

**Agenda with Minutes
Hamstel Infant School and Nursery Parent Council**

Meeting Date: Wednesday 29th November 2023 **Time:** 9.00am

Venue: Hamstel Infant School and Nursery

PARENT COUNCIL MEMBERS:

Name	Class Year group	Present/ Absent
(VT) Vicki Tracy	Chair – Vice Principal	/
(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

	Apologies: Louise Dabson, Kate McCrae, Lorraine Walter	
1.	<p>Actions from last meeting:</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 – AGM is in place for Monday 4th December 2023. No other information has been passed on yet to send out. • Enrichments reminders – put into windows – reminders given • Investigate class mascots to ensure there is consistency across the school - completed • Office to add reminders about dogs and people waiting outside the school – spoken to office • Office to send out any relevant information about Premier clubs and the Reception availability – spoken to office • VT to remind staff about a teacher being on the door in the mornings and after school – spoke to staff • VT to review the letters and communication about clubs led by teachers and events – spoke to Club leaders about the information we send out and the selection process in particular for Sports Clubs – more clarity needed • VT will send school council information by the end of half term - completed • 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 – to be completed • Future curriculum meetings will share information about behaviour systems and rewards and the language we use in school – summer term action • Future fundraising events will consider food allergies and the process of how we know what to cater for – noted and shared with SLT and office 	
2.	<p>Agenda:</p> <ul style="list-style-type: none"> • Some key events coming up in the Spring term – Opportunities to come into Number in Mastery lessons in KS1, World Book Day, Story Teller, Yr1 Reading Rocks, Yr1 Library visit, Yr1 Spring/Easter show for parents, Parents Evenings, Reception relative's tea – look out for dates and enrichment letters 	

	<ul style="list-style-type: none"> Any feedback from some of the parent curriculum events held this half term e.g. Phonics, Maths workshops, Reading Rocks, Handwriting – very positive, feel that the workshops are very useful, would like some videos on the website for parents who can't make it or future reference. The QR codes are also really useful in reception, would it be possible to have them in YR1 to support at home? Any suggestions for further curriculum parent opportunities / more information on? – Yr1 resources at the Maths workshops were really good, is it possible to have something for home as well? School Development Plan – We would like to get more variety of visitors into school, if you know of anyone please let us know Southchurch Library have a petition out we will share some information about this with the families SR shared the School Development Plan – SR explained how our actions reference to each Ofsted area. Scott shared our actions: <ul style="list-style-type: none"> ➤ Hamstel Headlines – This is a document that we have created to enhance our teaching and learning and our expectations of what outstanding teaching and learning looks like. We want to develop a consistent framework across the school. ➤ Oracy is a priority – As a school we want to further develop early language skills, building foundations of speaking skills. ➤ Writing is also a focus, we want to improve the fluency and early skills of writing, nationally writing took a big hit during Covid but we are also aware that writing can be a more challenging area for children and as a school we want to embed and develop the early skills of writing so children become more consistent in the application of their skills. ➤ Retrieval practice – This is an area that develops and improves long term memory strategies for children, we will be looking at the use in the classroom environments and different fun recall strategies that we can use with young children. ➤ Behaviour and attitudes – This is an area in which we want to further develop the social, emotional, mental health issues linked to our children, to ensure we meet the needs of all our children. We will be reviewing our policies, provide further training for staff, how we use our staff, and how all children access the curriculum, enrichment, cultural capital, leadership. ➤ Subject Leadership - All teachers have a responsibility for a subject. As a school we want to support all our staff and ensure we provide quality training and develop consistency and strength across the curriculum. ➤ Early years – As a school we want to look at how we maximize the spaces, develop curiosity and independence and quality interactions with children. All children will get a present from Santa this year which we are providing through the funds raised from the children's chocolate tombola. 	
3.	<p>AOB Raised by Parent Forum:</p> <ul style="list-style-type: none"> Parents would like to watch a swimming lesson. – VT will investigate Parking on Yellow Lines – Will continue to send out reminders and talk to the school council about what we could do to raise awareness Are we having a Year 1 Christmas discos – Unfortunately not this year but Year 1 will have a Bunny Hop Disco and /Year 2 a Leavers Disco Parent teacher meetings – are telephone conversations an option? – Absolutely and we will provide this as an option at the next set of Parent Evenings in Spring term The Hive Trip – Heron – what is the purpose of the trip? – This was discussed as unfortunately Mr. Bailey was unable to attend this trip due to a change of date so the impact of the trip was not as successful as the others. The Hive Trip – uncomfortable with how staff were standing in the wrong places in the road (x4 staff x3 parents) – Discussed, VT/SR said they would investigate this Christmas letters – Reception – Can the children copy the letters for the parents? School photos – some of the photos had heads chopped off – close up photos Sibling photos was a great idea ☺ Amount of home work – spellings, reading books x2, Easimaths – too much– VT/SR talked through the expectations. More guidance to follow in January for parents 	
4.	<p>Actions:</p> <ul style="list-style-type: none"> To send out some information about the proposal of cuts to Southchurch Library. To look into QR codes to be sent home in Year 1 to support phonics – VT to speak to VB. To provide a follow up resource from the Maths workshop for Year 1 parents to help at home. VT to investigate the option of parents viewing swimming lessons. VT to ask the office to add parking reminder to newsletters and talk to school council. Provide option of telephone conversations as well as face to face at Spring Term Parents Evening and future meetings. Speak to VB as Early Years Lead about copies of the letters to Father Christmas going home next year as well. Share with Office feedback about school individual photos. In January send out further guidance about home learning. 	

	<p>Actions carried over:</p> <ul style="list-style-type: none"> • 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 – to be completed • Future curriculum meetings will share information about behaviour systems and rewards and the language we use in school – summer term action 	
5.	<p>Date of next meetings:</p> <ul style="list-style-type: none"> • Wednesday 7th February 2024 • Wednesday 27th March 2024 • Wednesday 22nd May 2024 • Wednesday 03rd July 2024 	