

St Luke's C. of E. Primary School Parent Council
Minutes of the Meeting held 24/11/2023
Attending:

Staff:

Dan Bates (Deputy Headteacher & SENDCo)

Hannah Jones (Admin Assistant)

Parents:

((Class rep Yr R)	(Line parent Yr R)
(Class rep Yr 1) Melissa Tanudirdja	(Line parent Yr 1)
(Class rep Yr 2)	(Line parent Yr 2) Jessica Quayle
(Class rep Yr 3) Cecilia Fellows	(Line parent Yr 3)
(Class rep Yr 4) Ruth Dawson	(Line parent Yr 4)
(Class rep Yr 5) Laura Eden, Vinny Annear	(Line parent Yr 5)
(Class rep Yr 6D) Cecilia Fellows	(Line parent Yr 6D)
(Class rep Yr 6L)	(Line parent Yr 6L)

Agenda:

1. Welcome and Introduction
2. Matters arising from previous meeting July 2023
3. Free school meals take up
4. Hall windows update
5. Other premises updates: new KS1 toilets, compound and RAAC
6. Sensory room - Thank you for this
7. Clubs feedback: Admin fees and offer
8. Newsletter and Worship Round Up
9. School Uniform update
10. Christmas items
11. Items from Class Reps
12. AOB

1. WELCOME & INTRODUCTION

- 1.1.** Mr Bates welcomed the parents to the Parent Council meeting and thanked them for attending this year.

2. MATTERS ARISING FROM PREVIOUS MEETING JULY 2023

- 2.1.** Minutes from previous meeting; Actions were to do with Caterlink refunds from ParentPay. These have been resolved. There are a few outstanding as we are unable to refund on amounts paid in over two years ago. If you haven't received a refund and think you are owed one please contact the office as it may be the payment was 24 months ago or more and it will need to be a manual refund via cheque.

- 2.2.** Uniform change to trainers, seems to have gone well.

- 2.3. Sacks for sack races - these will be inspected before the next Sports Day and replaced if needed.
- 2.4. Netball club - the child in question joined the club after the preparation for the upcoming tournament.

3. FREE SCHOOL MEALS TAKE UP

- 3.1. From our point of view it's gone smoothly - there have been a reduced number of options but the KS2 numbers are up. Quality of food is still top notch.

4. HALL WINDOWS UPDATE

- 4.1. Deeply frustrating as we turned down a significant booking and didn't run the holiday club then a week before the holidays the council said they weren't going to do it. This was because they initially were repairing at £300,000, but on seeing the state of the windows they need full replacement at a cost of £600,000.
- 4.2. They intend to complete it next summer and as compensation they will also replace the blinds and will be doing the windows at both ends of the hall.
- 4.3. A parent commented that last summer holidays there was lots of other building work in the school which was very disruptive for local residents.
- 4.4. It would be appreciated if it could be communicated in advance about the upcoming works. The contractors that worked this summer were very noisy and rude.
- 4.5. DB highlighted that because the windows are a big project there will be project management from the council as it is their money and their project.
- 4.6. Local residents would appreciate a point of contact with the school/project manager if there were problems. Laura Eden is happy to be the contact with the local residents.
- 4.7. A parent asked if the council backs out could we still run the holiday club at short notice? DB replied this would be based on the timing of the cancellation as our staff would find other jobs for the summer.
- 4.8. It was very frustrating for the school and of course we've landed with a leaking roof still.

5. OTHER PREMISES UPDATES - NEW KS1 TOILETS, COMPOUND AND RAAC

- 5.1. Over the summer we refurbished the KS1 toilets, which was very successful and they are now really lovely. The new compound surface is great and has helped with flooding in the compound.
- 5.2. DB confirmed we do not have any RAAC in the building.
- 5.3. We are having a new shelter on the playground, along the path. It will be an 8m long canopy to provide more shelter, especially in the summer months.
- 5.4. Air-con has been installed in the three hottest rooms in the school. The two classrooms on the south-end (Years 2 and 4 currently) and the kitchen have had air conditioning units installed.

6. SENSORY ROOM - THANK YOU FOR THIS

- 6.1. We've had the sensory room coming up for a year and it has been absolutely brilliant. It has been used by all sorts of children through the school. It's a quiet space and we want to say thank you as we really have used it a lot.

7. CLUBS FEEDBACK - ADMIN FEE AND OFFER

- 7.1. It was felt the admin fee is no problem but the music type clubs are very few. Choir is for year 5 and 6.
- 7.2. Year 5 and 6 tend to have more opportunities for inter-school competition, so there is a bit of a dead spot for years 3 and 4 in terms of sports clubs.
- 7.3. We do as much as we can with the resources we've got but we can only offer what we are able with the staff we have.

8. NEWSLETTER AND WORSHIP ROUND UP

- 8.1. Mr Dutton has asked for a bit of advertising! Communication is often said to be lacking, so we wanted to highlight the Newsletter. Each week it has all the upcoming events and dates parents need to know about. Also class updates. Please can class reps highlight this to parents who are struggling to keep up with school events.
- 8.2. Our worship round-up shows what the school has been focussed on in worship each day.
- 8.3. Parents noted that both are well received by parents, helpful and stimulate conversation with their children.
- 8.4. An observation was made that St Agatha's has an electronic scrolling screen at the gate that gives upcoming events, not that we necessarily need one but perhaps something along those lines to highlight upcoming events to parents.
- 8.5. The School News App is very helpful - it would be good to advertise in the newsletter.

9. SCHOOL UNIFORM UPDATE

- 9.1. We are going to be introducing a PE jumper. We try to have the children go out in all but the worst weather but in the wet weather going out for PE in their school jumpers means the children are then in damp jumpers the rest of the day. The new zip up jumpers will be logoed and cost £18.50. They won't be compulsory but another option for parents.

10. CHRISTMAS ITEMS

- 10.1. DB presented the Christmas dates.
- 10.2. Christmas party lists might be communicated more via class reps this year as there are lots of parents who don't come into school to pick up to sign up for donations.
- 10.3. We don't generally have an 'own clothes' day on the last day of term. There is Christmas Jumper day on 8th December.
- 10.4. A parent asked if the Christmas dates could please go out in the newsletter today.
- 10.5. PFA were planning on selling christmas jumpers at the school fair - this will be a day too late for christmas jumper day - DB to follow up with GD.

11. ITEMS FROM CLASS REPS

- 11.1 A question was asked about the School Fund - parents contribute to the school fund. How hard does the PFA need to push to raise more money to fund projects for school. DB answered 'as much money as they can'! The school fully understands it is all voluntary so don't want to cause problems with it but we are very grateful for all of the PFA's efforts.
- 11.2 Financially the school is in a good position, we have reserves and a tight budget. The contributions from the PFA allow for us to add the 'extras' which make the school a nicer, happier environment for the children.

11.3 Does the school still do trips to Thames Young Mariners? We can't remember why we don't do those trips anymore. DB to follow up why we no longer use them.

Cost of the trip was quite high already and required a subsidy of approximately £2600 from the school with parents paying £20 per child to make up the rest. This increased significantly post covid so we decided that we couldn't justify the cost.

11.4 Some of the workshops are quite expensive for what they are and in comparison to trips that we do. For example, during the Year 3 Lego workshop the children didn't get to finish their constructions and for the VR workshop the headsets ran out of power for Year 2 and 3 the company had to return.

11.5 Parents' evening booking system is difficult for parents with more than one child due to the way the booking system works.

No system is perfect. The previous booking system had its difficulties and the benefit of the current system is that it is cheaper than previous, takes a lot less maintenance and means that parents use Parentmail to book so only have one Log in.

Increase the time slots? 10 minutes goes very quickly.

DB pointed out that a parent's evening already adds a phenomenal amount of time, both in terms of preparation before the evenings and then the evenings themselves, for the staff on top of their standard working day. Therefore, it is not realistic, or reasonable, to expect staff to do a longer session for each parent. School already operates an 'open door' policy and parents are able to book additional meetings during the term if they have particular concerns about their child. Many parents already do this so parents evening is not the only opportunity that parents have to talk to teachers. DB also contrasted the amount of time parents get at a primary school parent's evening with what they can expect once their child is at secondary school.

11.6 Parents feel there is an over-reliance on TimesTables RockStars (TTRS) for homework.

DB pointed out that we are having a push across the school on times tables as we are concerned that some pupils are not as fluent in their tables as we would like them to be. A sound knowledge of multiplication tables is a key mathematical skill and provides the underpinning for so many maths, and life skills, that it would be remiss of the school to not prioritise the learning of these. TTRS is an adaptive online platform which makes the learning of tables fun, and accessible for all children, and the gamification of the process means that the children receive rewards for their efforts rather than just their attainment. Times tables are also a particular emphasis in Year 4 as they have their national times table test in the summer.

12. A.O.B.

12.1. No other matters arising - meeting was cut short by an unexpected fire alarm in the school.