

**Parent Council Meeting**  
**13th October 2017**

**DRAFT Minutes**

**Attendees:**

Deborah Speed - Chair  
Mrs Cahill  
Mrs Barley  
Class Reps

**1. Agora**

The system is new to everyone. The school has had lots of good feedback. It is important for the school to know what the issues are so that they can feed back to Agora. Some parents have phoned/emailed with their comments and the school has given immediate feedback to Agora. Parents should not feel reticent about contacting the school with their comments on the system as it is useful for the school to know how it is working from the parents' perspective. The school needs to balance the need for a system that works well with it being cost-effective, i.e. the system must pay for itself.

Dealing with the specific points:

- (a) Agora will not mark items as 'paid'. The school will archive the letters from time to time, perhaps termly.
- (b) The school will not email letters regarding trips/events separately. They will only be available on Agora.
- (c) Agora will not store card details, nor will it link to Paypal
- (d) The school has asked Agora to look into making it possible to give consent without paying, and to make a part payment.

**2. Korean Day**

All children had a chance to taste food. It was a small part of the day - some years there is a lot of food, sometimes just a taste. The School does not want to be prescriptive about what constitutes an International Day - the School is flexible and it works around who is running it. It was a really full day and the children had a lot to do. The focus of the day is not about having a meal. The monetary contribution made by the parents is not paying just for food, it is paying for all the activities. The School will ensure that it communicates this and manage expectations.

**3. School Fund**

The School Fund is set by the Governor, it is not determined by the School or the Head. Issues regarding this must be addressed with the Chair of Governors and/or the Chair of Resources Committee, who did send a letter to all parents (the letter is available on the

School website). Mrs Cahill cannot speak for the Governors, but explained the the School Fund money is not ringfenced - it is used to support an area identified in the School Development Plan. Mrs Cahill will feed back to Governors that perhaps on an annual basis they could give an general idea of where they money was spent. The suggested contribution has not risen in a number of years. It was acknowledged that there was a delay in letting parents know about the increase, as the Reception pack that went out for new parents still had the old contribution amount. This was an unintended consequence of waiting for Agora system to be up and running.

The fund has already received the same amount of contributions in four weeks as they received in the whole of last year.

#### **4. Mixing Classes**

Each Year 2 is looked at individually in order to ascertain whether it is beneficial to mix the classes. If classes are mixed it is always done for a reason, e.g. sometimes children have left the School, which changes the class considerably; it gives an opportunity to rebalance classes in order that all children are supported in their learning. Some schools mix classes every year - the School has not intention of doing this. Teachers spend a very long time on this. Children get to nominate four friends and are guaranteed to have at least one in their new class - and if possible, the School tries to give them more than one. It is a chance for the children to make new friends and the year group works closely together. The children are reassured that they don't lose their old friends. Good friendships don't necessarily support good learning. The School listens to Pupil Voice and it is telling that the views of children who have been through it and are in years 4/5/6 (when they are a year on from the change) are mostly positive about the change.

#### **5. Secondary School Choice**

This Information can be published and the School is happy to put it on the website.

#### **6. Hot Meals**

There were a few days in the last fortnight when there was a problem with the hot water. Therefore for Health & Safety reasons some meals could not be cooked. The School has informed the catering company that it needs to let the school staff know if there is any issue with the meals so that they can inform the children in advance; the company should also email parents to let them know of the problem. It appears to be an issue of lack of communication. Mrs Cahill does monitor the meals and a specific number of meals are cooked for specific children. Each day every child's meal choice is checked off on an iPad. Mrs Cahill will do more drop ins during lunchtime. If parents have a problem with their child's meal, please feed back to the company and cc the School into the email so that the School is aware and can liaise with the area manager.

#### **7. SCL**

Mrs Cahill would like any parents who wish to feed back about the wraparound care to email the company directly and cc the School in order that Mrs Cahill can follow it up with the area manager - this will enable things to move forward more quickly. Constructive criticism is always welcome. One parent commented that there are times when children

are picked up and they are watching an iPad and that there is a need for far more activities after school. As a result of one parent's feedback to the company, which was copied to the School, the area manager coming in to speak to Mrs Cahill in the next few days.

Mrs Cahill is absolutely committed to providing wraparound care. If an individual company is not working then Governors would review and find a replacement. Parents will not be left without provision.

#### **8. Parents' Feedback to the School**

If parents have any issues, comments, feedback, they are encouraged to contact the School. Parents should not feel that they have to wait for Parent Council Meetings to raise concerns. If Mrs Cahill is not aware of an issue, she cannot act on it. Parents will not be seen a 'moaning' - feedback is constructive in order that things are improved, and all feedback is taken in the spirit in which it is meant.