

# Short Heath Federation Parent Council Meeting

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November 2<sup>nd</sup> 2016

## **Present:**

Cathy Draper (Executive Head)  
Sue Williams (Chair)  
Jen Fahy (Secretary)  
Justine Jackman (Family Support)  
Kimberley Duckers  
Abigail Bagshaw  
Caroline Arrowsmith  
Rebecca Howell  
Sally Ward (Shires)

## **Apologies:**

Karen Picken (Family Support)  
Deb Walton (Head of Lane Head)  
Theresa Rowe

## Minutes

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### **Homework Policy:**

- ✓ Letter has been issued to explain Golden Rules and homework policy
- ✓ Reading volunteers needed – Letter to be sent out to request more volunteers. Sue to chase this with Vicki, Sarah and Deb.

### **Year 1 Transition:**

- ✓ Feedback form issued by Vicki.

### **Website:**

- ✓ Cathy updating everything statutory for Ofsted.
- ✓ New assistant business manager – Part of role is to update website. To be included in Parent Council updates and invited to next meeting.

### **Xmas Cards:**

- ✓ New supplier to be used Christmas 2017 due to the confusion of 2016's payment options and not being able to view children's designs.
- ✓ Tea towels to be end of school year project especially for year 6 students who will be leaving for high school.

### **Sports Day Badges:**

- ✓ A sash or armband to represent house colours that can be worn and swapped each sports day and then can become part of the uniform requirement. This is to avoid parents having to buy a new coloured t-shirt every year for the event – Lindsey to look in to project/prices.
- ✓ Potential sorting hat ceremony to select houses?

### **Parent Council Newsletter:**

- ✓ Help us to help you – Sue to action. Letter to go out requesting support for the parent council.

- ✓ New parent council newsletter to be issued for the new year.
- ✓ Roles and responsibilities to be included to give a more professional approach to what the council does for the school.
- ✓ Sue still to implement.

**Lunches:**

- ✓ Price to be queried on sandwich option in Short Heath for those that pay for dinner.
- ✓ Sandwiches will include cheese, ham or tuna. Some with salad, some without. Cucumber to be included as it's a favourite. No tomato due to it being soggy. Includes muffin or cookie, juice shot or piece of fruit. Gluten free options available.
- ✓ Cathy to issue letter re sandwich options.
- ✓ To be rolled out after Christmas in January.

**Dirty Shirts:**

- ✓ Sue and Jen to issue and create dirty shirt displays in reception of each school.
- ✓ Letter to be issued re the display.
- ✓ To be put by swap box bins.

**Bouncy Castles etc:**

- ✓ Risk Assessments and insurance compliance to be checked re any activities bought in to school such as bouncy castles, train tracks and any other equipment children will be using.

**Staff Interview Process:**

- ✓ There was a discussion on whether parents could be involved in the screening process of new staff members – Parents were reassured that the parent governors were involved in this process where appropriate along with children and staff members as per school policy.

**Christmas:**

- ✓ Sue to email heads re help for school discos, setting up etc.
- ✓ Snacks to be changed due to lack of fluids available for children.

**Uniform:**

- ✓ Swap boxes need to be set up at Rosedale and Short Heath. Sue to chase Paul.
- ✓ Once this is actioned, needs adding to newsletter to let parents know about the boxes and also for parents to keep old uniforms that they can donate. Sarah and Vicki to action letter to parents so they are aware.
- ✓ Uniforms to be brought out of storage in advance especially ready for end of year and also beginning of school year so available to parents to purchase when needed.

**Remember Morgan:**

- ✓ Next meeting to be arranged.
- ✓ Fundraising total to be updated in all three schools. Jen to email Tracy with hi res logo to be used, going forward.
- ✓ Pamper Evening to be discussed and arranged for February.

**AOB:**

- ✓ Grow A £1 – Letter was actioned – Sue to question amounts.
- ✓ More notice to be given to parents RE KIT meetings.
- ✓ Dates for diary and letters to co-incide and be the same for all three schools.
- ✓ School photographer changed due to last year's complaints.