

Four Elms Primary School

CEO- Mrs L Mitchell

Head of School- Miss J Fermor

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Parent Council Friday 1st December

Minutes

TOPIC TO DISCUSS	MINUTES
Welcome and Introductions	Heidi, Kez, Lizzie, Juliette, Jess, Joe present. All have said they are happy for their first name to be shared and for their email addresses to be shared with each other. JF outlined purpose of Parent Council and importance of working together.
The purpose of the Parent Council and agreement of Terms of Reference	All agreed but suggestion made that the Parent Council meet 6 times a year, rather than 3. All agreed to this.
Agreement of who will take minutes in interim	In the long term, this will be Secretary. In the short term, this will be a member of the Council and the minutes will be typed up by Jess Fermor.

TOPIC TO DISCUSS	MINUTES
<p>Communications policy – what would you find useful to have in this policy?</p>	<p>Jess Fermor explained that the Senior Leadership Team across the trust have decided they want to introduce a Communications policy. This will include information on how we communicate, waiting responses etc. Jess Fermor asked the Council for what would be useful to include.</p> <p>The question of whether parents can email teachers directly was posed. It was decided that it would be useful to know who to email for certain things e.g. some parents were saying that they would email the Secretary, but others would email Head of School.</p> <p>Homework was discussed and parents unsure of whether they could communicate via Teams with teachers. Members spoke about returning homework and that when it is set via 'assignments' this is easier. Also, when homework is set on a regular day and time, this helps. Jess Fermor spoke about the survey that had been sent out to gain views on homework which 36 people responded to. Jess Fermor explained changes will be made to home learning but this will need to go via children and governors first.</p> <p>It was discussed that it would be useful for there to be consistency with communication e.g. MCAS, website, email, Teams.</p> <p>Members said that some have had problems with MCAS app and not receiving communication. This will be looked into with new office staff.</p> <p>There were suggestions of having an online calendar either on website or Teams which is specific to year groups. Jess Fermor explained that the website is going to be changed.</p> <p>Members asked for as much notice as possible on events.</p> <p>Communication roles were discussed as there are different reps within the class:</p> <p>PTA communication reps</p> <p>Class rep – responsible for getting presents etc</p> <p>Parent Council – spokesperson between group and school</p> <p>Jess Fermor agreed to email the different reps and ask if they are happy with their role and with their names being shared with the rest of the school.</p> <p>PTA access was discussed and some members were unsure of how to join. Lizzie agreed to work on this with PTA.</p>
<p>Newsletter – what is working well? What could be improved?</p>	<p>Members agreed that the newsletter was useful, but relies on people reading it. Some mentioned that the links make it more confusing and it isn't always clear what is new or old. There was a discussion about new events/ letters etc being in a different colour.</p> <p>A member mentioned that it is useful to have the links to letters and the newsletter on the website. They could be sorted into groups on the website to make it easier to access.</p>

TOPIC TO DISCUSS	MINUTES
Ideas for agenda items for future meetings	<p>Suggestions involved:</p> <ul style="list-style-type: none"> • Outlining who the reps are and refreshing reps so there is a broad range of parents involved with the school • How to be clear in communication to Council • Lockdown procedures – letting parents know • Food and snacks – what can be brought into school e.g. is chocolate allowed? • Changes in school dinners • Lost property • Supply teachers • Use of volunteers within the school • ‘You said, we did’ posters <p>These ideas included feedback from WhatsApp groups.</p>
Close – summary of actions	<p>Based on the above suggestions, an agenda for the next meeting will be set and a form will be created for all parents to give their views in advance of the meeting.</p> <p>Jess Fermor to feedback to SLT about communication policy ideas</p> <p>Jess Fermor to contact rep groups and ask for permission to share name. We will then circulate a list of all the different reps and their role.</p> <p>Jess Fermor to work on letters section of the website (website due to change) to enable easier access</p> <p>Jess Fermor to liaise with office staff to ensure new items are highlighted on the newsletter</p>