



Minutes	PARENT COUNCIL MEETING (Christ the Sower Ecumenical Primary School)
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Date	Thursday 10 th May, 2018	Time	7.30pm to 8.45pm
Venue	Staff Room, Christ the Sower School	Lead	MH
Present	Martin Hosier (MH, Chairperson), Huw Humphreys (HH, Headteacher), Gill Quinnell (GQ, Secretary), Claire Phillips (CP), Michelle Jones (MJ), Sarah Galloway (SGa), Michelle Sharpe (MS), Sam Green (SGr), Kam Chauhan (KC), Srivas Waghmare (SW), Kaajal Mushtaq (KM), Leanne Maddison (LM), Lisa Lowther (LL), Sam Higgs (SHi).		
Apologies	Dawn Rice (DR), Jo Tordillo (JT), Nadiya Hussain (NH), Abdal Hussain (AH), (Obad Annobi, (OA), Governor), Pauline Winn (PW), Sanja Sijan (SS), Sarah-Jean Hosier (SJH), Emily Marshall (EM), Paul Farmer (PF).		
Next Meeting	7.30-9.00pm, Thursday 10 th May, 2018		

Item	Topics / Decisions / Key Information	Action
1	Welcome and Apologies See above for apologies.	
2	Updates on outstanding actions from previous meeting:	
2.a	Road safety letter (GQ) <ul style="list-style-type: none"> • Nigel Spencer from Milton Keynes Council (MKC) had completed two assessments (AM and PM) and is fully supportive of our requirements, however, there is not enough traffic at other times and not enough money in their budget for a zebra crossing. He can give us lots of practical support via educating parents / car park users. All agreed that we would like this support. • GQ mentioned the possibility of a manned crossing; all thought this a good solution. CP and GQ offered to volunteer for this. • GQ took this back to MKC and asked for funding for training and equipment if we provide the volunteers. 	GQ
3	Head teacher's resignation (HH) <ul style="list-style-type: none"> • A plan: interim head for now, similar to previous to HH - Louise Eaton and Alison Waspe were previous interim heads, and there had been some major changes. • HH hopes that staff and parents who were part of the school at that time can be assured that there will be a smooth transition. • HH's reasons for leaving include the direction of English education not being what he feels supports children's learning – measures becoming targets. The direction he wants to continue taking the school is at loggerheads with the direction of the LA. • MJ asked if he would consider staying until a permanent head is appointed. • HH has every confidence in the interim, staying for two terms. • HH will keep parents updated as changes occur. 	HH

4	<p>Attendance letters (LM)</p> <ul style="list-style-type: none"> • A parent was quite upset or taken aback about the wording of the last paragraph. • HH stated that there are parents that habitually have their children out of school and the letter focusses on them. • When OFSTED check, they look for attendance above 90%, and also what the school are doing to address this. • Could they be addressed to the parent / carer rather than the child? HH says they should have been addressed that way by the TA's. • MH asked if the printout that arrives at the end of term could be issued to those who are the habitual people. • Maybe the wording could be softened for those families with attendance below 90%. 	HH
5	<p>Year 6 leavers trip / celebration – what is planned? (MJ)</p> <ul style="list-style-type: none"> • When there has been one previously, the parents contribute to the cost, so could there be some notice for parents to save up? • HH mentioned that there has been no trip for two years, instead it was laser tag last year and Friends Together funded it. • MH advised that there are discussions around this year's celebrations. • (SGa) Leaver's assembly? Yes. • MJ asked, because of teachers leaving, could there be a class collective worship for those teachers, to cut down the time of the Leaver's Assembly. 	Closed
6	<p>SEN information handover between classes – is the procedure watertight? (MH)</p> <ul style="list-style-type: none"> • An event had occurred where some information had not been passed on. Mrs Atherton (SENCo) has now been advised. • HH discusses this and advised that there is an allocation of funding for children on the SEN list. Every class has provision. There is a meeting between the teachers for a handover of all the information. The SENCo then checks, however, there have been staff changes. • GQ asked if there is a possibility of a one-page profile that includes useful information. • KM mentioned that targets are set by the current teacher for the new term, as they know the children best, and this action assists with transition. • GQ mentioned the SEN email address, MH asked if that get monitored. • HH: Provision maps include information from records, parents' evenings, ad hoc meetings with teachers. Meetings with teachers at the end of term are also offered. • Interventions are increasingly difficult and when additional (personally identifiable data rules) come in. • Good word-of-mouth directly from parent to teacher is the best approach. 	Closed
7	<p>Friends Together dissolution – what happens next (SJH)</p> <ul style="list-style-type: none"> • MH took this as SJH was not available. • This week's EGM confirmed that the committee will be dissolved due to lack of interest from parents. • Now there is a perfect opportunity for a new set of parents. • HH would like to see a parent AND teacher association, with structuring around work commitments. • There will no longer be any further events planned – aside from the Year 6 leavers event. • MH asked GQ to ensure that Parent Council keeps it on the agenda for further updates, and to support a new PTA. • MJ: what is the detriment in terms of funding? Anywhere between £2-£8,000 per year. HH said that the money and equipment will be transferred to the school and ring-fenced for specific items. 	GQ
8	<p>Parent Council - Terms of Reference (MH)</p> <ul style="list-style-type: none"> • Copies sent to everyone, what can be changed or updated? Please email any comments to MH 	All

9	Parent council roles – Elections at next meeting (MH) <ul style="list-style-type: none"> • There are roles: chair and secretary, which are renewed every year. • MH will not be standing again as he has been in the role for three years and feels that it is time to move on. MH and MJ offered to talk to anyone about the role. • GQ may stand again and has also offered to talk to anyone about the role, should they wish to stand. • HH mentioned that the meeting and its layout is unlikely to change with a new interim head, as it's one of the key ways to garner parental opinion and ensure inclusion. • Elections will be held at the next meeting. 	Closed
10	Next meeting date 7.30pm, 28 th June 2018.	

Summary of Actions			
Ref	Action	Lead	Required by
2.a	Road safety letter (GQ) <ul style="list-style-type: none"> • GQ took this back to MKC and asked for funding for training and equipment if we provide the volunteers. 	GQ	Next meeting
2.b	Head teacher's resignation (HH) <ul style="list-style-type: none"> • HH will keep parents updated as changes occur. 	HH	Next meeting
2.c	Attendance letters (LM) <ul style="list-style-type: none"> • MH asked if the printout that arrives at the end of term could be issued to those who are the habitual people. • Maybe the wording could be softened. 	HH	Next meeting
2.d	Friends Together dissolution – what happens next (SH) <ul style="list-style-type: none"> • MH asked GQ to ensure that Parent Council keeps it on the agenda for further updates, and to support a new PTA. 	GQ	Next meeting
2.e	Parent Council - Terms of Reference (MH) <ul style="list-style-type: none"> • Copies sent to everyone, what can be changed or updated? Please email any comments to MH 	All	Next meeting