



Agenda with Minutes Hamstel Infant School and Nursery Parent Council

Meeting Date: Wednesday 24th March 2021

Time: 09.30am – 10.34am

Venue: Hamstel Infant School, Microsoft Teams

Members of the group:

Name	Class Year group	Present/ Absent
DM Debbie Morris	Deputy Headteacher	Present
LS Laurie Soane	Minutes taker	apologies
1. MW Melba Whipps	Y2 Badger	Present
2. KL Karis loads	YR Kingfisher/ Y2 Otter	apologies
3. SJ Sadie Judd	Y1 Heron	apologies
4. JA Joanne Anastasiou	Y1 Duck	Present
5. PC Paul Challen	YR Owl / Y2 Hedgehog	Present
6. HG Hannah Goodliff	Nursery	Present
7. NKD Nina Kirby - Duboux	Y2 Hedgehog	Present
8. MA Mathula Aravindan	Y1 Heron	Present
9. LC Lisa Carter	Y2 Squirrel	apologies
10. JM Jo Mayo	Y1 Frog	apologies

Agenda

Item	Focus –
1.	<p>Continuing with the parent council – new format</p> <ul style="list-style-type: none"> Teams being used as main platform from Parent council Schools using digital platforms to communicate with parents
2.	<p>Who are the parent councillors, which classes have they ended up in, how will we recruit new councillors?</p> <ul style="list-style-type: none"> DM described previous recruitment materials, parent council booklet, remote meetings as the main format DM asked if the previous Parent council info booklet had been useful back in 2019, that was used, no members in the group today had seen the booklet, which meant that the newer members that joined late 2019 had seen it but have since left due to their child moving on to the Juniors or no longer being able to continue, very new members got the booklet last time As the Councillors in the group have not seen the booklet – DM will send out to all members after the meeting – Complete 24/03/2021 DM asked if the MS form was useful as a means to share information, on this occasion it was used to find out which previous members wanted to continue and who wanted to continue to be part of the fundraising group to respond to – General response was yes - but not everyone used it PC – responded directly to me because he saw DM on the gate, others didn't see it in emails DM explained why she would like to use it as responses from parents can be missed when sifting through emails sometimes and the benefit of forms was that the responses are collated on to an excel spreadsheet which made it very easy to see who had responded and the report that is generated from it is easy to manipulate, no responses sent can be missed
3.	<p>Using teams for the meeting</p> <ul style="list-style-type: none"> NKD – could not join meeting on iPhone at first

	<ul style="list-style-type: none"> • HG - could not accept the meeting • NKD – ended up joining on the app • PC – asked did NKD have the app • DM explained what functions work via the app, e.g. joining the meeting background features, and that on different devices the functions of Teams show up in different ways, that there is always an accept/decline option, being logged in to different accounts via Microsoft will help • DM can help individuals to join and get logged in if needed
4.	<p>What to use for recruitment of new members?</p> <ul style="list-style-type: none"> • DM - moving forward there potentially are spaces in school, not all classes have a councillor, that future meetings could have a mixed Teams and remote set up, maybe alternate in person and remote meetings where social distancing can continue • HG - the booklet is being sent to Parent Council for review and then sent to all parents • DM will send out a letter to recruit – parents who connect with other social media class groups, and revise the booklet to reflect post COVID consideration, • DM is not connected to FB groups for classes – so finding parents that have those connections is useful • DM described the main contents of the booklet, who can be a councillor, what is involved, how often are the meetings, up coming dates etc -
5.	<p>Year groups of current Parent council members</p> <ul style="list-style-type: none"> • There are 10 councillors – see group list above for full names and classes • HG – nursery • PV - Y2 and Rec • KL – Rec and Y2 • JA - Y1 • MA – is Y1 • SJ – Y1 • JM – Y2 – B Laurie her child’s name – DM – correction Y1 Frog • NKD – Y2 • LC – not sure which ? DM- Y2 Squirrel and Nursery Caterpillar • MW – Y2
6.	<ul style="list-style-type: none"> • Communication before meetings • DM suggested that the MS forms could be used for each meeting for councillors to send in agenda points as well as for class parents to send there’s in <ul style="list-style-type: none"> ▪ Mathula Aravindan (MA) – Joined the meeting • DM asked did anyone have any other ideas to add to improve the council, the way the meetings are arranged etc , • PC- ways of communicating with parents? • DM – any ideas • PC – thinks DM is doing a great job as it is • DM – shared that she had received some criticism about not communicating with the parent council more over the last few months, apologies were made about the timing of restarting the parent council at this point in the year, and the lack of meeting during since March 2020 • The councillors in the meeting shared that they understood that there were other pressures during that time and that they could see may have got in the way, but were happy to be resuming now • HG – commented that it would be helpful to have a means for parents who are not connected to Parent council FB groups to have a way of communicating, that some parents may need more info and be reminded who the councillors currently are, back in Feb 2020 each class on the class window had the name of the reps, date of the next meeting, to refer to. Due to restrictions the councillors are not around to chat at the end of the day on the playground like they used to, we should include a way for parent that are not in the FB group to have a voice too • DM – suggested going back using a paper slip based in class that are then shared with the council for the class • HG – agreed that that was a good idea, that would open it up to more people • DM – mentioned that there could also be a MS form to have a contactless format -

- HG – highlighted that the casual chats that used to happen at the gate seemed to be really effective, and that we needed to have ways to help parents try to overcome barriers to communicating
- NKD – suggested some parents do find it difficult to communicate anyway, can FB class groups be advertised through school - DM to find out – Yes parents can be told that the groups exist and who is the group organiser for the class so they can join
- PC – suggested putting a box in school reception area – to collect views from parents form upcoming meetings
- DM – highlighted that that maybe problematic using the office as the schools are still limiting parents coming thorough reception, but paper notes that came to class could still be quarantined if needed – Having spoken to the office manager the office suggested putting the onus on parents to use the online in the first instance, but if needed parents could request the form from the school office rather than class while COVID restrictions are still in place, but to consider next year a roll out to classes as COVID restrictions lift over the course of the year
- DM suggested doing all the approaches to see what happens - could do a 3 pronged approach FB groups, Paper note, and MS form
- MW – could a message go out prior to the meeting – DM Yes
- DM- could a date for the next meeting date be set – back to school wk 12th, 19 & 26th teachers meeting
- HG – could later meetings be considered, - meetings during school time were favoured by most as in the evening more of the family were home, bonus to having meetings in the day when the children are not at home
- Leaflet for recruiting new parents go out in the Easter holidays, - DM – apologies DELAYED
- WK 26th April – 30th April for next meeting
- 19th April send to agenda points letter – with a deadline for the 26th
- JA – can't attend next meeting on the 30th due to a religious festival family plans – happy to get the minutes rather than reschedule the whole meeting for everyone
- DM will send out the invite for the next meeting for 30th – JA sends early apologies for not attending – could get a recording of the meeting? All parent will receive a copy of the minutes rather than a recording - JA happy to get minutes
- NKD – does not want a recording – all attendees to get the minutes – recording only on request, if a recording is made.
- HG when do we want to hear from new recruits – 16th April – send out recruitment info – letter and booklet
- DM if we get so many responses that we needed to do a vote, let's see how many responses we get – then arrange hat pick if necessary
- HG will set up a response system for Nursery based on if there is anyone else involved

7. AOB

- PC – WhatsApp request – referring to something described as bullying, the parent wanted more communication about experiences of pupils – PC has asked parent to refer to class teacher in the first instance.
- DM – explained the process of how incidents in the school are logged, parents can be directed to email the office or to catch the class teacher to request to have a conversation about an incident their child brings home, as the class teacher are not really able to do so at the class door
- PC – thanks and congratulations for what the school has put in place since the children have returned
- DM – Thank you to those parents for their comments
- NKD- wanted to say the response from the school has been impressive, the packs were really impressive, the staff in school have obviously been working their socks off
- MW – the mental support for the pupils has been really good– due to baby still shielding, the support has been in place for the children coming back and they children have felt safe and supported
- DM – explained that we have tried to be responsive to the guidance and to keep everyone up to date with what has been put in place by, sharing RA's and communicating as promptly as we can with families, but where some parents may find the one way systems tiring at times they are for everyone's safety, they could help us by sticking with it and following directions for the school

	<ul style="list-style-type: none"> • HG – is really impressed how the children have been cared for in the physical sense, based on the size of the school, it has been dealt with so well. The pastoral care has been amazing, how the school, packs were beautiful I wanted to just cry where they came home. For example seeing the scissors on the pack it was just amazing • PC – are there any fundraising events that we need to be promoting • DM – NKD – explained about the FOH raffle plans, potential prize donations • DM – father’s day sale has been organised – but like the mother’s day one gift one price- • PC – is there still a PTA? – DM explained; that the ‘Friends of Hamstel’ (FOH) is the current version of PTA, we can’t call what we have a PTA due to specification that the FOH do not currently meet • If PC doesn’t get the next invite to FOH’s next meeting, DM can forward it
8.	<p>Actions</p> <ul style="list-style-type: none"> • DM – to send out recruiting info to Parent councillors • DM - to revise council based info for classes and recruiting • Parent councillors to send comments about the booklet, DM will find the slip, the signs and recreate the window signage for classes • DM send out invite for next meeting • DM to write up the minutes for meeting and send to all parent councillors

- DM Meeting ended 10.34am