

## ACTION MINUTES

<b>TITLE OF MEETING</b>	<b>Parent Voice Group</b>
<b>DATE OF MEETING:</b>	29/06/2017
<b>VENUE OF MEETING:</b>	Y3 Classroom, Chandlers Ridge Academy
<b>ATTENDEES:</b>	Attendees: Mrs Lidgard (Chair); Mrs Turner (Business Manager/Minutes), Mrs Hayton (Y1&5), Mr Hayton (Y1&5); Mrs Youll (Y5), Mrs Dilworth (Y2), Miss Fordy (Y1&5), Mr Rahman (Y3); Mrs Smiles (Y1; N); Mrs Bingham (Y3&4)
<b>APOLOGIES</b>	Miss Dolby (Y5);

No.	Discussion Point/Agenda Item	Actions captured	Actions captured	Status	Owner	Action Timescale
5	Suggestions from Parents	Suggestions from parents have been around Reading Records, Homework, School Dinners and Uniform. These will be discussed fully at the next meeting.	Meeting scheduled for Thursday 29 <sup>th</sup> June, agenda to be circulated by email to attendees and	COMPLETE	All	23 <sup>rd</sup> June 2017
7	Suggestions from Parents	Mr Hayton and Mr Rahman suggested that an additional group could meet to discuss how the school could be more innovative, and how the school might access funding from business owners in the school community, local and national businesses.	An additional meeting to be organised outside PVG to explore opportunities further.	COMPLETE	JT	23 <sup>rd</sup> June 2017
8	Suggestions from Parents	Mr Hayton suggested that Directors should feedback to parents on a regular basis and that more parent Directors should be encouraged.	Mrs Lidgard to request Mr Thwaites to reply to correspondence from Mrs Bingham, Mr Hayton and Mrs Smiles		JT/LL	30 <sup>th</sup> June 2017
9	170629 Item 3 <b>Reading Records</b> Can teachers put in more information on reading records?	Mrs Lidgard explained that reading records are to record reading at home rather than what is covered in class therefore comments from teachers will not be as detailed as those captured on the reading assessment sheets. During school, children have more structured reading and guided reading within groups and individual sessions. Some children have reading buddies to act as role models for reading.	Mrs Lidgard to speak to staff about picking up on progress issues and contacting parents/carers before Parents Evening and to respond to questions raised in Reading records teachers		LL	30 <sup>th</sup> June 2017

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		Parents expressed a desire for constant feedback on reading progress so that issues can be acted upon sooner than Parents Evening. Mrs Lidgard explained that children making slow progress are identified and interventions are put in place; parents should be contacted by teachers where this is the case so that everyone is informed. Some parents expressed that this was not always the case, and they had been surprised at Parents Evening.				
10.1	170629 Item 4 <b>Homework</b> Can topic homework be more	Parents requested more feedback about homework – especially to encourage children who had made an effort, rather than homework completed by parents.	Mrs Lidgard to speak to staff about improved feedback on homework.		LL	30 <sup>th</sup> June 2017
10.2	focused on children than parents? Can teachers provide more feedback on homework, especially when much effort is spent on it	Can expectations be set, or objectives, for homework – so there is less room for interpretation? Parents also raised concerns about children feeling sanctioned for not doing their homework. There was positive feedback about the 6 grid homework system, where children can choose their tasks over a period of time. Parents appreciative that the grid system is a conscious decision by school not to overload children and parents with homework.	Mrs Lidgard to speak to staff about the topic based homework being manageable, using Y2 as a good example.		LL	4 <sup>th</sup> Sept 2017
10.3		Parents raised that MyMaths – not compatible with iPad; however Mrs Lidgard explained about ways round this but parents felt MyMaths was better on a laptop.	Mrs Lidgard to speak to staff about checking the accuracy of worksheets, and to speak to the suppliers of our worksheets to feedback errors.		LL	4 <sup>th</sup> Sept 2017

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		The accuracy of the homework sheets was also raised as an issue.				
11	170629 Item 6 <b>Rewards</b> The same children appear to be receiving awards. Can school ensure awards are more evenly spread?	Mrs Lidgard explained that there is a diary system kept in school so that all children have the opportunity to be rewarded.	Mrs Lidgard to include other rewards in school in the eNewsletter.		LL	4 <sup>th</sup> Sept 2017
12.1	170629 Item 5 <b>Uniform</b> Can school adopt a stricter approach to school uniform?	Parents discussed their wish to return to traditional values – promote the house system and inter-school competition feeling, have a more strict uniform policy on shoes, skirt length, accessories and bags.	Mrs Lidgard to provide a clear set of pictorial rules about uniform standards. This will be stated at parent welcome meetings on an annual basis.		LL	21 <sup>st</sup> July 2017
12.2		Some parents expressed concerns about the affordability of embroidered uniform, especially when children come home with stained uniform that needs replacing regularly.	Mrs Turner and Mrs Smiles to explore a provider of iron-on logos as an affordable alternative to embroidered uniform.		JT	21 <sup>st</sup> July 2017
12.3		Parents suggested that a swap shop for uniform items, mainly PE kit would be a good idea, as kits are rarely worn out at the end of the year, just outgrown. School would ask for all pupils to take PE kit home to wash and bring in for the open evening for those wishing to participate in the swap shop.	Mrs Hayton to organise a swap shop on the Parents Open Evening 18 <sup>th</sup> July with Mrs Lidgard. Mrs Turner to include in eNewsletter and publicise across school.		LL/JT/Mrs Hayton	18 <sup>th</sup> July 2017

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13	170629 Item 7 <b>School Meals</b> Can children have the same choice of meals regardless of what sitting they are on?	Parents discussed the merits of pre-ordering so children get their choice of meal. Mrs Lidgard explained the improvements to the kitchen and dining hall since September. School has worked with the catering service to ensure that there are more of the popular dishes and sandwiches/cold items to encourage children's choice. All catering staff are trained in portion sizes and food groups. There is now 3-4 choices at all times plus the salad/sandwich bar until the end of service.	Mrs Turner to include profile of new cook in school eNewsletter.		JT	21 <sup>st</sup> July 2017	
14	170629 Item 8 <b>Membership</b> Process for representing a year group from September 2017	Mrs Lidgard explained she would like to see a balance of membership across all year groups in the core membership of the PVG from September 2017. This would mean an election process if necessary were one year group has more than one potential representative. The group agreed this was the fairest approach.	Mrs Lidgard to encourage membership of PVG at parent welcome meetings in the new academic year, with appointment of committee at first meeting on 28 <sup>th</sup> September 2017.		LL/JT	<sup>wk</sup> beginning 11 <sup>th</sup> September	
15	Agenda for next time	In addition to suggestions from website: Sports Kit Encouraging improved attendance	Mrs Turner to circulate agenda in advance of next meeting.		JT	21 <sup>st</sup> Sept 2017	
No.	Decisions captured				Owner	Timescale	
1	Uniform	School to set out uniform requirements				LL	21 <sup>st</sup> July 2017
2	Welcome meetings	To be expanded to reiterate school expectations as well as introduction to new year group				LL	w/c 11th Sept 2017
3	Membership	One member per year group, by election as necessary				LL/JT	28 <sup>th</sup> Sept 2017
Date & Time of Next Meeting							
6 – 7pm Thursday 28 <sup>th</sup> September 2017							