 

“**Working Together, Playing Together, Serving God and Serving Others”**

**MINUTES OF A MEETING OF THE PARENT COUNCIL OF DAVENHAM CHURCH OF ENGLAND PRIMARY SCHOOL HELD ON 1 October 2019**

1. **APOLOGIES**

**RESOLVED**

There were no apologies

1. **MINUTES OF THE LAST MEETING**

**(Items in red are on-going. Green are now closed. Red items are then transferred to on-going items in Part 3).**

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| **Agenda No.** | **Action** | **Responsibility** |
| **i)** | **Leftwich mile – recognition of children taking part.** | **Mrs Oakes to feed information into assembly and or newsletter.****Completed.** **CLOSED** |
| **ii)**  | **Daily Mile – is it happening?** | **JH Moderate implementation. JH to remind all staff.** **JH spoke to all staff. Completed** **CLOSED**  |
| **iii)** | Balance Festival – confusion re who was going! | **Discussed and information was communicated to parents. In future school can double check with the organiser as it was their mistake and not school’s error. Completed. CLOSED** |
| **Iv)** | **Chester Zoe tickets – free tickets to be used during certain times of the year.** | **JH to find out more.****Unfortunately, the tickets had all been allocated. CLOSED**  |
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| **v)** | **Disco – why was it not done at school? Can the time be extended? Reception didn’t get a whole hour!** | **Discussed – not as fun in the school hall. There are 2 sittings and need to ensure children are collected safely hence different collection times. It is a FOD’s event and we need more helpers. Are there are parents willing to work as a team to organise the disco? Teachers help with more support it come be done across two nights.****PARENT INPUT REQUIRED - ANY VOLUNTEERS!****CLOSED** |
| **Vi)** | **Early Years Newsletter** |  |
|  | **Could Reception have more info on a weekly basis on what is happening in class.** | **JH to discuss with Mrs Burrows about sharing ‘What we have done’….****CB and JH felt this was not appropriate but JH working with group of Year 1 Parents to look at Reception Handbook for new starters**  |
| **vii)** | Online learning journal | **Discussed - As previous years USB sticks can be sent in by parents for teachers to upload reception photos. Online journal is a trial, teachers are getting familiar with it. Paper journal will still be going ahead this year. CLOSED**  |
| **viii)** | Classes – rationale section on letter some parents misunderstood. | **Discussed and actioned – additional meeting for parents offered.** **CLOSED**  |
| **ix)** | Extra teacher – this is brilliant. Where will they go? | **Discussed – YR 3 and 4 will have approx. 24 children. The staff room will return make to a classroom. CLOSED**  |
| **x)** | Show rounds – communication about class structure. | **Discussed – JH discusses what the current class structure is with prospective parents but stresses that is the current organisation. CLOSED**  |
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| **xi)** | Positive feedback to share with staff team:* Ducks in older juniors were great – excellent topic and children learnt so much.
* Sport Activities – choosing of children participating is done fairly.
* Bridgewater Hall for year 5 wonderful experience.
* Modern language assembly excellent quality of achievement and confidence.
* Year 6 - thank you child has had a fabulous time, helpful and open school.
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**RESOLVED**

That the minutes of the meeting held on 3rd July 2019 be confirmed as a correct record.

1. **REVIEW OF ACTIONS FROM ANY PREVIOUS MEETINGS (everything in red)**

Parent Council reviewed the following actions from the previous meetings:

1. **ONGOING ITEMS**

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| **Agenda No.** | **Action** | **Responsibility** |
| **i)** | **Hand hygiene related issues** **Demo of hand hygiene lamp for children to stress importance of hand washing**  | **PENDING** - hand hygiene lamp needs to be located by CWAC. |
| **iii)** | **Disabled parking** | **Prices for lines for disabled bays are being checked.** |
| iiii)  | Library  | **Miss Sutton planning rota for Sept for each class to use it.****Miss Sutton training parent helpers this half term in order to help develop the library further.**  |

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| **iv)**  | **Could Reception have more info on a weekly basis on what is happening in class.** | **JH to discuss with Mrs Burrows about sharing ‘What we have done’….****CB and JH felt this was not appropriate but JH working with group of Year 1 Parents to look at Reception Handbook for new starters**  |
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1. **MINUTES and ACTIONS FROM THIS MEETING**

AGM 7th October

Mrs Hyslop welcomed new and existing members of the Parent Council and asked Louise Whitehead to present her report.

Mrs Hyslop extended her thanks for all the hard work of the group last year.

The following people were elected

**Chair** Louise Whitehead

**Vice Chair** Sarah Morley

**Secretary** Sadie Hopley

**Parent Reps for 2019 - 2020**

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| Mrs Burrows \* | Kerry Parry |
| Miss Rigby | Kerry Parry  |
| Miss Dempsey  | Sarah Morley (Vice Chair)  |
| Mr Ashworth | Sadie Hopley (Secretary) and Michelle Spears  |
| Mr Atherton | Sarah Whitby  |
| Miss Phillips | Karen Entwistle  |
| Mrs Argent | Rachel Cohen  |
| Mrs Thomas | Chloe Nash  |
| Mrs Benjamin  | Louise Whitehead (Chair)  |
| Mr Jackson | Rachel Cohen and Karen Entwistle |
| Miss Sutton  | Rebecca Lewis  |
| Mrs Manfredi | Jenny Evans  |

\*Mrs Burrows’ class has a vacancy, but Kerry Parry kindly offered to represent both classes.

**NEW ACTIONS FROM THIS MEETING**

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| **Agenda No.** | **Action** | **Responsibility**  |
|  | Are there any Clubs for Year 1? How do people book onto clubs?  |  **JH to ask Mr Jackson for updated table of clubs to put in Newsletter and reminder of how to book onto clubs via Website** |
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|  | PE Kits. Parents finding organisation of new kits difficult in that some classes can come in kits and others cannot  | **JH to send message to say Year 3 and 4 children can come in kits. Y5 and 6 are asked to bring kits in to prepare them for high school organisation. Children will need extra pair of trainers in school for Golden Mile or will need to bring them back to school**  |
| iii) | Can we have Apple Pay as part of School Money? | **JH to enquire**  |
| iV)  | Reception Learning Journey Although a lovely keepsake, parents had some complaints Very expensive as have to buy 2 books USB is not reliable Not customisable - when you upload photos no option to change date to when photo was taken Photos are very small  | **JH explained that school had shared these concerns but as this was the first year, we had done a Learning Book we weren’t away of these issues until the book was published. JH / CB to contact company**  |
|  | Positive Feedback FODS Circus Fun Run Girls Football  |  |

Next Meeting scheduled for 19th November 2019 at 7.00pm at school