

Agenda with Minutes
Hamstel Infant School and Nursery Parent Council

Meeting Date: Wednesday 11th October 2023 **Time:** 9.00am

Venue: Hamstel Infant School and Nursery

PARENT COUNCIL MEMBERS:

Name	Class Year group	Present/ Absent
(VT) Vicki Tracy	Chair	/
(SR) Scott Roche	Principal	
	Seahorse	
	Starfish	
	Owl	
Ms J Herald	Woodpecker	
Ms H Halliday	Woodpecker	
Ms L Fisher & Ms R Fisher	Kingfisher	
Ms M Sadowski	Kingfisher	/
Ms M Whipps	Peacock	/
Mrs P Webster	Dragonfly	
Ms S Ellis	Duck	
Ms L Fisher	Duck	
Ms Carter	Duck	
Mr M Driscoll	Heron	/
Ms K Harling	Newt	
Ms K McCrae	Otter	
Ms K Riley	Otter	
Ms L Walter	Otter	
Ms K Loads	Fox	
Ms E Lynne	Fox	
Ms L Dabson	Hedgehog	/
Ms R Fisher	Squirrel	
Ms S Gilbert	Squirrel	
Ms J Lewin	Squirrel	

AGENDA

1.	<p>Apologies:</p> <p>VT to introduced herself to members and explained how the forum worked.</p> <p>Actions from last meeting:</p> <ul style="list-style-type: none"> • VT to share minutes with staff, send out to parents completed • VT to speak to teachers about checking windows and ensuring doesn't become busy with old notices – Completed and shared at Staff meeting 07.06.2023 • VT to speak with Office staff to check dates on newsletter – completed 09.06.2023 • VT to speak to Lisa and SLT about lunches, club options and feedback about sporting events for next year - completed • Parent Mail will go out inviting parents to Friends of Hamstel meeting on 20th June to gather committed group and vote on the Treasurer, Chair and Secretary – Completed • Autumn term events 2023 to be sent out before the summer holidays. - Completed 	
2.	<p>Agenda:</p> <ul style="list-style-type: none"> • Reminders of some of the upcoming events for the summer term. • Thank you to parents who helped at the Circus event • Friends of Hamstel – encourage others to help. – VT has said happy for flyers to be emailed across and we can send information out. Always happy to be available for meetings and advertise. • Parking – complaints from neighbours • Reminder - standing around outside • Curriculum enrichment – reminder – these are only extras – will put reminders in windows 	
3.	<p>AOB Raised by Parent Forum:</p> <ul style="list-style-type: none"> • Class mascots – Do they all have them in Year 2 as parents are not sure? – VT said she would investigate whole school to ensure consistency of how it works 	

	<ul style="list-style-type: none"> • Some parents are waiting outside the front gate with dogs, some children don't like this, can we ask parents to be mindful of this outside the gate – reminders on newsletters to go out • Circus event has had positive feedback, however can we think about allergy's next time we sell food – VT said that this was not a problem to think more carefully about the process for catering for peoples allergy's for any future big events • Feedback from a child in the class – not enough cheese left because cheese is in the sandwiches? VT will talk to the catering team. • Cross Country event and general upcoming sporting events – How have the children been picked?– many parents had no idea that the event was happening or that there was cross country club running at lunchtime. Parents feel that they would like better communication around these type of events, giving information about the club running, why, how the children picked, events coming up linked to the club that children will have trials etc. VT will investigate this and the wording of the communication will be revised for the future. • School Council information– info out to parents so they know who they are – VT said this would be given out by the end of half term, some children were absent when photos were taken and this information was in the process of being brought together for parents. • Doors in the morning – Not always an adult at the door, should there be a teacher? – VT explained there should always be a teacher meeting and greeting children and families at the classroom door in the morning; unless there was a particular reason and a different adult may have to step in. VT will remind all staff of this. • Parents fell that the language, e.g. dojo's, being on green etc. is not fully shared and understood by parents, particularly in Reception. They would appreciate some information to help them have a better understanding of systems etc. so they can talk to their children about them and understand the language the children come home and use – VT to organise a booklet for parents sharing this information. In the future it will also be added to curriculum meetings, and modelled/shared in settling in days • Clubs – Premier – Is there open availability to reception? – VT to check which clubs and we will send out relevant information 	
4.	<p>Actions:</p> <ul style="list-style-type: none"> • Share minutes with SLT, all staff • Share information about Friends of Hamstel and new treasurer, send out flyers to advertise, VT has agreed to help send info out • Enrichments reminders – put into windows – as extra reminders • Investigate class mascots to ensure there is consistency across the school • Office to add reminders about dogs and people waiting outside the school • Office to send out any relevant information about Premier clubs and the Reception availability • VT to talk to catering staff about enough cheese at lunch • VT to remind staff about a teacher being on the door in the mornings and after school • VT to review the letters and communication about clubs led by teachers and events • VT will send school council information by the end of half term • VT to work with SLT to organise and send out information linked to behaviour systems and rewards in the school so parents understand them and the language we use • Future curriculum meetings will share information about behaviour systems and rewards and the language we use in school • Future fundraising events will consider food allergies and the process of how we know what to cater for 	
5.	<p>Date of next meetings:</p> <ul style="list-style-type: none"> • Wednesday 29th November 2023 • Wednesday 7th February 2024 • Wednesday 27th March 2024 • Wednesday 22nd May 2024 • Wednesday 03rd July 2024 	