

## Parent Council Minutes

<b>Date :</b>	Friday 21 <sup>st</sup> November 2025 9am – Oak Room	
<b>Staff Attendees</b>	Jacqui Walton-Jones	
<b>Parent Attendees</b>	Nursery	Sanam Conway
	Reception	Catherine Atkinson
	Year One	Justine Hardie
	Year Two	Katharine Collins
	Year Three	Michelle Harris
	Year Four	Rebecca Gisborne
	Year Five	Kimberley Foster
	Year Six	Susannah Drake

<b>Apologies for absence</b>	Catherine Atkinson, Justine Hardie, Rebecca Gisborne, Kimberley Foster
<b>Headteacher updates</b>	<p>Summary of the term so far provided for all reps. Term has had a smooth start and the children have come back into school after the half term back very well.</p> <p>Our recent parents evening was successful. We are still waiting from some data forms to be returned.</p> <p>We had 5 replies in the parent comment box</p> <p>One questioned attendance data when a child is absent. HT explained medical absences would be authorised, not unauthorised and it is the unauthorised absences that we monitor more closely.</p> <p>One parent commented communications are sent late. HT replied that this has vastly improved this term and the majority of parents are happy with this.</p> <p>Other comments were all positive and expressed thanks.</p>
<b>Parental Voice</b>	<p>HT asked parent reps if there was any other methods that would be helpful to gain parent voice.</p> <p>Reps felt that all ways of gathering are used:</p> <p>Online surveys</p> <ul style="list-style-type: none"> <li>• Paper comment boxes</li> <li>• Questionnaires</li> <li>• Parent Council</li> </ul> <p>Continue with these and maintain online and paper copies for Parents' Evenings.</p>
<b>Admin Feedback</b>	<p>Medical tracker has been received well by parents but school office report not all parents are acknowledging emails.</p> <p>PC raised that sometimes the acknowledge button is not there on the email.</p>
<b>Arbor / Trips</b>	HT reported that since responding to parent request of having Arbor payments on from September we are seeing a lot less payments being made on time or made at all and having to send out many reminders.

	Current loses for this term so far amount to £339.15
FoFS	<p>New committee discussed. Message from FoFs that they would like to strengthen links with PC and use this as a form of communication for parents.</p> <p>FoFs promoting Easy fundraiser</p> <p>North Pole Shop - PC requested that newsletter lets parents know they do not need to buy a new gift, only bring things in that are un-used gifts at home.</p>
Road Safety	<p>New signs for outside have been ordered to help promote considerate driving and parking outside of school in response to previous comments in parent council meetings.</p> <p>Reminders continue to be posted in the school newsletter.</p>
Contributions from Cherry Class Reps	<p>Class rep communicated that everyone was happy with school in general.</p> <p>No questions.</p>
Contributions from Maple Class Reps	<p>Class Rep communicated that everyone felt happy.</p> <p>No questions.</p>
Contributions from Chestnut Class Reps	<p>Class Rep communicated that everyone felt happy.</p> <p>Questions</p> <p><i>How are books changed in class? Some children are not changing books regularly enough.</i></p> <p><i>HT reported that new reading scheme books have been purchased.</i></p> <p><i>There is a reading trolley in each class that children can access in KS2.</i></p> <p><i>TTRS – The challenge engaged the children well. Can we have more of these? HT agreed that all competitions would be joined when they are available on TTRS. Queried that the time spent on TTRS is a=only the minutes they are answering questions, not just on the website. This was confirmed by the HT.</i></p>
Contributions from Bonsai Class Reps	<p>Class Rep communicated that everyone felt happy.</p>
Summary of any actions	<ul style="list-style-type: none"> <li>• HT to raise medical tracker acknowledgment button with office</li> <li>• PC to message class WhatsApp groups requesting trip payments are made on time.</li> <li>• PC to message WhatsApp groups to encourage sign up for Easy Fundraiser.</li> <li>• PC to ask for any outstanding data collection forms handed out on Parents Evening to be returned.</li> <li>• HT to action adding information to newsletter about North Pole Shop gifts being re sued not brought new.</li> <li>• HT to reiterate to classes and teachers that book changing procedures should be reiterated to all children.</li> </ul>
Date of next meeting	<ul style="list-style-type: none"> <li>• Friday 23<sup>rd</sup> January 2026 at 9am</li> </ul>