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| **19/20** | St Briavels Parent’s Forum Meeting |  |  |
| **Date:** | Friday 27 September 2019 | **Time:** | 0900 – 1030 hours |
| **Venue:** | St Briavels Primary School |  |  |
| **Attendance:** | Kelly Leech (Chair) (KL)Sarah Helm (SH)Clare Gilmour (CG)Mari Gillingham (MG)Lisa Bennett (LB)Kat Nelson Brown (KN)Alice Jomain (AJ)Sue Young (SY)Matt Rees (MR) | Gemma Hurley (GH)Donna Dickinson (DD) – Part of meetingJade Meadows (JM)Sarah Hamsin (SH)Charlotte Bishop (CB)Piers Cardiff (PC)Charlotte Powell (CP) – Part of meetingRebecca Cherry (RC)Rosie Rees (RR) |  |  |

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| No | **Item**  | **Action** | **Date** |
| **1** | **Matters arising from previous minutes:**1. School Lunches – Annabel has presented changes to the school council but was unable to be at the forum meeting today. Further update at the next meeting. LB raised concerns about the ‘meat free day’ stating that she had concerns regarding removal of pupil/parent choice. DD advised that the suggestion it was badged under the ‘ECO Schools’ was incorrect as it was not an ECO Schools requirement. LB requested that other ‘Eco’ considerations be made, for example reducing plastic waste on food and using locally sourced ingredients.
2. Parent Pay Debt – SH advised this had now reduced to £1400. This has reduced substantially but can’t be written off. SH requested that parents who are struggling to pay can talk to the office and payment plans can be put in place. This to be publicised in newsletter. CB asked if an automatic reminder email could be set up to remind parents to pay. Other enquiries made about an easy to understand Parent Pay crib sheet. CB to take forward. DD raised issue that where there is a pupil premium allowance, this free hour gets added as a debt. SH advised this should not be happening and will discuss with the office.
3. PGL Alternatives – MR advised these have been provided to Mr LeTemplier (Year 6 class teacher) and he is awaiting further instruction. The Summit Centre in Brecon appears to be the preferred choice.
4. Drugs and Alcohol Policy – A copy was handed out by SH at the meeting for review. Essentially, alcohol is banned on site between 8.45am and 3.10pm. Alcohol is permitted at after school events that have an adult focus e.g. curry night, etc. The school has agreed that certain drugs are in some circumstances permitted e.g. for medical reasons (prescribed medicines), etc. Further details can be found in the detailed policy. CG clarified that alcohol could be used discreetly at non adult only PTA events e.g for those volunteering in the kitchen, etc. Parent Code of conduct – SH has requested more time to formalise this. It raises a number of issues as it is asking parents to consider their actions whilst on the school site.eg. parents swearing at children not considered acceptable.
5. Daisy Class Year 1 and 2 Buddy system – CP advised that this had been considered but it was felt that as the year 2 children would be required to be buddied up to two year 1 children it would be too onerous a responsibility particularly as they are not as mature as the year 6 children where the buddying system with reception children works very well. CB requested that the ‘golden time’ that Poppy Class have is replicated in Daisy where perhaps once a month, children can take in a toy or something other than writing or drawing, for a ‘show and tell’. MG asked about integration of year 1 and 2 in the class. It was advised that there is some cross collaboration but this could potentially be further improved by having ‘table leaders’ at snack time and ensuring more mixing of the year 1 and year 2 children. MG enquired about introducing spelling tests for differing abilities, splitting into groups. CP advised this would be introduced once abilities have been assessed. It was also established that some children were considered not ready to start spelling tests, but this had not been communicated to parents.
6. Choir donation update – SH advised that 50% of attendees had not paid. Option to pay now on Parent Pay, this is to be communicated more widely in newsletter and parents reminded to pay. It was also suggested a date to pay by ‘the X’ be added.
 | a) Annabel to attend next meeting and update.b) Admin to publicise parent pat debt and payment plans in newsletter. CB to provide Parent Pay ‘crib’ sheet. SH to discuss pupil premium ‘debt’ with admin.c) Mr LeTemplier to advise.d) SH to formalise Parent Code of Conducte) CP to review ‘golden time’.f) Parents of choir children to be communicated too | 14/11/19Ongoing14/11/19TBCTo be considered14/11/19 |
| **2** | **Finance**SH advised that the recent pay rise has only been part funded by the local authority – leaving a shortfall of 2% of the pay rise to be funded by the school directly, leading to a significant deficit. SH advised that some trade-offs/sacrifices will need to be made. Refer to discussions regarding mini bus below for funding alternatives. | Note | N/A |
| **3** | **Implications of no mini bus**SH advised that the lack of a minibus has had a huge impact. SH advised that they had consulted two qualified mechanics who advised it to be beyond economic repair and could not be made safe to drive. They received two quotes for sale for scrap and took the highest quote. This has caused issues with getting children to swimming. RC suggested that parents could assist with lifts. It was suggested that a pool of parents could be arranged, these parents would need to be DBS checked for volunteering. PC to consider a policy regarding volunteering and to manage this process. CG advised that the fundraising efforts this year would be centred on providing a new minibus. As the minibus will be both school and community use applications would be made to the Resilience (wind turbine) fund and potentially the Parish Council for the majority of the cost, and the remainder coming from PTA fundraising efforts. | PC to provide detailed requirements surrounding ‘DBS checks on a voluntary basis’ | 14/11/19 |
| **4** | **Update regarding School Business Manager and Chair of Governors Replacements**School business manager – SH advised that they had received 5 applications, 2 persons had agreed to interview but only one interview took place. It needed to be a competitive process and so the position has been re-advertised. SH advised they might consider a job share arrangement. SH to report back at the next meeting.Chair of Governors – SH introduced Sue Young (SY) as the new chair of Governors. SY gave a brief summary of her previous experience and knowledge of the school to the meeting. She advised there would be a parent’s information evening to be held on 10th October 2019. This would be led by Mr LeTemplier who would advise on the curriculum proposals together with SY who would discuss future proposals.SY also advised there were currently vacancies for a parent governor and two co-opted governors. Further details of this to be supplied at the meeting on the 10th October.  | SH to report on progress re Business Manager at next meetingParents Information Evening 10 October 2019 | 14/11/1910/10/19 |
| **5** | **AOB*** ECO Schools update – DD advised that the ECO schools committee/working party had been set up but more volunteers were needed. She advised that it was on hold until there was more time able to be committed by staff to allow communication between staff/children/school and wider community (Chris McFarling – who is currently out of action due to a broken leg). SH advised that this was a discussion for outside this forum as there was insufficient time at this stage.
* SH confirmed recycling bins are available in the staff room which can be utilised following PTA events,
* Plastic bottle – building eco bricks – Paula Cawte / Becky Kendrick are contacts for these.
* Class reps required to feedback from this meeting; Sunflower – KN / Bluebell – AJ & JM / Daisy – MG & CB / Poppy – CG / Foxglove – SH / Speedwell – LB & RC
* Communication – SH advised if there was a situation where both parents needed to receive communication, parents should provide email addresses to the office. CG asked if Sunflowers were now on the main website as parents had missed communications. SH to confirm.
* MG raised concerns regarding the communication policy regarding incidents taking place in school and specifically the anti-bullying policy. This makes no mention of communicating incidents to parents whose children have been subject to bullying or a bullying incident and also only suggests informing the perpetrators of the bullying after a number of incidents have taken place. Both of these need addressing and further review. Furthermore, MG had concerns whether such incidents were being properly recorded (as required by the policy) which would assist in identifying patterns of bullying behaviour. SH to review, highlight importance to all staff and report back.
* GH raised concerns over poor parking and the impact this has on people trying to cross the road with buggies etc. SH to review and address with regular culprits.
* Rags to Riches – reminder from CG about the collection and also to put good quality items aside to be sold in PTA bring and buy sale to be held later in the year.
 | DD to discuss with SH outside of forumSH to confirm with admin if Sunflowers now have access to main website.SH to review anti bullying policy. | TBC14/11/19TBC |
|  | **Date of Next Meeting:** Thursday 14th November 2019 at 9:00amAny items for the agenda to be emailed to kelly\_hoare2005@yahoo.co.uk (AKA Kelly Leech Poppy class mum) by Thursday 7th November 2019.*Please note:- following what was an intense session with Mrs Powell regarding Daisy Class activity, KL as the Chair submitted an apology on behalf of the Parents Forum. With the required action in the future being to ensure only the items on the agenda would be discussed in future meetings.**Therefore any items wishing to be raised and discussed at the Parents Forum must be communicated to Kelly Leech by the above deadline*. | Next meeting Agenda Items to be submitted | 14/11/197/11/19 |