

Agenda with Minutes
Hamstel Infant School and Nursery Parent Council

Meeting Date: Wednesday 22nd February 2023 **Time:** 9.00am

Venue: Hamstel Infant School and Nursery

PARENT COUNCIL MEMBERS:

Name	Class Year group	Present/ Absent
(VB) Victoria Bryant	Chair	ab
(VT) Vicki Tracy	Acting Chair in VB's absence	/
Ms Halliday	Seahorse	
Ms Whipps	Starfish	/
Ms C Perry	Owl	/
Ms Ellis	Woodpecker	
Ms Fisher	Woodpecker	
Ms K Harling	Kingfisher	
Ms P Webster	Peacock	/
Ms K Morgan	Kingfisher	
Ms Dabson	Dragonfly	/
Ms McCrae	Duck	/
Ms Walters	Duck	/
Ms Riley	Duck	
Ms Gilbert	Heron	
Ms Lewin	Heron	
Ms K Loads	Newt	/
Ms E Lynne	Newt	
Ms Lewin	Otter	
Ms Loads	Otter	
Ms Bailey	Fox	/
Ms Ollington	Fox	
Ms Hatton	Badger	

AGENDA

	Apologies:
1.	<p>Actions from last meeting</p> <ul style="list-style-type: none"> • VT to raise about celebrating children's achievements of practicing their spellings at home. To explore a different reward system for weekly participation to encourage children at home. – VT shared the expectations with staff. A new reward system will be explored further over the next term, with a view of re-vamping for September. • Uniform and Swap Shop – to be advertised in classroom windows, trial using a different area in the school e.g. The Children's Centre to see if that helps get different parents using it – advertised went into classroom windows – • Class Mascot – to discuss with staff the type of book sent home for recording in and who gets the book / alphabetical order – shared with teachers at a staff meeting straight after this Parent Council Meeting • VT to follow up with staff about the amount of notice given for events that parents need to provide for or escort to – have shared this with teaching staff to consider the amount of notice families have to allow helping etc. • Office to send out clarity on Christmas Jumper Day, Christmas Dinners and further information on Year 2's Christingle – Further information to clarify went out Send out information about PTA interest – this went out at the beginning of the year jointly with the juniors and there was not enough interest • Send out reminders and information about reporting to council for parking inappropriately near the school – reminders went out, link placed on the community section of the school newsletter • Send out reminders about smoking and bad language outside school – VT to speak to School Council and discuss how we could address the problem of smoking (make posters?) – The school have been focused on another project linked to lunchtimes over the past half term. • After School Club to put in a better system for storing the children's items – spoken to after school club and have agreed that this is a good idea and will put something more organised into place • Investigate the recording of parent workshops – still looking into how to support this <p>Continued Actions</p> <ul style="list-style-type: none"> • Spring Term event letters to go out after half-term. – still being finalized due to waiting on some confirmation dates of the Singing Festival – letters went out • Wittingham Care Home to be added to the list for next year's Carol Singers

	<ul style="list-style-type: none"> • How to guide for ParentPay – guides are available on ParentPay, message to parents to go out. • Look into organizing Reception parent meetings the same time as stay and play session. – will be actioned later in the year • Autumn term events 2023 to be sent out before the summer holidays. - will be actioned later in the year
2.	<p>Further discussions from Actions raised.</p> <p>Swap Shop: Can it go out to parents as a separate item? Next one is Monday 27th at Dilly's Dens. It has been re-named as 'Free Cycle' – would like to use the shed — potentially try different places e.g. children's centre. Juniors are happy for uniform to be sold in unison with each other – can keep money separate but want to keep everything stored in the same place.</p> <p>Free Cycle – dressing up clothes could be added or put on the community page</p> <p>Christmas Jumpers: Could we start collecting now ready for Christmas Fair as was a really popular stall?</p> <p>PTA: Request to try again with questionnaire for getting a PTA together of committed parents, share what roles would be available? Need at least 20 people to be a registered charity to be constituted – chair, treasurer are key roles, with everyone committing to meetings. These would be decided so everyone had good notice of when they would be.</p> <p>Could paper questionnaires be sent out? Parents raised they would really like a summer fete / event if we can get enough helpers.</p>
3.	<p>AOB:</p> <ul style="list-style-type: none"> • Relatives afternoon tea information on the newsletter wasn't clear that it was just Reception, please can we consider this on our newsletters • SeeSaw – still not working – investigate – e-mails not being recognised • People not always seeing the ParentPay emails – can also be quite a lot of mail – so can we have posters in windows to help remind missed e-mails • LC asking for some volunteers for wrapping Mother's Day presents – soon as we have gifts we will let parents know when volunteers can come in, flexible times • Coronation – Friday 5th May – celebrations in school, dancing, dressing up etc. • Red Nose Day 17th March – Wear Red • Strikes – 1st / 15th / 16th – we will try our upmost to inform parents as soon as we know what is happening, VT explained that teachers don't have to tell the school if they are striking • On the previous Strike Day Key worker children were not told if their child had a place • Children / Parent events – ensuring parents that their child is supported by teachers / TA's if parents can't attend • Phonic workshop uptake was good in Yr1 • Workshops – please can have posters to help remind in classroom windows • Outdoor Learning – please can we have whole year dates calendar shared and put in classroom window • A Head injury incident concern – procedure was followed – but parent doesn't feel that she told enough about the severity or how upset the child was – or if you are around come and check • Feedback form for parents at parents evening? Is there one? • Parents Evening – hybrid option – for face to face / zoom? – Do parents realise child can come • Year 2 transition information – when will parents know? VT explained that parents will receive information in the Summer Term once they have received their child's place. VT shared some of the transition work Hamstel carry out. • Map of the school – could they have one so they know where different places are • Gate screen could it be changed, as a bit confusing, laminate instructions outside – newsletter how to access the gate
4.	<p>Date of next meeting: Wednesday 19th April 2023 9.00am</p>
4.	<p>Actions:</p> <ul style="list-style-type: none"> • Share minutes with all staff and send out to parents. • PTA: VT to share with SLT and look at getting information and questionnaire out again. Request of Summer event to be investigated. • Posters for events – To ensure more posters are displayed for upcoming events for reminders. – started • Seesaw to be investigated. • Whole Year Outdoor Learning timetable to be placed in classroom windows • VT to share feedback about head injury concern with office staff – completed 23.02.2023 • Look at having a map of the school to share with parents to help locate different places around the school • To look at creating instructions for gate screen outside. • VT to speak to office staff about sharing parent information • VT to speak to office and ensure ParentPay info / guide goes out – completed 22.02.2023