

Cedars Academy Parent Council Meeting Minutes from 27/04/17



MEETING ATTENDEES:

Lisa Miller – *Secretary*
Gina Ward
Connie Pendleton
Deborah Robinson – *new member*
Emma Kelly – *new member*
Wendy Morris – *new member*
Naomi Parkin – *Student Council representative*
Dawn Liddle-McGee – *school representative*

Apologies from:

Paul Hills - Chair
Trish Smith
Sarrah George

LOCATION: Cedars Academy Lodge

AGENDA:

1. Welcome and introductions for new attendees
2. Review of previous meeting minutes
3. **Review of Action Points:**
 - Cedars Parent Group Facebook page – Lisa Miller has been added as an Administrator and page settings have changed so that all posts must be approved before posting.
 - Internet Safety training for pupils and parents – Digital Literacy is now part of the KS3/4 timetable. E-safety training sessions were offered to parents in school last year but there was a poor response.
Can school organise e-safety sessions for parents and children to attend after school? PC will canvas parent views on FB page.
 - School photos are going ahead during the summer term – letter will be sent out to parents soon.
 - School Calendar update – school will be printing a 2017-2018 academic calendar for parents to buy in September. Suggestion for each class to create 'self-portraits' to be added to each month.
Is it possible for the calendars to be ready for sale at the Summer Fair on 21st July?
4. **Feedback from Student Council meeting (Naomi Parkin):**
 - i) Results from Student and Parent Questionnaire – only 40 responses to Parent Questionnaire completed. Mr Malcolm has set up an online version which is anonymous so may encourage more parents to complete it. PC will share the link to online questionnaire on the Cedars Parent Group FB page.
 - ii) Parent views on school day start/finish times and holidays: General consensus from parent council members is that we are happy with the way things are – “If it ain’t broke don’t fix it!”
 - iii) Virtual Tutor Groups and Key Person – feedback from parents? Many parents are not familiar with these new systems, especially about their child’s KEY PERSON and didn’t receive original letters from school.
Can school please re-send this information out to parents via letter/parent mail?
 - iv) **SUMMER FAIR on Friday 21st July** – PC stall ideas? Suggestion that PC can hold a ‘*uniform swap shop*’ stall on the last day and send out letters/messages to parents asking them to donate any unwanted, decent quality items of uniform for the stall. Parents can choose whatever items they want to take and make a voluntary donation on the day.
5. **SCHOOL UPDATE:**
 - i) Primary Uniform changes - Royal Blue jumpers and cardigans are now available to order from School Trends; a letter was sent out to parents before Easter holidays with details of how to order but not everyone received it. **Information about uniforms on the school website still needs to be updated.**

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- ii) September arrangements: 4th & 5th September are Teacher Training days to get the new classrooms set up. **First day of term = Wednesday 6th September.**
Suggestion for school to hold an 'open coffee morning' for parents to look around the new school layout and help children to settle back in. Mr Flowers liked this idea at the last Student Council meeting.
- iii) Clear signage needed for new primary/secondary entrances and directions around school for new classrooms etc.
- iv) "No Technology Day" – 16th May 2017. Cedars College initiative to improve communication amongst students – all mobile phones/PCs/tablets banned. The whole school will be taking part including staff.
- v) New Zebra Crossing will be put across the main entrance gates leading onto Ivy Lane by the builders Meldrum. They will also put the "Slow Down 6pmh" sign back up at the entrance.

6. Home/school Communication:

- New PC members expressed their concerns regarding the lack of communication from teachers with updates on how their child is doing each week, if there are any issues, what trips/activities are coming up etc. Discussion about the communication methods – either a diary or by e-mail depending on the class teacher's preference? It is clear that the communication methods used by staff to share information with parents are not consistent across school.
Parents would like teachers to give them updates on each child's progress at least once per week! Can each class teacher ask parents which method they prefer?
- Issues regarding After School provision – poor communication and incorrect information given to parents from PE department staff. **Can Mr Flowers attend the next PC meeting to discuss this further?**

7. Safety issues in main car park:

- New PC members raised concerns about lack of safety in the school car park during morning drop-offs and afternoon pick-ups, mainly relating to taxis driving through the pedestrian walkways and parking over the zebra crossing at the main entrance. Security staff are present in the afternoons to direct taxis but not in the mornings – why? Some parents have spoken to taxi drivers and received unpleasant/rude responses.
Can security staff also be present during morning drop-off to ensure taxis do not cause safety issues for children and parents? Can there be clear road markings for taxis or a barrier put along the zebra crossing to prevent them parking on it? Dawn McGee said she would phone the Transport Department at the Council to discuss these issues and feedback to Mr Flowers.

8. Parent Council meetings:

- We discussed the fact that many Cedars parents cannot/will not attend the PC meetings because they are held after school, either because of work, the long distance from home to school or they don't want to leave their children at school.
Suggestion that the PC meetings could be held during the school day at 2.30pm – 3.30pm so that parents can attend then collect their children. Maybe alternate the meetings each month – e.g. hold one meeting during the day and the next month hold it after school. This might give more parents an opportunity to come along to meetings. School also needs to improve the childcare arrangements for parents attending the PC meetings at 3.30pm as it is badly organised and upsetting for the children. These arrangements need to be discussed with Chair Paul Hills to check his availability.
- **Updates from PC meetings need to be sent out to Cedars parents to keep them informed of what's going on. Lisa Miller will contact Mr Malcolm to arrange getting a Parent Council article included in the next issue of the Cedars Times.**

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9. AOB

10. Next PC meeting = **Thursday 8th June. Time to be confirmed.**