

CHAIR:

DATE: 30.1.14

VENUE: St Oswald's CE Primary School

**PARENT COUNCIL**

**ST OSWALD'S CE PRIMARY SCHOOL**

<b>REPORTING PERIOD 2013-14</b>				
<b>Present</b>	<b>Name</b>	<b>Membership category</b>	<b>Child's Year</b>	<b>Membership Commenced</b>
	Mrs Uttley	Parent	EYFS	January 2014
	Mrs McMurtrie	Parent	EYFS	January 2014
	Mrs Best	Parent	1	January 2014
	Mrs Schillinger	Parent	2	January 2014
	Mr Parton	Parent	3	January 2014
	Mrs Palin	Parent	4	January 2014
	Mrs Bond	Parent	5	January 2014
	Vacant	Parent	6	January 2014
	Mrs Todd	Headteacher	N/A	N/A
		Other	N/A	N/A

**PART 1**

<b>Minute Taker: Emma Best/ Jackie Schillinger</b>	
<b>Discussion and Action Points</b>	<b>Whom/When</b>
<b>Apologies</b>  There were no apologies.	
<b>Constitution and Terms of Office</b>  The draft constitution was discussed and agreed. Amendments will be made so that the constitution can be approved at the next meeting.  The parent council is accountable to the governing body of the school. It may report to the governing body or attend a meeting if needed. The parent council membership includes a teacher member, members of the governing body and members of the friends of Worleston School. This provides a link across the school activities.  A 2 year term of office was agreed. Members may apply/remain for further terms of office.  Meetings will be open, apart from any confidential items that may arise, which will be dealt with as Part 2 confidential items.  Minutes will be available on the school website, apart from any Part 2 items.  Meetings will take place termly, but may take place more often if needed.	<b>Mrs Todd</b> <b>20.3.14</b> <b>Agenda item</b>

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<p>Contributions from other members of staff or others may be requested on a particular topic. A teacher representative will attend each meeting. A school council notice board will soon go up. This will give contact details and photos for each member. Contact details will be email address. The notice board will provide details of meetings, news and events for the parent council.</p> <p>This information will also be available on the website.</p>	<p><b>Photos to school office</b></p>
<p><b>Elect Chair, Vice Chair and Clerk</b></p> <p>Mrs Uttley - Chair for the meeting on 20 March 2014. The position will be reconsidered at that meeting.</p> <p>Mrs McMurtrie - Vice Chair.</p> <p>Mrs Schillinger -Clerk.</p>	<p><b>Clerk Agenda item</b></p>
<p><b>Agenda items</b></p> <p><u>Objectives of the group:</u> It was discussed and agreed that the parent council would focus on partnership working and improving communication. The parent council replaces the parent forum, which was not reaching many parents. The council provides a way of bringing issues from parents to the forefront via the parent council member for that year group. It also provides a way for the governors and teachers to communicate, to gain valuable feedback and to consult on potential initiatives.</p> <p>The parent council can be effective in dealing with general issues and is not intended to deal with particular issues relating to individual children. These can be discussed with the class teacher or Headteacher.</p> <p><u>My Maths Homework:</u> Parent views were requested, as the subscription is due to be renewed. There were some difficulties in using it and the limitation on feedback was noted.</p> <p><u>Before and After School provision:</u> Parent views were requested on likely demand for an extended service to include a breakfast club and longer provision after school to 6pm. A charge of £4 per hour would be likely for these sessions.</p>	<p><b>Parent members to seek views and feedback to Mrs Todd</b></p> <p><b>Parent members to seek views and feedback to Mrs Todd.</b></p>
<p><b>Meeting Times</b></p> <p>The next meeting is on 20 March 2014 at 6pm, taking place at the school.</p> <p>(Meetings can be held at other times of day and the parent council will aim to be flexible to enable members to attend).</p>	

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<p><b>Any Other Business</b></p> <p><u>Parking:</u> The difficulty of parking outside the school was discussed. The school is trying to find a solution by talking to local landowners about the possibility of renting some land. There is no immediate prospect of this, but efforts will continue. Other possibilities discussed were sharing school runs, maximising school bus use, a petition to the local council, a school governor contact to Michael Jones and advice from the Police on safe parking for parents.</p> <p><u>Lunch money:</u> Some parents had reported that it was not clear who had paid for lunches, with mistakes sometimes made.</p> <p><u>Homework:</u> The communication and feedback around homework was seen as very important by members, with lots of good practice and some occasions where clearer communication would help.</p> <p><u>New parents and EYFS:</u> Information to new starters on what is needed day to day would be helpful, such as PE kit, whether a water bottle is needed, snacks etc.</p> <p><u>Male teacher:</u> Feedback from parents was that the boys in particular had benefited from Mr Glover's time at the school.</p>	<p><b>Vice Chair of Governors to contact Michael Jones</b></p> <p><b>Mrs Todd to check</b></p> <p><b>Produce a new starter pack/booklet?</b></p>
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