

Lady Elizabeth Hastings' CE VA Primary School  
**PARENT & CARER FORUM**

Friday 06 October 2017 @ 0910 – 1030

**Present:**

Rob Seldon	Chair of Governors (Chair)	Suzanne Ulyett	Headteacher
Emma Flannagan	Class 1	Fiona Spence	Class 4
Helen Boreham	Class 4 / Class 2	Mags Bradley	Class 3

**Apologies:**

Karthik Thangveliku	Class 1	Amudha Thangveliku	Class 3
Rob Bullen	Class 5		

Please note the abbreviation P&C is used throughout these minutes to signify "Parent & Carers".

	<b>Agenda Item &amp; Summary of Discussion</b>	<b>Actionee</b>
	The meeting briefly reviewed the P&C Terms of Reference and responsibilities and confirmed each class was represented (as above).	None
<b>1.</b>	<b>Minutes of Meeting &amp; Other Admin</b>	
1.1.	The minutes of the June 2017 meeting were discussed and agreed as correct.	Closed
<b>2.</b>	<b>Matters Arising From Previous Minutes</b>	
2.1.	<b>KS2 Carol Service Venue</b> The venue options still need to be discussed at the church meeting but the issues surrounding moving the carol service to All Saints are unlikely to be resolved.	School
2.2.	<b>Wildlife Area / Retreat Garden</b> SU, 2 members of school council and Fiona Spence had visited the St John's Garden. It is lovely. Photos were shared. Next steps is to confirm Governor support via the Resources Committee and set up a Steering Committee to manage the project.	School
2.3.	<b>Painting Aprons</b> P&C should provide a painting apron for each child. School has reminded P&C via the newsletter several times.	P&C
2.4.	<b>Communication &amp; Working With Separated Parents Policy</b> The draft is undergoing final review.	School
2.5.	<b>Emergency Plan</b> School is completing a review of their emergency plan and it will be reviewed by the governors.	School.
<b>3.</b>	<b>New Items</b>	
3.1.	<b>P&amp;C Questionnaire</b> School shared the results of the questionnaire, the results are again positive. A few minor points have been identified for further work including amending the Robins menu to include healthier breakfast options and increase the evening meal portion size. Provision for after school activities was also raised as not being high, forum discussed this point and concluded that the school does a lot of extra curricular after school activities and it is impossible to please everyone by	School

	<p>providing as many clubs as people may like.</p> <p>Forum agreed that the knowledge of the governor role is not as widely understood as it could be and RS agreed to include the information shared several years ago about the governors in a newsletter on an annual basis.</p>	
<b>3.2.</b>	<p><b>Homework</b></p> <p>A P&amp;C has raised concerns that their child should not be punished for not completing homework on time as it is not their fault if their P&amp;C have not provided them opportunity to do it. School and forum agreed that the volume of homework each family deems acceptable is different but when homework is set, the child must be encouraged to take some responsibility for completing it, as well as the P&amp;C, and expect to receive some punishment (loss of break time is the norm) for non-completion. Forum agreed that where P&amp;C has a specific concern this should be taken up with the class teacher.</p>	School P&C
<b>3.3.</b>	<p><b>Robins Information</b></p> <p>A P&amp;C has requested info on the take up of Robins places. School advised that Robins is mainly full, with the occasional space available. P&amp;C wishing to apply for a place should speak to school directly.</p>	None
<b>3.4.</b>	<p><b>SHE Syllabus</b></p> <p>School is adopting additional structure and content from the Islington Primary School Scheme which offers a progressive development and discussion opportunity throughout school on making choices about Drugs, Alcohol and Tobacco. Year 6 does some additional activities via crucial crew but this scheme allows the topics to be introduced at an earlier age. Forum reviewed the overall content and were impressed with the content and development structure. Further discussion on some of the other aspects of the scheme, including mental health, identity &amp; society and equality at future P&amp;C meetings was agreed.</p>	School
<b>3.5.</b>	<p><b>Relationship With All Saints Church</b></p> <p>A P&amp;C has commented that the relationship with the parish church is not strong. School responded that the church engages via worship, school visiting the church at least half termly, KS2 has visited for workshop. There is a church governors meeting shortly and further interaction will be discussed. School expressed the hope that the P&amp;C who has raised this will volunteer to take up the vacant parent position on the church-school committee to help promote this relationship.</p>	P&C
<b>3.6.</b>	<p><b>Reporting KIRF Scores</b></p> <p>P&amp;C asked if it was possible for year 2 KIRF scores to report accuracy as well as number attempted. School reported it is normal for all the results to be correct as normally those completed are correct. The aim of KIRFs is to build confidence and avoid panic. Accuracy over speed is promoted. If a P&amp;C has a specific concern they are requested to speak to the class teacher.</p>	None
<b>3.7.</b>	<p><b>LEH Retreat Garden</b></p> <p>A steering group is being formed to plan the garden project, assistance in fundraising and tasks will be sought as necessary. An information session is being held in the playground on 06 October.</p>	School
<b>3.8.</b>	<p><b>Head Lice</b></p>	

	Forum discussed the latest NHS advice regarding treatment of headlice. The new lotions are now recommended for use as they use a different method to kill the lice which the lice are not resistant to. School will amend the information that is sent home.	School
<b>3.9.</b>	<b>Transition to Secondary School</b> A year 7 parent has contacted school to thank them for their efforts in assisting last year's year 6 children in transitioning to secondary school. The move had gone smoothly and their child had been well prepared and sorted and they were grateful for school's efforts.	None
<b>4.</b>	<b>Meeting Admin</b>	
<b>4.1.</b>	<b>Next Meetings</b> 26 January 2018, 16 March 2018, 22 June 2018. All to start at 9am.	All
<b>4.2.</b>	The P&C forum thanked Suzanne for her efforts in setting up the forum and gave her their best wishes for her new position.	
<b>4.3.</b>	<b>Meeting Closed: 10:00hrs</b>	