

**Minutes of the Parent Council Meeting
Friday 6th November at 2pm**

	Key Points of Discussion	Action Points	By whom and when
1.	<p>Welcome and Outline of remit Mr Harris welcomed the assembled parents and thanked them for their time. He shared the rationale behind forming a Parent Council and talked through the Terms of Reference from Eton Wick. We discussed timing of meetings and elected to rotate the time of day that meetings are held.</p>	Draft Terms of Reference needed for DSM	RH – Jan 2016
2.	<p>Communication We discussed a few issues with communication between home and school. The weekly newsletter and the text/email alerts are great for ensuring we have regular communication. We discussed the use of closed Facebook groups but Mr Harris said that these would not be used by the school as they are open to misuse and Facebook is blocked by the school's network. The following discussion points were covered.</p> <ol style="list-style-type: none"> 1. School needs to make sure parents have adequate time for parents to prepare for dressing up/non uniform days 2. A calendar of events with descriptions would be helpful 3. There is a need to make sure all parents are receiving communication. Does school have correct contact details? 4. Can we report results from sports' tournaments in the newsletter? 5. Can the website be updated more regularly? 6. Can parents receive letters/newsletters by email? 7. School to check that a new parent would be able to understand all communication sent home. Also confirm how the letter should be returned to school and where to 8. Can we confirm systems for checking reading diaries? (this may be a KS1/KS2 difference) 9. There were concerns about the data information forms sent home at the beginning of the year 	<ol style="list-style-type: none"> 1. Ensure all staff allow plenty of time to communicate information 2. Develop a yearly calendar 3. School to send a test message on 16th November 4. Ask Miss Jones for updates to be reported weekly 5. Website will be managed in house 6. This will be developed 7. We will ensure this information is included on all letters 8. Teachers to confirm the arrangements 9. Procedure will be tightened up in 2016 	<p>RH – now</p> <p>RH/AS – Jan 2016 AS 16/11/15</p> <p>RH/LJ – Nov 2016</p> <p>RH/KL – Jan 2016 AS – Spring 2016 RH/NG – now</p> <p>Teachers – Nov 2016 Office – Sept 2016</p>

	Key Points of Discussion	Action Points	By whom and when
	<p>10. Parents would like to know about improvements since the last inspection</p> <p>11. Parents would like information about the school's policy regarding the 11+ exam.</p> <p>12. The induction of new parents was discussed. The picnic was very well received but there was a lack of information for those who were unable to attend.</p> <p>13. Parents enjoy mums/dads/grandparents into school events</p>	<p>10. Put last year's results on website</p> <p>11. School to investigate implementing 11+</p> <p>12. School to develop a new parents' booklet</p> <p>13. Continue to run these events but clarify the organisation</p>	<p>RH – Dec 2016</p> <p>RH – spring 2016</p> <p>RH/Parents – in time for summer 2016</p> <p>RH/NG – spring/summer 2016</p>
3.	<p>Extra-Curricular Activities</p> <p>We had a discussion about the current after school club provision and what is missing. We also discussed GAP clubs. Parents are not happy with the current arrangements due to the location of the club. They would like the school to push forward with plans of accommodating after school care on school premises.</p>	<p>1. A full review of extra-curricular provision needs to take place. School to survey parents and ascertain need and gaps.</p> <p>2. There is a need to clarify the clubs available and to which children</p>	<p>RH – before the end of Term 2</p> <p>LJ - ASAP</p>
4.	<p>School Meals</p> <p>School meals are provided by an external catering company who follow strict guidelines. They have a menu that is set by the company and is the same in all RBWM Caterlink Schools. Parents discussed whether or not the menu was balanced and what options the children have for dessert. Mr Harris said that he was happy to pass on any specific feedback to the catering manager.</p>	<p>Ongoing feedback to Caterlink via Parent Council meetings. This item will remain on the agenda.</p>	<p>RH – as needed</p>
5.	<p>Healthy Schools Initiative</p> <p>Parents asked if they could have clarification on the school's stance regarding healthy eating. There was a discussion about sweets being given out on birthdays as well as what should be in children's lunchboxes.</p>	<p>School to confirm with parents what is expected and what the school policy is regarding healthy eating.</p>	<p>RH/NG/LM – Jan 2016</p>
6.	<p>Year 6 Residential</p> <p>Year 6 parents mentioned their disappointment with the Y6 residential trip being cancelled. This was due to a low uptake (7 children).</p>	<p>School will look at a compromise and feedback as soon as possible</p>	<p>RH - ASAP</p>

	Key Points of Discussion	Action Points	By whom and when
7.	Road Safety Parents mentioned traffic in Datchet and how dangerous the roads outside school are.	Look at the potential of a road traffic survey being completed by RBWM (Imogen Leonard)	RH – Nov 2016
8.	Site Safety There was some concern about the gate to Percy Place being open all day. This means that members of the public are able to walk through school grounds. Whilst there is no danger to the children, it was felt that this was not a satisfactory arrangement.	Investigate options: <ul style="list-style-type: none"> • Keep the gate locked all day • Open and close the gate at relevant times throughout the day • Install a security system 	RH/AS along with Governors – by Dec 2015
9.	Music Appreciation It would be a good idea to theme the music that children listen to in assembly. It was felt that this would then educate the children on different types of music.	Staff to work together with the monitors in Y6 to theme the music in assembly.	RH/NG/JP/SP/Year 6 – spring 2016
10.	Date of next meeting The next meeting will be held on Tuesday 19 th January at 9am.	Reminders in the newsletter in advance	RH/AS – Beginning of Term 2