

**Four Elms Primary School**

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## Parent Council Thursday 29<sup>th</sup> February

### Minutes

TOPIC TO DISCUSS	MINUTES
Welcome and Introductions	Heidi, Kez, Lizzie, Claire, Juliette, Jess, Joe & Adele present. JF introduced AH who will be the council clerk and acting on the feedback/communication.
Update on minutes from previous meeting	JF informed all that the Parent Council page has been added to the website with names and the website will be re designed around April-June. The Letters section on the website has been updated.

TOPIC TO DISCUSS	MINUTES
Feedback on Communications Policy	<p>All agreed the wording on the draft communication policy needed to change, to state one person per year group gets in touch with the school, rather than lots of emails. This can be the Class rep or Parent Council. Rep/ Parent Council to always keep parent informed.</p> <p>It was discussed that all messages home are to be sent via MCAS.</p> <p>All agreed parents can work together on the WhatsApp groups and all send reminders / relevant information.</p> <p>All members' feedback suggested that the Microsoft forms work well for a way of getting parent feedback.</p> <p>It was agreed a message will go out on the newsletter regarding families having issues with MCAS to contact AH and we will fix.</p> <p>There were suggestions that a message is sent out to families at the end of a term, to remind Parent/Carers, to book the next terms meals. It was discussed that if we have a class trip to remind parents to cancel the school lunch or if the trip has to be cancelled at last minute a message/ reminder to re book the meal.</p> <p>A message will be sent to all parents of where to find certain information with the launch of the new website.</p> <p>An appendix added to the Communications Policy of where to go for lost property.</p> <p>A message to go out about the 'Have your say' results. If anyone did not get to complete this the first time, they can come and see AH who will be able to give them a new form.</p> <p>PTA to update the school community of what the money is being spent on.</p>
Newsletter – What is working well? What could be improved?	<p>All members received a draft copy of the new newsletter format and parent feedback .It was discussed that the new proposed format was more appealing. Members said they would still like the new information to be highlighted each week. All agreed on the message from JF, of what has happened in school this week.</p> <p>Launch pages are on website as well as on newsletter. They will also be shared on Teams.</p>
Lost property	<p>Members discussed the parent feedback on lost property. One lost property box has been placed in reception with AH. Parents are welcome to come in and go through the box at any point. All agreed to a table being placed outside at the end of term, with any lost property not accounted for to be handed to the parents association to be sold on uniformly. JH to send AH a link to the Nametags website with a code for discount. This will also be added to our Newsletter.</p>
AOB	<ul style="list-style-type: none"> <li>• Food and snacks – what can be brought into school e.g. is chocolate allowed?</li> <li>• Changes in school dinners / having a taster afternoon where parents can try the food and see what is on offer</li> </ul>

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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> <ul style="list-style-type: none"> <li>• Adaptations to be made to communications policy. JF to then get communications policy approved by Governors before publishing on the website and sending out to parents.</li> <li>• Message to go out about anyone having problems with MCAS to contact AH</li> <li>• Message to be sent out to parents termly to remind to book meals for next term. Reminders on trip letters to cancel meals if child is on trip</li> <li>• 'Have your say' results to be published</li> <li>• New newsletter format</li> <li>• Lost property box in office – parents informed about this and Nametags</li> </ul>