

**PARENTS, PERSONNEL AND COMMUNITY COMMITTEE****Meeting no.2 held at the school on Monday 30<sup>th</sup> November 2015 at 5:00pm**

**Present:** Ms. Natalie Carswell (Chair)  
 Ms. Amy Foster  
 Ms. Kristine Knudsen

**In Attendance:** Mr. David Ryder (Clerk)  
 Ms. Laura Dominey (Deputy Headteacher)

**Summary of Action Points**

<b>Action Point</b>	<b>Description</b>	<b>Resp.</b>	<b>Status</b>
1.1	Review Health & Safety policy	SF	Ongoing
1.2	Review Governor Visits policy	BH	Ongoing
1.3	Review Safeguarding & Child Protection policy	MT	Ongoing
1.4	Contact 4Education to investigate the possibility of an online parental survey tool.	BH	Ongoing
1.5	Circulate previous Parents' Survey questions.	MT	Completed (see discussion below)
2.1	Agree and produce questions for parent survey.	NC/MT	New

**Minutes of Meeting**

Meeting commenced 5:05 pm.

**1. Apologies**

Apologies were received from Mr. France, Mr. Tomlinson. Apologies were received from Mr. Haynes shortly after the meeting.

**2. Declaration of Business Interests**

The Chair asked the governors if they had any changes to their Business Interests Form and there were none.

**3. Minutes of Previous Meetings, matters arising and action points.**

The minutes of the Committee meeting held on 21<sup>st</sup> September 2015 were agreed and signed by the Chair.

*Discussion on 1.5* - Ms. Foster tabled copies of a previous survey. It was agreed that the questions were largely suitable for this year's survey, however the questions on homework in the Teaching and Learning section was challenged. The available responses to the statement "My child receives appropriate homework for their age" doesn't cover the issue of whether homework should be given or not. Ms. Carswell mentioned that some parents have said that they would rather the school didn't assign homework and there should be a question in the survey to see what the wider opinion is. A discussion took place over the need for homework in primary schools. Ms. Dominey stressed the need for parents to be involved in their children's work, and homework was an excellent way of achieving this. Although the quantity and content of homework assigned should be regularly reviewed, the school would be very concerned if it were to be removed completely, especially as Ofsted inspectors expect to see it assigned.

It was agreed that the survey would be paper based again this year. The possibility of having an online provision was discussed however it was agreed that the previous paper survey had worked well and having an online element would be an unnecessary complication given the limited numbers involved.

It was also noted that the survey has to be circulated in January 2016, so the questions need to be agreed in December this year. Ms. Carswell agreed to liaise with Mr. Tomlinson in order to draft the new survey.

**Action 2.1:** Ms. Carswell and Mr. Tomlinson to agree and produce questions for parent survey.

#### **4. Staffing Issues Update**

Ms. Dominey mentioned that the school is fully staffed and there are no major issues. One staff member is due to go on maternity leave and cover is being arranged.

#### **5. Staff Training**

Ms Dominey mentioned that the current focus of staff training is on assessment, with mastery of science and spelling the main priorities. Workshop to Raise Awareness of Prevent (WRAP) training has also been arranged for all senior leaders and school governors and this will be taking place in January 2016.

#### **6. School Website**

Ms. Dominey mentioned that development of the new school website is going well, however it's still not known when exactly it will be going live. The committee were shown some screenshots of how the new website is likely to appear when completed and it was agreed that it was very good.

#### **7. Parental Involvement in School Activities**

Ms. Dominey mentioned that the Christmas Fair had gone very well. It was encouraging to see that there were a larger number of parents that had been willing to help than in previous years, many of whom hadn't ever been involved before. It was agreed that the committee would look at setting up a more formal structure for parental involvement in the new-year.

The committee also wished to thank all the staff who had helped out at the Christmas Fair.

#### **8. Publication of Parent Handbook**

Ms. Dominey informed the meeting that the 2015/16 handbook has been completed and is in use. A copy was provided for the committee to view.

#### **9. Chair's Correspondence**

There was none

#### **10. Items For Next Agenda**

- Results from parents' survey
- Website

The meeting concluded at 5:35 pm

**Future Meeting Dates:**

Curriculum Meeting no.2	Wed 2 Dec 2015	09.00
PFM Meeting no.2	Thu 10 Dec 2015	17.30
<b>FGB Meeting no.3</b>	<b>Wed 13 Jan 2016</b>	<b>17:30</b>
<b>FGB Meeting no.4</b>	<b>Wed 9 Mar 2016</b>	<b>17:30</b>
PPC Meeting no.3	Mon 14 Mar 2016	17:00
Curriculum Meeting no.3	Wed 23 Mar 2016	09:00
PFM Meeting no.3	Thu 28 Apr 2016	17:30
<b>FGB Meeting no.5</b>	<b>Wed 4 May 2016</b>	<b>17:30</b>
PPC Meeting no.4	Mon 13 Jun 2016	17:00
Curriculum Meeting no.4	Wed 22 Jun 2016	09:00
PFM Meeting no.4	Thu 30 Jun 2016	17:30
<b>FGB Meeting no.6</b>	<b>Wed 6 Jul 2016</b>	<b>17:30</b>