

	Key points of discussion	Action points	By whom and when
1.	<p>Water fountains These have now been ordered and are due to be installed shortly.</p>		
2.	<p>Road traffic survey Ng has approached the Parish Council as discussed at the last Parent council meeting but has had no response from them. There has also been no response from RBWM.</p>		
3.	<p>Staffing NG reported that there have now been 2 assistant heads appointed so there is now senior leadership team in place which should make the school more attractive to new recruits.</p>		
4.	<p>Website NG informed parents that the class pages were being populated with information such as curriculum maps and photos. This is a slow process due to the nature of the website as only one member of staff can upload information. One parent enquired whether there was a way of getting more detailed and specific information to parents about what children were learning. NG explained that the school were looking at getting a new website domain which would be more user friendly and would allow teachers to upload their own documents as and when they wanted to. A parent asked if it would be possible for teachers to do some sort of summary for parents in another format until the website is changed. NG said she would look into this.</p>		
5.	<p>Class reps</p>	RL to liase with AE, PTA Chair to coordinate class	RL

	A suggestion was made that class reps should be used for both the Parent Council and the PTA so that parent views could be represented even when they couldn't make it to meetings.	reps.	
6.	<p>Nursery</p> <p>A parent enquired about the changes to free hours from 15 to 30 per week and how this would affect the nursery. NG explained that she had been to an RBWM meeting and they had stated that it was not statutory to implement the changes, however the governors have set up a working party to guide the school through a consultation process which will involve the whole community. Any changes arising from this consultation will not be implemented until September 2018. NG also informed parents that a teaching assistant has been appointed and she will start in the next few weeks.</p>		
7.	<p>Attendance</p> <p>A parent enquired about how attendance was going as this was an area picked up by Ofsted. NG explained that attendance had been improving over the autumn term but there had been a lot of illness through January. Another parent asked about children being sent home during the day and who makes the decision to send children home ill. NG replied that it was usually the class teacher as they know the children best but that sometimes she gives a second opinion. Attendance percentages for each child will be given out at parent's evening again.</p>		
8.	<p>School trips</p> <p>Following a concern raised by a parent at a previous meeting regarding trips, NG explained that a trip planner for the academic year had been developed. Each class will have a trip which fits in with the curriculum being studied. There is also a plan is for trips to Braywick every other year, alternating with forest school. One member of staff is going to have forest</p>		

	school training, this will hopefully happen in time for the summer term but this is not guaranteed.		
9.	<p>World Book Day</p> <p>NG informed parents that RBWM library services would be coming in to work with each class as well as children dressing up as their favourite character. There will also be authors coming in to school to work with the children. Parents commented on how good the Josh Lacey visit had been.</p>		
10.	<p>Drama productions</p> <p>A parent asked if there was any way that Years 3-5 could be involved in a production, as it seems a shame that the last Christmas production children do is in Year 2 and they don't do anything else until Year 6. NG said she liked the idea of children doing more productions and would look into how this could work.</p>		
11.	<p>Sports teams</p> <p>A parent asked if children, particularly in the younger years could be more involved in sports teams playing against other schools. NG explained that as a primary school in RBWM with the majority of local schools being first or middle schools, it was difficult to manage, the school also doesn't have its own transport. The school does belong to the Windsor Sports Partnership but this doesn't really benefit younger children. NG also said that she is looking into having PE shirts in house colours in order to develop interhouse competition throughout the year.</p>		
12.	<p>Lunchtimes</p> <p>There was a concern raised about children in some years not having enough time to finish eating their lunch. NG assured parents that they were doing everything they could to speed the process up and that children will not be rushed, they will always be allowed to finish their lunch. The order that children go into lunch is also being swapped round every week so that</p>		

	<p>the same children are not always first or last. The new system where the field is used for ball games and the playground for other games has been working well with a reduction in incidents at lunchtimes.</p>		
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