PIP Group email Address**

Members of the forum agreed that this would be a positive step. Mrs Branch agreed that Mrs Oliver will set up protocols for the account and bring them to PIP for discussion and agreement. It was suggested that the account should have an administrator who was responsible for adding/removing members and allocating passwords etc. A complete list of group members would need to be in place before setting up the account so it was agreed that this would not go "live" until September. It was suggested that there should be 1 main parent representative per class plus a deputy to ensure that there would be a representative at each meeting. It was agreed that this would be a good idea and Mrs Branch agreed that a list of meeting dates for the year would be available in September.

#### **14. Policy Review**

Mrs Branch circulated a new draft policy to the forum; Managing Violent Behaviour in School. Parents were then given some time to read it before discussion could take place. Mrs Branch reminded the forum that this issue must remain confidential.

Mrs Branch advised that the policy has become necessary following a recent incident.

Parents asked about CCTV and Mrs Branch advised that the school does have CCTV cameras but not in the reception area. The forum suggested that perhaps a camera should be installed in the reception area. Mrs Branch will investigate this.

Parents agreed that the policy should be implemented.

#### **15. Second Hand Uniform Shop**

Mrs Branch asked for parent volunteers to run a second hand uniform shop as we have a quantity of good quality uniform that has been donated by parents. It was suggested that this could be run on the Year 2 transition day on 7<sup>th</sup> July. Mrs Moffat, Mrs Rogers and Mrs Whappington kindly volunteered to organise this.

Mrs Gibson enquired whether the local Guides could assist in running the second hand uniform shop on open evening and at the same time have a display for parents to learn more about Girl Guides and Guiding in the area. Mrs Branch explained that there will be an Art Exhibition taking place in the hall so space will be at a premium. It was agreed that the uniform could be on sale in the Community Room and that Mrs Gibson would make arrangements with the local Guides to have a display just outside the Community Room. Mrs Gibson will liaise with Mrs Oliver.

#### **16. Date of the next meeting – Monday 29<sup>th</sup> June at 9 a.m.**