

## ACTION MINUTES

<b>TITLE OF MEETING</b>	<b>Parent Voice Group</b>
<b>DATE OF MEETING:</b>	28/09/2017
<b>VENUE OF MEETING:</b>	Y2 Classroom, Chandlers Ridge Academy
<b>CORE MEMBERSHIP ATTENDEES:</b>	Attendees: Mrs Bryant, Assistant Head (Chair); Mr Paleschi (Link Director); Nursery: Karen Dilworth; Reception: Mieka Smiles; Year 1: VACANT; Year 2: Sam Hayton; Year 3: Sue Watson; Year 4: Michelle Wilkinson; Year 5: Helen Bingham; Year 6: Joanne Fordy
<b>IN ATTENDANCE</b>	Mr Hayton
<b>APOLOGIES</b>	Mrs Turner, Business Manager
<b>CLERK</b>	Mrs McPartland

No.	Discussion Point/Agenda Item	Main points discussed	Actions captured	Status	Owner	Action Timescale
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	COMPLETE – Mrs Lidgard spoke to Chair re this June 2017.	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. 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	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	COMPLETE	LL	30 <sup>th</sup> June 2017



		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.	COMPLETE	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.	COMPLETE	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. The accuracy of the homework sheets was also raised as an issue.	Mrs Lidgard to speak to staff about checking the accuracy of worksheets, and to speak to the suppliers of our worksheets to feedback errors.	COMPLETE	LL	4 <sup>th</sup> Sept 2017
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.	COMPLETE, sections added for merit award and attendance	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.	COMPLETE Pictorial rules on website	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.	COMPLETE Mrs Smiles suggested embroiderer. Issue is that embroider will only accept bulk order to be purchased through school, school does not have the budget or capacity to hold and distribute stock items.	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.	COMPLETE	LL/JT/Mrs Hayton	18 <sup>th</sup> July 2017
13	170629 Item 7 <b>School Meals</b> Can children have the same choice of meals regardless of	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	Mrs Turner to include profile of new cook in school eNewsletter.	COMPLETE All menus on school website.	JT	21 <sup>st</sup> July 2017



	what sitting they are on?	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.				
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.	COMPLETE. VACANCY YEAR 1	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.	COMPLETE Sports Kit picked up with Mrs Sidgwick-Dawson and Mrs Fordy directly Attendance theme in weekly newsletter Agenda circulated	JT	21 <sup>st</sup> Sept 2017
16	170928 Item 3 - <b>Drop off times for siblings of nursery children</b>	When children are dropped off at nursery can older children go into school earlier and be looked after by teacher on a rota to save the unnecessary 15 minutes wait?	LL advised staff/teachers do not have capacity for this as this is the time when staff prepare for the day. Suggestion made that older sibling taken into school first and nursery child taken into nursery later. Also discussed Skittles breakfast club as an option if required.	COMPLETE	LL	N/A



17	170928 Item 4 <b>Can the school offer holiday clubs?</b>	<p>Mrs Bryant explained that this provision would be supplied by an outside safer recruitment checked organisation/club.</p> <p>Mrs Bryant advised that Chandlers Ridge would welcome holiday provision being run at school. The familiar surroundings of school would assist with younger children anxiety.</p>	<p>Recommendations/requirements from parents would be welcome. Parents to contact school by email or through the website with suggestions.</p>			22 <sup>nd</sup> December 2017
18	170928 Item 5 <b>School shoes on running track</b>	<p>School shoes are expensive (clarks £40) - could the children not run on the running track in them? I can see that it could stop people wearing correct school shoes if they are paying lots and they are ruined straight away.</p>	<p>Children can bring a change of shoes to use on the healthy track or use their PE shoes. However this is an individual's choice.</p> <p>Mrs Turner to update website with Track days for each Year group to include breaktimes &amp; Newsletter with notice that a change of shoes can be brought into school.</p>		JT	19 <sup>th</sup> October 2017
19	170928 Item 6 <b>Security</b>	<p>Possibly locking the gates once the children are in and entering through the large car park gate with intercom?</p> <p>Discussed main gate being open and logistics of issues around locking gates and problems with blocking the road.</p> <p>Mrs Bingham expressed concern regarding the children on the far side of the field speaking with adults through the fence. Concerns about grooming and child safety.</p>	<p>Mrs Bryant discussed that we plan to access capital funding for a higher fence in car park.</p> <p>All staff have are up to date with safeguarding training.</p> <p>Our local police officer visited the school site at the start of the term and found no issues with our school security.</p>			N/A



20	<b>NOT ON AGENDA</b> Nursery Shopping List	Mrs Dilworth discussed how the Toys in EYFS look tired.	Mrs Dilworth to discuss with Mrs Maycock toy requirements for EYFS and requesting contributions/donation from parents.		LM	10 <sup>th</sup> October 2017
21	<b>NOT ON AGENDA</b> Rewards in Assembly	Mrs Dilworth discussed communication between school and home with regards to awards	The general feeling is that there is a lack of communication between home and school (this has been discussed in previous meetings). Mrs Bryant will discuss with staff the feedback and information written in reading record. This will include the consistency of information across each year group. Mrs Lidgard will do a follow up check.	All teachers to check communication in reading record between school and home is complete on a weekly basis. Merit award certificates for Friday assembly to be introduced after half term.	NB/LL/JT	30 <sup>th</sup> October 2017
22	<b>NOT ON AGENDA</b> Grumpy Gardeners and development of outside areas	Mrs Dilworth discussed development of outside area and project being undertaken by Grumpy Gardeners.	Miss Whitehead to attend next PVG to discuss guidelines and timescales for the project if she is available.		RW/LL	16 <sup>th</sup> November 2017
23	<b>NOT ON AGENDA</b> Governors/OFSTED	Mr Hayton discussed the position that Mr Paleschi holds on the PVG. Mr Paleschi advised he is the link between the PVG and the Governors. Mrs Bingham expressed concerns of other parents regarding action plan to address each point relating to OFSTED report.	Mr Paleschi advised the School Improvement Plan is the action Plan that is reviewed on a regular basis to address the issues raised by OFSTED. Mr Paleschi will discuss with the Directors the possibility of providing a public document to roll out to parents based on the SIP and will feed back to the PVG.		CP	16 <sup>th</sup> November 2017



24	<b>NOT ON AGENDA</b> Yr 4 mixed classes and pupils in Yr4 not being pushed.	Mrs Wilkinson expressed concerns regarding mixed year group and there is a general feeling that not all pupils will be pushed.	NB discussed the strategic reasoning behind the mixed year groups and the way goals and curriculum are achieved for each Year group. The curriculum is accessible to everyone but it also pushes each pupil at the same time.			N/A
25	Items for next Agenda	Homework – Can we stop homework over the holidays? Mrs Bingham Attendance – How can attendance be monitored and improved without penalising those with poor health or long-term disabilities, whose attendance may be affected? Defibrillator – can school look into purchasing one? - Mrs Bingham	Mrs Turner to circulate agenda in advance of next meeting.		JT	8 <sup>th</sup> November 2017
<b>No.</b>		<b>Decisions captured</b>			<b>Owner</b>	<b>Timescale</b>
4		Merit award certificates for Friday assembly to be introduced after half term			NB/JT	30 <sup>th</sup> Oct 2017
5						
6						
<b>Date &amp; Time of Next Meeting</b>						
6 – 7pm Thursday 16 <sup>th</sup> November 2017						