



Coxheath

Primary School

Parent Council Minutes – 11/01/24

Attending

- Giacomo Mazza – Headteacher
- Clare Nursey - Governor
- Sally Lang (Minute taking)
- Katie Price– Leeds
- Chelsea Farley – Rye
- Angie Holland – Scotney
- Amy Jones – Rochester
- Ann Read – Canterbury
- Joy Ogbonna – Pevensey
- Francesca Boulton – Allington
- Victoria Gest – Walmer

Apologies

- Sarah Howe – Herstmonceux
- Louise Barden – Tonbridge
- Dover – Jess Sharpe
- Bodiam – no rep
- Sam Southby – Thurnham
- Alison Farrant – Hever

Welcome

GM started the meeting by explaining the new procedure for parent representative notes. We will now ask for them to be sent through 2-3 days before a meeting to give time for GM to go through the notes and gather any information or answers required ready for the meeting.

Actions from previous meeting (25/03/23)

Actions to be taken from this meeting

- Year 6 to do a 'Buddy' piece for New year R's. **This will be actioned for September 2024**
- Recycle Michael – move it, do we need it? **Staying where it is for easier access for emptying.**
- Yr 6 – Send a letter to highlight what school does for Y6 leavers. **This has been actioned and will continue to be updated throughout the year.**
- Share assessment year planner with parents – from previous meeting **GM still to action**
- Check what food is being offered at ASC and has it changed? **This has been discussed and hasn't changed. The school does monitor the cost of ASC and breakfast club constantly.**

New Matters to Discuss

Parent/Pupil surveys feedback

- Only 71 parents responded, which is a low representation. Looking at incentives to get more parents to complete the surveys going forward. Potentially capture parents at Parents evening to complete.

GM showed the data from the pupil's survey which was a positive outcome. The results will be uploaded on to the website for all parents / carers to access.

Newsletter

- GM mentioned that we are changing the layout of the newsletter. This will also potentially be fortnightly. Some parents expressed that they enjoy receiving the newsletter weekly. Parent reps to feedback to us what other parents think and feedback on the new format.

Ruth Swailes

- GM informed us of the visit from Ruth Swailes who is an early year's specialist. She stressed the importance that the teachers time is best spent interacting with the children.
- With this in mind, with the comments from **Dover** class about a daily/messenger updates is not feasible. The teacher is always present and happy to arrange meetings with them if parents would like to discuss anything. As well as Twitter, we are updating our Newsletter to have more key information across the school on what is going on weekly. The Website should also be kept up to date with the curriculum. This is being looked at. Also, the next parent evening is in February. See newsletter for dates and email with more to be sent out in the coming weeks. See newsletter for dates and email with more to be sent out in the coming weeks.

Leeds

- TA has been appointed.
- We have been very fortunate that the new class teacher has been working alongside Mrs Little so there has been x2 teachers in the class.
- There was an email on the 15/11/23 to say that Mrs Little is leaving at the end of January.

Allington

- School clubs, please refer to club letter sent out 4/12/24
- Attendance. There is a tight protocol for attendance. The process involves getting the registers back from class, waiting for late arrivals, collecting the reports, check emails and voice mails. Then the attendance officer has to walk around class to double check before sending initial text message. If there is still no contact, parents will be phoned. This should all happen by 10am.
- Swimming. Mrs Hargrave is chasing badges weekly. If children did not get to 25m, catch up swimming lessons will be offered later on, potentially in year6. In the past we have arranged a mini bus for a smaller group.
- Year 5 swimming communication will be out soon.

Scotney

- Spellings on website incorrect ones on there. GM to check that these are being updated.

Canterbury

- Lunch hall noise. There is always a senior leader present at lunch time. They may be told to stop talking to bring the volume down but are never made to stay in silence at lunch time. There is a well organised, tight schedule in place each day to get through the volume of children in the lunch hall. Govenors have recently visited and their feedback for the lunch time was positive. Mid-day supervisors have recently had training on the importance of relationship building.
- Gate opening time. The question was asked if this could be brought forward to 3pm. GM explained that the problem will just move to earlier. Unfortunately at the moment, this will not be possible.

Herstmonceux

- Church service was 2 weeks' notice. GM agreed that this is short notice and inconvenient for those trying to arrange work and cover. But for future reference, Year 6 parents / carers will always be invited to the Christmas church service and we will aim to get date and time earlier going forward.
- Year 6 homework. The idea behind some additional homework for the next 4 terms was to help children learn skills in managing their time and to get ready for secondary school.

Pevensey

- Area outside Pevensey class tends to get muddy in the bad weather. GM is to ask the premise manager to check daily and clean the area if needed.

What is going well

- 'I am pleased to see some progression with the SEN side of things at the school for those children who need additional support, This is positive and reassuring' - Dover
- 'The whole class would like to praise Miss Ryan and her teaching style' - Scotney
- 'Lots of praise for both Mrs Mercanton and Mrs Willacy.' - Allington
- Parents want to say a big thank you to all staff but particularly to the Management team for dressing up and making the last week before the Xmas break really special. They loved the costumes, foam machine, music etc at the gates and really appreciate how much the staff care about the school atmosphere and children's enjoyment. - Leeds

Actions to be taken from this meeting

- Newsletter - **Parent reps** to feedback to us what other parents would like, weekly / fortnightly.
- Curriculum on website – **DF**
- Swimming badges – **RH**
- Spellings on website – **GM to check with all teachers**
- Area outside Pevensey classroom to be cleared of mud – **GM to speak to SH**
- KS1 – Parents to wait on playground instead of queuing along path. This is ongoing. - **GM to speak to teachers to ask them to tell parents. Dover, Rye, Haver please can you ask parents to collect from the playground instead of queuing along pavement.**

Date of next meeting: Thursday 29th February at 2pm