

**St Luke's C. of E. Primary School Parent Council  
Minutes of the Meeting held 6/12/19**

**Attending:**

Dan Bates (Deputy Head and SENDco)  
James Manthel (Parent Year 1)  
Fiona Richards (Class rep Reception and Year 4D)  
Rochelle Westropp (Class rep Reception)  
Linda Dearnley (Class rep Year 1)  
Perveen Squibb (Class rep Year 2 Oak)  
Jenny Green (Class rep Year 2 Willow)  
Sofia Von Wachenfeldt (Class rep Year 3)  
Donna-Lee Townsend (Class rep Year 4FW)  
Patricia Petrescu (Admin Assistant)

**Minutes of Council meeting held on 06/12/2019 at 9:00 AM**

1. Welcome and introduction  
Mr. Bates welcomes the parents to the Parents Council meeting  
Agreed terms of reference

2. Matters arising from previous meeting 12.07.19  
**MATTERS ARISING FROM PREVIOUS MEETING 12.07.19**  
*Compound Surface*  
The MUGA was resurfaced in August 2019.

*School Fund*

A letter to clarify school fund payments was sent out earlier in the term once all Reception children started at the school. The letter explained the amounts payable are voluntary and introduced a monthly payment option by standing order. Feedback?

Emails have been received by parents.

*Languages*

KS2 children (and staff) are enjoying the different language that they are learning. KS1 children have lessons in the summer term. This year the school has introduced a new Spanish club at lunchtimes.

Introduction of Latin – parent council felt that their children are enjoying it.

### *Meal Price Increase*

The price should have increased to £2.30 from September, but the Local Authority and ISS Catering did not make the change despite the school informing them before the summer holidays. We are not sure when the change will happen.

Parents had not noticed a price increase and were not aware of what the current price is.

### *School House Names*

Green – Picton

Red – Wilson

Yellow – Wookie

Blue – Hawker

Children are enjoying the new names, question was asked about why the colour team names are still used occasionally. Mr. Bates explained that the children still have a colour associated with their house, for example at sports day they will wear their colour t-shirts, and that teachers and children were getting used to the new names still.

### *Productions*

The Ks1 production will have a shorter running length following feedback from parents. It will not have an interval and will last approximately 45 minutes.

### *Dirty Utensils*

This was raised with ISS staff by Mr. Dutton and the children at a recent School Council meeting. ISS staff reassured children about the cleaning process and also asked the children to help by scraping any food items off the knives and forks.

### *Record of Achievement Feedback*

Thank you for flagging this with parents, we managed to receive more responses than the previous year. A suggestion was made that the school might achieve a greater response if the questionnaire was sent out separately, via email possibly? Or if the feedback sheet was placed at the front instead of the report pack instead.

Answer: School to consider options when the questionnaire is sent out and what the format is.

### 3. Parent survey

Parent questioned if it was possible for the language to change on the parent survey form. Currently it says, 'Don't know' and there is no 'Neither agree nor disagree' option for some questions. Also, could the 'Further Comments' box have a summary of each question displayed to help parents to add in the additional information or each question possibly rather than at the end?

Answer: The survey is a standard Ofsted parent survey and that is the wording that they use.

### 4. Trips and visits

No comment from parents.

5. Extra-curricular clubs – More clubs are available than ever before, are there any other clubs that parents would like to see? Mr. Bates explained that the school has already introduced Minecraft club for 3 & 4 and 5 & 6 because it is so popular.

Music classes – parent asked if the school could offer 1 to 1 tuition. Mr. Bates thought that we did offer 1-1 tuition and that it was organised through the Kingston Music service.

Answer: Peripatetic Music tuition is available via the Kingston Music Service, [https://www.kingston.gov.uk/info/200202/music\\_tuition\\_-\\_0208\\_547\\_5050](https://www.kingston.gov.uk/info/200202/music_tuition_-_0208_547_5050). Please contact them to organise lessons. The school policy is that this must take place outside of curriculum time i.e. during lunch time or after school.

Are there clubs for under 5's i.e. Reception?

Answer: There are no free clubs for reception but there are payed clubs which reception can join from the spring term. They can join football, judo, multi sports, dance and tennis.

Parents felt that clubs fill up very quickly.

Answer: they are popular but we currently offer more clubs than we have ever offered. Free clubs are offered by teachers for free and there is a limit to how many they can do, as it is additional to their full time teaching commitments.

Could we have more creative clubs? - Art club is very popular, suggested clubs would be Magpie Makes or Sketch Better which run at Alexandra and Fern Hill.

Answer: The school is always willing to look at new clubs and will look at these providers. We are constrained though by having the space available for the club to take place in. Mr. Dutton will contact both of the highlighted clubs to enquire about availability.

6. KS2 Ties – Mr. Dutton is thinking of introducing a tie into the KS 2 uniform. What do parents feel? An elastic tie could be an option.

Answer: Parents felt possibly that the children might be too young for ties, it might be more appropriate for them to wait until they are at secondary school. Also, the Jumper has a high neck so they wouldn't be visible. Also, girls' uniforms would have to change and they would have to wear shirts instead. Parents think that other issues with uniform are more important than a tie.

Examples: Cardigans with a badge instead for girls- take away the option of just wearing a blue jumper, boys' trousers are grey, girls skirts are blue, also girls can wear a variety of colour tights, making them wear one colour might smarten the school up. Mr. Dutton will review. Could there be a referendum on it?

7. Dates for next meeting

Answer: Keep as it is - after February half term but have the summer term one in summer 1 term.

8. AOB

After school booking – Can there be an electronic option instead of paper form?

Answer: The school prefers having the ability to manage the access to ASC because demand is so high for places e.g. we try to offer every parent who asks at least some access to the after school club. If we didn't manage it, we couldn't do that, it would be a similar situation to the clubs bookings, parents could book 5 days a week and that would disrupt other parents working plans. Priority bookings can also be given for the parents that have already used the after school club previously. Lin was also very keen to point out that we do have an electronic system in the back ground that manages the after school club finances etc. However, the school has opted to retain the paper booking system for the reasons above.

9. Can the school hall be hired for parties over the weekend?

Answer: The school already has regular bookings for Saturdays from a gym club, and we are always looking to raise revenue via regular lettings for clubs or groups. Ad hoc rental is not possible because of the cleaning and access requirements.

10. School meals booking system – There have been issues with children receiving the meal that they had booked.

Answer: ISS, the meal contractor, had issues with their database recently. This is not a system that the school manages, it is the responsibility of ISS and they are responsible for resolving it. They are also responsible for communicating any issues to the parents. The school realizes that it is frustrating for parents, it was also highly frustrating for the catering staff. All communication relating to school meals, including complaints about the quality of the food should be directed to Juliet Anderson, Area Manager for ISS. [juliet.anderson@uk.issworld.com](mailto:juliet.anderson@uk.issworld.com)

10. A parent reported that they felt some children were being excluded from joining in specific activities at lunchtimes because they are not 'good enough' i.e. Football.

Answer: Mr. Bates will raise the issue with the lunchtime staff, parents can also discuss this with their individual teachers.

11. Tuesday book change now clashes with the Hymn Practice assembly. Would it be possible to change the day?

Answer: Mr. Bates to speak to KS1 teachers about the days that they change books on and report back.

12. Would it be possible to have a playground shelter? This could be for the children to play in when the weather isn't great and might also be helpful for a cake sale day.

Answer: Mr. Dutton liked the idea, the current 'tent' construction on the pathway is in need of repair and the school had been considering altering the access gate to the school. Mr. Dutton will investigate possible solutions and seek quotes. This could be a 'target' for the PTA to raise funds for.