

St Luke's C. of E. Primary School Parent Council

Minutes of the Meeting held **29/11/2024**

Attending:

Staff:

Dan Bates (Deputy Headteacher & SENDCo)

Parents:

(Class rep Yr R) Sarah Mehanna	(Line parent Yr R)
(Class rep Yr 1)	(Line parent Yr 1)
(Class rep Yr 2)	(Line parent Yr 2)
(Class rep Yr 3) Anna Gracey, Andrew Dobson	(Line parent Yr 3)
(Class rep Yr 4) Cecilia Fellows	(Line parent Yr 4)
(Class rep Yr 5)	(Line parent Yr 5)
(Class rep Yr 6) Lisa Cresswell	(Line parent Yr 6)

Agenda:

1. Agree terms of reference
2. Matters arising from previous meeting June 2024
3. Hall Windows + Premises update
4. Christmas at St Luke's KS1 show
5. Hair & Uniform policies
6. Parents' evening
7. Parent Governor opening
8. Items from Class Reps
9. A.O.B

1. Welcome and Introductions

- The meeting started with Daniel Bates welcoming attendees and addressing issues with the meeting link.
- Apologies for the delay due to technical difficulties.

Action Point:

- Daniel Bates to resolve meeting link issues for future meetings.

2. Matters Arising from the Previous Meeting

No significant issues except for a note to discuss sports day drinks closer to June, which is a PFA matter.

3. Premises Updates

- Hall windows have been upgraded after three years of efforts. The change has improved warmth and functionality.
- PFA Shed Update: The new metal, mouse-proof shed will arrive on 22 January 2025.

4. Ticketing for Year-End Events

- Issues with ticket allocation for year-end productions were discussed.
- Ticket Allocation: Year 2 gets four tickets per child, while Reception and Year 1 get two each. Additional tickets to go on sale for parents of other children.
- Fire safety regulations limit capacity.

5. Uniform and Hair Policy

- Reminder of the strict policy outlined on the school website. Parents are encouraged to comply, especially regarding hair accessories.

Action Point:

- **Class reps to remind parents about the policy via WhatsApp groups.**

6. Parent Evening Feedback

- Positive feedback was noted from parents.
- Mr Bates highlighted that, following previous discussions at parent council, ten-minute slots will remain the standard for parents' evenings due to the increased workload and feasibility of increasing the length of slots.

7. Parent Governor Vacancy

- An opening for a parent governor was announced. Interested parents should contact Mr. Dutton.

Action Point:

- Class reps to promote the governor role within their groups.

8. Items from Class Reps

- Year 3 Concerns:
 - Issues with lunch booking systems – meals disappearing or only booking for six weeks.
Action Point: Daniel Bates to escalate concerns with the lunch contractor and share contact details for complaints.
 - gslack@caterlinkltd.co.uk email address for Grant Slack who is the operations manager for Caterlink.
 - Google Classroom homework printing challenges.
Action Point: School to consider printing homework for books, as done in Year 2.
Answer: the staff should not be setting homework that requires printing. Mr Bates will raise this at a staff meeting and monitor the situation going forwards.
 - Date changes for events to be clearly highlighted in newsletters.
Action Point: School admin to highlight date changes prominently in newsletters.
- Reception Concerns:
 - Concern over sugar content in food and broader school policies on sugar intake. Mr Bates gave a summary of action the school and the caterers have already taken towards reducing the amount of sugar the children have access to in school. Examples given were: the reduction of the amount of sugar in the school meals menu which had come up at a previous parent council because lots of children complained that the pizzas didn't taste as nice. Also highlighted was the change from sweets and cakes for children's birthdays to a donation of a book towards the class library.
Action Point: Daniel Bates happy to meet with concerned parents for further discussion.
 - **Answer:** Please also see the links below to the school website's meal section, the Caterlink parent information poster and the St Luke's healthy packed lunch leaflet which all contain information about the school's policy towards sugar in food.
 - <https://www.stlukes.kingston.sch.uk/page/?title=School+Meals+%26amp%3B+Milk&pid=80>
 - https://www.stlukes.kingston.sch.uk/_site/data/files/pdf/2school%20life/DD4DAF431A85984D1DD2F872542D5F32.pdf
 - https://www.stlukes.kingston.sch.uk/_site/data/files/pdf/2school%20life/4A45F0F1C0B098F650952F4B228B42E1.pdf

9. AOB (Any Other Business)

- Weekly lesson plans visibility: Suggestions to make them available electronically or through Google Classroom.

Action Point: Daniel Bates to explore technical feasibility of sharing plans electronically.

Answer: This would be considered an additional admin task for the teachers to undertake and the school is keen to avoid adding additional burdens to the staff. If the class reps could undertake to share the weekly overviews via Whatsapp, it would be greatly appreciated by the staff and those parents who are not able to pick children up from school.

Future Meeting Dates

- Spring Term Meeting: 21 March 2025
- Summer Term Meeting: 4 July 2025