



Crockham Hill C of E Primary Parent Council Minutes

1 March 2024

In attendance

Mrs Higgs (Headteacher)

Mrs Rose (until item 6)

Emily Keely (Chair)

Representatives across all classes

Agenda Item	Key Discussion points	Action
1	Welcome and Introduction The Chair welcomed all to the meeting.	
2	Review of actions from previous meeting on 13 October 2023 All actions complete; <ul style="list-style-type: none">○ Session held for Acorn parents to support children with Little Wandle and phonics at home.○ Clubs list sent to parents before the end of term.○ All Parents who are DBS checked and help in school have been sent the Safeguarding documents.○ External sporting events will be added to school calendar, when known.○ Sports day – Programme to be developed for this years sports day.○ Homework – Discussed with staff to ensure consistency.○ Water bottles are available for children to access during the day and staff will continue remind the younger children that they can access these when appropriate during class time.	
3	Terms of Reference and Aims of Parent Council A Terms of Reference for Parent Council has been developed to outline its aims and objectives. This will be available for parents to review and comment on the school website for reference.	
4	What has gone well since the last meeting? <ul style="list-style-type: none">○ The Art Trip○ World War II Day for year 6○ Forest School available for all year groups○ Young Voices – children really enjoyed the day.○ Opportunities for children which are not sport related.○ The Chartwell Partnership	

	<p>Mrs Higgs shared that she had recently received positive feedback from members of the community and visitors to the school, that the children across the school are polite and smartly dressed.</p> <p>Mrs Higgs also thanked parents for coordinating lift sharing to various events, which allowed children to attend. She also expressed her thanks to the teachers for organising a range of opportunities.</p>	
5	<p>Reading Enhancement Programme</p> <p>Following the Little Wandle Programme, the school will be introducing a Reading Enhancement Programme, which will continue up to year 6.</p> <p>An online assessment will be carried out in school to ensure children are reading at the right level. Once the book has been read, a short comprehension quiz will be completed.</p> <p>This programme will allow reading for each individual child to be tracked and identify when children may need support or to be challenged further.</p> <p>There is a broad range of books for each level, and all books in the school library will be banded, so children know which books they can choose from.</p> <p>If anyone is able to help in the library with labelling the books, please let the school know.</p>	
6	<p>PE and Forest school</p> <p>Mrs Higgs advised that whilst every effort is made to keep PE days the same, they may change for a term to accommodate the classes taking part other opportunities such as Forest School (Wednesday) and Swimming lessons (Monday).</p> <p>Mrs Higgs will ask staff to ensure communication is given at the start of the term to confirm PE uniform days. PE days are also now included on the school weekly planner circulated on class whatsapp groups.</p>	<p>ACTION – PE days to be communicated at the start of term.</p>
7	<p>Communication – Ed Shed and Art trip</p> <p>Ed Shed - All children should have received their Ed Shed log in's. Mrs Higgs will ask staff to ensure all children are aware how to use and log on to their accounts. Feedback had been received from parents that awarding certificates for points created issues with parents managing screen time at home. Certificates are now awarded for effort rather than points.</p> <p>Art Trip – Unfortunately the company provided the details late, so apologies the information was sent late. There was also an admin error resulting in some parents receiving the information later than</p>	<p>ACTION - LH to ensure all children are aware and know how to log on to Ed Shed.</p>

	others. The school are aware of this and apologised for the inconvenience caused.	
8	<p>Playground gates at pick up</p> <p>It was asked if the gates could be opened earlier so parents are not spilling into the car park areas.</p> <p>Mrs Higgs advised she would try accommodate this request and open the gates a few minutes earlier, whenever possible. The school are unable to open too early due to safeguarding and safety. Once the gates are open a member of staff must be in the playground at all times.</p>	ACTION – Where possible, the playground gates will be open a little earlier at pick up.
9	<p>New Starter induction information</p> <p>A starter induction information booklet is available for new parents at the school. It has been suggested that this booklet be reviewed to ensure all information is relevant or if any additional information would be helpful.</p>	ACTION – Booklet to be reviewed, prior to July for new reception parents.
10	<p>Toilets</p> <p>Parents have reported that soap is not always available in the toilets and concerns on the cleanliness of the toilets (which was identified by parents during parents evening in Feb).</p> <p>Mrs Higgs thanked parents for raising, she confirmed that the toilets are cleaned daily (when the cleaner is on site after 5.30pm) and soap should be available and can be topped up when required.</p> <p>It was noted that the caretaker and cleaner are not on site during the day, and carry out their duties early morning or in the evening. Children are asked to advise staff if something needs to be cleaned or soap topped up during the school day or if the toilets need immediate attention.</p>	
11	<p>AOB</p> <p>No comments raised</p>	

Date of next meeting – Friday 28th June at 2pm