



Wednesday 2/11/16

Minutes of PPF meeting:

Present: Mrs Norton, Mrs Webb, Mrs Hodgson, Mrs Doyle, Mrs Shaw, Mrs Shepherd, Mrs Tysall, Mrs Farmer, Mrs Unett, Mrs Darnbrough, Mrs Street.

Apologies: Miss Upstone, Mr Richmond, Miss Skene

Welcome and introductions – Ground rules set

Parking – General discussion of the issues related to parking and the need for all community to be involved to make a difference. Suggestions included a meeting with Councillors, leafleting parents and getting more involvement from children. PCSO to be involved too. Also residents opinions would be valid.

Action – AN to organise a meeting with PCSO, residents, interested parents and Woodlands association. Start a campaign with PPF support. Investigate year 6s becoming traffic officers (after meeting).

Accessibility Plan – As part of our provision for all members of the community we need to ensure that we have a fully accessible school including communication, physical access to buildings and support. Discussion from parents - Parents felt some communication not timely enough, especially when clubs were cancelled at short notice. Key dates could be given with more notice.

Action – PPF members to spread the news that if any parents find any aspect of accessibility difficult they can contact the school using office@biltonjuniorschool.co.uk or by telephoning on 01788 810675.

AN to speak to office and when letters are sent to specific classes/year groups then a text can be sent to let parents know a letter was coming that day, to enable them to prompt their children.

AN to email Staff re my maths, logins to remind them give out details and expect children to write down their own details.

AN to put some drop in dates for parents into the diary/bulletin, for AN and KW, to increase accessibility.

SH to speak to School Business Manager about having a standing item on the bulletin about how parents can contact school.

SEND referral – Parent made us aware that staff were dismissive over SEND referral. Particular mention of dyslexia.

AN/KW – Assured parent of our desire to be open and transparent and support with any SEND needs.

Action –

KW to make sure staff are aware of the things we can offer as a school to support children and parents with their SEND concerns.

SEND lead to write a specific piece for bulletin describing her role and the protocols related to parents sharing concerns

AOB

- Parents felt Parents Evenings need to have specific information available re progress.
- All books would be good to have access to

Action-

AN/KW to create a proforma for teachers to follow. A copy can be given to each parent with strengths, areas for developments and information on behaviour.

AN/KW to speak to staff re getting books out ready for parents.

- Parents felt more Governor presence at events such as Parents evening would be beneficial

Action – Invite governors to be part of welcome committee and introduce themselves as parents come in?

AN – Invite Governors to events where parents may be so they can be more visible.

- Music Lessons – Parents of children who currently have music lessons would like to be invited to a concert to show case their children's achievements. Some parents not aware of music lesson availability.

Action –

- AN to discuss with peripatetic music teachers a suitable time where a concert can be organised.
- AN to place information in the bulletin about what we offer in terms of music lessons.