 

“**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 19th November 2019**

1. **APOLOGIES**

Sadie Hopley

1. **MINUTES OF THE LAST MEETING-** That the minutes of the meeting held on 7THOctober 2019 be confirmed as a correct record.
2. **MINTUES OF THIS 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** |
| **1.** | Family Service JE (easier for parents if it was a Friday afternoon) | Originally family services were on a Tuesday morning which then moved to a Friday afternoon. There are a number of reasons for the change. PPA takes place on a Friday afternoon which means the family service teacher misses out on their preparation time. Children’s behaviour and attention is found to be better during morning workshop. **CLOSED** |
| **2.** | Lunchtimes Year 5 KE sometimes children don’t get enough time to eat if they are called in last to lunch. | The children are on a rota. Year 5/6 are the last to go in on a rotation because they are the eldest children. There are 320 children to get through the hall for lunch within 1 hour. Each child receives approximately 20/25 minutes to eat the lunch and no child would be turned out of the hall. A query was raised with regards to children who attend a lunchtime club, for example PE. JH confirmed that the children should just go straight to French in their PE kits and she will speak to teachers about this. **CLOSED** |
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| **3.** | Golden Mile SW  How often is this being done? | Weather permitting this should take place daily. JH to check with staff. **CLOSED** |
| **4.** | Recycling LW  Recycling visit opportunity. | At the recent St Wilfrid’s church Autumn Fair there was a recycling display manned by a Wate Doctor from the Council. He was very good at explaining about food waste and recycling to the children a the fair and offering metal straws. LW passed over hi details and a copy of the recycling visit opportunities at Cheshire West. JH to pass on to mrs Manfredi and the Eco Club. **CLOSED** |
| **5.** | Year Group on texts LW | The majority of texts identify the class but occasionally they don’t making t difficult for parents with more than one child. JH to remind staff to include the relevant class/year group to targeted texts. **CLOSED** |

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** |
| **1.** | **Early Years Newsletter** | A working party created a reception handbook rather than an early years ‘what we have done….. SM collated info from parents and provided to JH. Online journal has negated the need for a newsletter. A handbook will be put together for next year’s reception**. CLOSED** |
| **2.** | **Hand Hygiene** | Lamps still need to be located by CWAC before this can go ahead for a demonstration of hand hygiene to show children the importance of hand washing. LW to make a last attempt by contacting the council and another parent who works for the NHS may have access to a lamp. **ONGOING.** |
| **3.** | **Prices for lines of parking bays being checked for disabled parking.** | Mr Kennerley made enquiries, but it was very expensive. JH noted here have been no further reports of misuse of the disabled bays this academic year. Parents who use the disabled parking bays are kindly requested to continue to feedback any issues moving forwards. The Council felt that school money was better saved if this is no longer represented an issue. JH to monitor and the matter to be reopened if misuse persists. **CLOSED** |
| **4.** | **Library Rots for classes to use & train parent helpers to further develop the library.** | We have an army of parent volunteers on a rota to open the library for use by children. JH was extremely happy with the way it had been working. Miss Sutton is hoping that this could be further developed to open after school one day so that parents can accompany children. **CLOSED** |
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| **5.** | **Booking onto clubs – a reminder for how the clubs worked to parents…** | Mr Jackson sent out a letter setting out the clubs ahead of slots being open for booking. The number and range of clubs available was welcomed by parents. **CLOSED** |
| **6.** | **PE Kits – come in wearing PE kits – Is this working?** | Yes this is working well. KE asked for confirmation regarding year 5/6 JH confirmed the kits are to be brought in on Thursdays and are to gto home on Mondays if not before. This is to prepare children for secondary school. A secondary teacher on the council reinforced the value in this preparation – children who forget PE kits would receive a detention. **CLOSED** |
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| **7.** | **Apple Pay** | The office has enquired about this but unfortunately is unavailable for school payments **CLOSED** |
| **8.** | **Reception Learning journeys – feedback from the company.** | Two books are required due to the number of observations teacher make and teachers would not wish to limit the number of observations. Reception parents commented on now received notifications via the app when an observation has been logged and taking a screenshot of any photos as an alternative to purchasing the books. JH confirmed the company had been contacted and the feedback had been noted by them but there was no alternative at this stage.  **CLOSED** |

1. **ANY OTHER BUSINESS**:

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| **1.** | Spellings RC Some parents were finding weekly and termly spellings difficult and some children are not always bringing home sheets. | Weekly spellings were introduced following aren’t feedback and this featured highly in the parent end of year questionnaires last year. JH to check with VS how the system is operating in respect of year 5/6 children being given their spellings. **ONGOING** |
| **2.** | Crisp packet recycling JE | JE said her school were looking into crisp packet recycling – Terracycle. She would keep us posted if it proved to be an opportunity that Davenham could become involved with. **ONGOING.** |
| **3.** | Year 5/6 come and join us. | Positive feedback with regard to year 5/6 come and join us making Anderton Shelters – this was really good! **CLOSED** |
| **4.** | Class photos on class website. | KP commented that this is a lovely addition but one class had their photograph missing. JH believed this to be because some children were unable to be on the website. JH will check and confirm. **ONGOING** |

Next Meeting scheduled for Tuesday 21st January 2020.