

**Minutes Communication Group  
Meeting 9**

**Friday 6<sup>th</sup> October 2023**

**Attendees:** Mr Winthorpe (Deputy Headteacher) Mrs C Roberts (Office Manager), Jen PTFA rep.

**Apologies:-** Jodie, Gemma, Nathalie and Wendy

Minute No	Details
2	<p><b>Welcome and Apologies</b></p> <p>Mr Winthorpe went through the minutes, and they were agreed.</p>
2.12	<p><u>Telephone Message</u> The message on the telephone was raised as it is very quiet and not very clear, could this be updated?</p> <p><b>Action</b> – Mrs Roberts said that she would look into how to change this with the telephone company.</p> <p>Mrs Roberts is dealing with the telephone company regarding this.</p> <p>CR - Spoken to company and have written an updated message but just need to request a clear speaking ambassador to do this.</p> <p>10/03/2023 CR – confirmed that an engineer has to come in but is waiting for a time when the children are not in to prevent any disruption to parents being able to contact the school.</p> <p>This item is to be removed from the minutes as there are some technical issues beyond the schools control.</p>
3.3	<p><u>SEND</u> The parents round the table said that the terminology used was challenging and it would be helpful to have key information to help manage expectations. Explanation of SEND offer, funding and what this covers, like a useful page with key points. It was suggested that parents with child with SEND could be asked for their views and input on this.</p> <p><b>Action</b> – to be looked at in more depth and be reviewed next academic year.</p>

	<p>VB - New documents will be going up on the website next week and we will let parents know in the newsletter, please do have a look</p> <p>10/03/2023</p> <p>KW – to look at putting the glossary that was produced for the school governs on the website for parents. This will hopefully give parents a greater understanding.</p> <p>Action – Mr Winthorpe to arrange for glossary to be put on website. This is to be done for September 2023</p> <p>Mr Winthorpe has put a glossary on the website, see link below:- <a href="https://hillviewprimary.co.uk/useful-links-for-parents/">https://hillviewprimary.co.uk/useful-links-for-parents/</a></p>
<p><b>4.1</b></p>	<p><u>The question was raised regarding tools and resources available for parents to use to help their child with homework, e.g. number line. 100 square</u></p> <p>Mr Winthorpe said he would look at getting these resources put back on the year group page but should still be able to find them on the website, as the pages used for home learning in the pandemic are still available.</p> <p>10/03/23 –</p> <p>Mr Winthorpe said there were many resources that can be used as those in school may not always be available / suitable at home. There are many household items that can be used as resource, e.g. snakes and ladder board can be used as a 100 square, a piece of paper can be used to make a right angel, (demonstration given). Using scales at home to weigh ingredients for cooking, toys, beads for counting.</p> <p>Mr Winthorpe said he would speak to Mrs Smith regarding any resources from Power Maths that could be used to support in maths.</p> <p>Action – Mr Winthorpe to deal in September 2023</p> <p>6/10/23</p> <p>Mr Winthorpe has tasked the subject leaders to do this, he has asked for links and resources to be added to the website. The aim is to give parents ideas on how to help children at home and how to improvise with objects around the home.</p>
<p><b>5.1</b></p>	<p><u>Behaviour Policy</u></p> <p><u>Q</u> – Can we change the name of the policy as it doesn't highlight the reward aspect of the policy and there are lots of rewards in place?</p> <p>VB – we are unable to change the policy at present as a ratified policy but we could put a blurb on the page that highlights the positive approach to behaviour that the school has</p> <p>VB to action with LK</p> <p>10/03/2023</p> <p>Question was raised by one of the parents regarding the traffic light system as there was a</p>

	<p>lack of understanding and clear guidance on how it works.? Is there consistency across the school?</p> <p>Another parent said they were unable to find the behaviour policy on the website, KW showed all present where to find on the website.</p> <p><a href="https://hillviewprimary.co.uk/wp-content/uploads/2022/11/HVP-Behaviour-Management-Policy-2022-23-final.pdf">https://hillviewprimary.co.uk/wp-content/uploads/2022/11/HVP-Behaviour-Management-Policy-2022-23-final.pdf</a></p> <p>KW said that we do listen to feedback and the policy will be reviewed as previously said and this is when amendments can be made.</p> <p>Action – Miss Buckland &amp; Mr Winthorpe Behaviour Policy is being re-written, Trust policy and Hill View will be including parent feedback.</p> <p>6/10/2023</p> <p>The Trust has written the new behaviour policy, which they have sought legal advice for and Hill View have added to this for our school. The policy is on the school website, <a href="https://hillviewprimary.co.uk/wp-content/uploads/2023/09/RSAT-Behavioural-Policy-V1-27.9.23-approved.pdf">https://hillviewprimary.co.uk/wp-content/uploads/2023/09/RSAT-Behavioural-Policy-V1-27.9.23-approved.pdf</a></p>
<p><b>5.2</b></p>	<p><u>After School Clubs</u></p> <p>Parent had positive feedback on these and thanked those teachers organising and running them. They continue to say that the staff running this clubs on the same day is really helpful as easier for collecting and picking up children.</p> <p>It was also said that the choir were really good and would it be possible for them to sing at the summer Fair?</p> <p>Is Badminton Club going to restart? – Action</p> <p>CR – Email sent awaiting reply</p> <p>Are parent volunteers allowed to run clubs - chess?</p> <p>VB - To run a club they would need to either be supported by school staff which at this time we do not have capacity or have Public Liability Insurance, Enhanced DBS etc.</p> <p>Capacity of After School and Morning Club – will there be more places available?</p> <p>VB - Not at this time we do not intend to employ any more support staff to extend the capacity of ASC/MC – budgets do not enable this to happen.</p> <p>Q – Has the energy prices impacted?</p> <p>VB – Yes, as you are aware schools have to make cuts to incorporate the large energy price uplift as well as pay rises – this would not be viable long term.</p> <p>27/01/2023</p>

VB - Netball has started up now for years 5 and 6.

GS said Year 4 Swords going really well and children really well.

LD asked if anyone in the school did sign language as this would be a good club and learning for the children.

Miss Buckland was not aware of anyone with that skill but it was agreed that it would be an interesting and beneficial club to run.

10/03/2023

CR confirmed she had spoken to Kirsty regarding Badminton, who is very busy running clubs elsewhere but at the current time she has not contacted the school regarding starting up at Hill View.

Parent raised about After School Club capacity and lack of spaces. It was also noted that another childminder has stopped. KW again confirm that After School club / Morning Club are running to their capacity and we have to consider the space, number of adults and funding. It was also said it is very difficult to contact Morning Club and get a response. KW says he had oversight of both morning and after school club. CR confirm that emails sent into the office are passed to morning club and after school club but both Mrs Williams and Miss Roberts do have other rolls within the school so are not able to respond immediately.

It was also raised about the teacher lead clubs, Lego club las year in Year r, limited space and done on a first come, first place system. CR confirmed that she know that the other clubs this year have run it differently, places were on a rolling system and appeared to be working well.

AS raised a question regarding the Tennis club and that she has not had a response from Will who runs it. She wants to know what progress her son is making.

Mr Winthorpe to speak to Will about responding to AS.

Action – Mr Winthorpe

Aim to be more proactive, more competitive games, Will be re-organising children’s activities.

06/10/2023

The school has expanded clubs at school, free sports club after school plus including lunchtime clubs run by professional coaches.

JC thought that the lunchtime clubs were a good idea.

**5.3**

Homework  
 Is it possible to have the optional removed from the homework as most children see this as they don’t have to do it?

'In Y3 they do not have this'.

VB – to speak to Year leads to remove the optional word

Can we have a consistent approach to homework – most parents on Facebook ask 'what is the homework' and the small slips of paperwork get lost.

VB – Has the homework been emailed to all? Mixed response to this question as not all year leads send for emailing.

'Year 3 have a good format'

VB- speak to Year leads to come up with a consistent approach to the Homework.

Could we have the homework adapted as sometimes doesn't fit at all?

VB to speak to Year Leads regarding this

My child sometimes says that they haven't been taught the maths homework.

Yes it is reinforcement

VB to check with year leads that this isn't the case - as homework is revision and consolidation

Sometimes the home learning that is the best because parents have taken over is rewarded and others where child has done by themselves is not. I let my child do the homework with a bit of help.

Sometimes we don't always do it as my child might not be interested in the project

VB the home learning project is a family project and not compulsory – it is to do together and needs to have a significant contribution from the child. If you cannot fit it in due to other family commitments then that is ok. They have always been a choice.

VB to ensure all year leads communicate this to teaching team and to ensure that all is valued equally

27/01/2023

VB spoken to Year leads about homework.

They will be working in phases – EYFS, Y1& Y2, Y3+4, Y5+6 so there is consistent approach. There is another Year Lead meeting on 8<sup>th</sup> February when VB will speak to them again.

Parents are still asking for homework to be tailor to suite child's ability.

VB – homework should be set at a level that the child can do themselves, to remind children of what they have learnt and a little challenge for them.

If parents find that there is a problem with the homework, please email in, contact the school.

If your child has not completed the homework correctly please leave for the teacher to see so that the teacher action this.

GS – asked about reading records and if not signed by parent was there a punishment for

children as her child was.

HZ- said homework isn't being marked – VB will look into this.

Also no answers in book – some year groups do others do not.

The word option is still appearing in some year group's homework.

In addition it was also raised that sometime the dates change and this caused confusion.

Miss Buckland will speak to Year Leads.

10/03/2023

KW confirmed that the word option had been removed.

Year leads are working together so there is consistency across the Phases.

It was raised that some year groups are still don sending out homework by email. Parents like the homework to be emailed out so that as they get older the small pieces of paper get "lost". KW to speak to year leads

Confirmation that homework is due in on Wednesday so there is time for anyone who hasn't completed to be able.

Action – Mr Winthorpe

Year 1 are still not receiving their homework by email, year 3, 4, and 5 are consistent with emailing it out. KW said that in September there will be new digital platforms for homework and will remind teachers about sending out homework by email.

06/10/2023

Parent thought that the maths on line was really good as her child was more willing to do, also can see progress.

Boom Reader was also discussed, and this again is enjoyed.

Promoting these platforms, make it easier as due to the pandemic more people are use to using on line systems.

Using Maths Flex and Boom Reader it allows the teacher to see the whole class and see which pupils are struggling and therefore can put in some extra support/help.

The office send out all homework they receive from the teachers usually on a Friday which is then put on the website.

Caroline requested that homework if possible is sent to the office by midday on a Friday to give the office chance to send out and put on the website.

KW to remind teachers about sending homework to office to send out on a Friday.

5.6	<p><u>Equalities Group</u></p> <p>VB asked if the communication group would also be happy to be part of the Equalities</p>
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	<p>group going forwards so can support the school's journey with this.</p> <p>All present agreed to be part of the group</p> <p>27/01/2023</p> <p>VB -The group will continue to cover communication but will now also include equalities and the impact this has on the school and the wider community, looking at the way we address things. Mr Winthorpe will be able to give more details but he has been unavoidably detained dealing with a serious matter. We will be looking at the curriculum and all the protect characteristics, which could take 2 – 3 years.</p> <p>VB - proposed that the group would meet for a longer time so that that there was enough time to discuss both subjects, starting at 2pm and keeping to a Friday as most members of the group this worked well for them.</p> <p>KW to send invite to parents - equalities group.</p> <p>10/03/2023</p> <p>KW would like to widen the group so will send out another letter to parents.</p> <p>He explained that the school have audits and the we have been given the Equality Mark, and to further develop the SMSC, Spiritual, Moral, Social and Cultural with the school. This all started with black lives matter but here at Hill View we wished to widen to scope and look at all equality. There will be reflection and the forum can explore the challenges for public sector and how we meet this. The SLT have been doing a course for the last year which has helped them look at various issues and how to deal. It will be a step by step process and will deal as sensitively as possible where we as a school community can gradually understand the matter. The school is committed to inclusion and are inclusive.</p> <p>Action – Mr Winthorpe</p> <p>The school have been awarded the SMSC award last term.</p> <p>September we will be looking more into equalities.</p> <p><u>Equalities 06/10/2023</u></p> <p>It was discussed the need to recruit someone for this which has proved to be difficult.</p> <p>Mr Winthorpe to deal.</p>
<p><b>6.4</b></p>	<p><u>Crossing Patrol</u></p> <p>The parents raised concerns over the fact that there is now only one crossing patrol person when there use to be 3.</p> <p>It was explained that it is the council who provide this service and at the moment they have a recruitment freeze.</p> <p>It was discussed how dangerous the parents felt this situation is and that car uses do not always stop when on the zebra crossing.</p>

	<p>Miss Buckland suggested that they wrote to the council or to the school who would forward on.</p> <p>10/03/2023</p> <p>WC wrote to her MP and has received a letter back, which is attached.</p> <p>The group thanked WC for taking this action and sharing the response with the group.</p> <p>06/10/2023</p> <p>The crossing patrol from Hill View Road has now left and again the school in the newsletters have encouraged parents to contact BCP Council as crossing patrol staff are employed by them.</p> <p><a href="mailto:TEnghelpdesk@bcpcouncil.gov.uk">TEnghelpdesk@bcpcouncil.gov.uk</a></p>
7..	<p><u>Any Other Business</u></p> <p>1. It was raised by year 1 parents that there was a short notice period for coming in for dress up events and they would appreciate more notice in future.</p> <p>KW to look at getting dates put on overview.</p> <p>Action – Mr Winthorpe</p> <p>2. KW would like to introduce more structure to the meeting and has suggested that an agenda is sent out before the meeting with standard items on. Reminder that this is a forum for general discussion and if you have anything specific to raise about your child this should be done separately. This is to try and allow every parent time to speak, discussion and solutions.</p> <p>The suggested agenda is</p> <ul style="list-style-type: none"> <li>• Reading of previous minutes and agreeing them</li> <li>• Issues arising from the community (time for the repressive form each year group to raise questions/ concerns/ praise)</li> <li>• Equalities</li> <li>• Effectiveness of communication</li> <li>• PTFA</li> <li>• Any other business</li> </ul> <p>Action – Mr Winthorpe</p>
8.1	<p><u>Point 2 from the agenda.</u></p> <p><u>Year 1</u></p>



## Positives

Staff are approachable and work well and any issues are dealt with efficiently.

Monet has had 3 teachers this academic year, but this has not had a negative impact on the children and all staff are lovely. Miss Goodship is good with the children, especially those that find it hard to settle, SEND.

Rucksack issue brought lots of emotions and appreciate the schools' point of view, book bags do not close when there are jumpers in them, rucksacks are more practical and welcome the clear guidance.

Even Better if...

When emails are sent with a pdf it is hard to search for key words.

KW explained we have to send in this format to prevent word etc being changed. Suggested that title of email could have key words in.

Development – termly calendar for parents, so there is more notice of events giving working parents enough time to have time off work. KW advised information is on the website and would ask year leads to put more information on the website and take this into account.

## Year 3

Social media is an ongoing issue with year 3 parents and thanked school for a very good email and professional approach.

Unfortunately, parents feel there are too many emails and the newsletter is too long and perhaps there should be a year newsletter each week. – year group newsletters would not be possible for the school as this takes up a lot of time and some information would therefore be repeated 7 times.

In the new year could parents be made more aware of the website as it is not used as much as it could be.

Could the school have a Facebook page and the PTFA have built theirs up and it is a great way to share information or Instagram?

## Year 4

Homework is consistent and everything seems to be running smoothly, teachers and children.

Disappointed that Mr Clarke is leaving.

Regarding the homework once it is done and marked there is no feedback to parents or suggestions on how to correct and the same for spellings.

KW – we are looking at Purple Mash, set homework and safe place and comments can be

	<p>given online but we need to manage workload for all.</p> <p>Year 6</p> <p>Lack of homework email to parents</p> <p>The children in y6 and the teachers all work extremely hard and wish them well.</p>
<p><b>8.2</b></p>	<p><u>Terms of Reference</u></p> <p>Kris Winthorpe spoke about this and in the new academic year the group will be looking at common themes.</p> <p>Will look at policy regarding Facebook and WhatsApp</p> <p>In addition, we will look at the issues outstanding from the pole.</p> <p>Look at what went well, what needs improving, it would be good if the school could see these before the next meeting so there is time to look at and be able to give feedback.</p>
<p><b>9.1</b></p>	<p><u>06/10/2023</u></p> <p><u>What is going well</u></p> <p>The newsletter was discussed, and it was said that it was very informative, organised and the list of dates were very useful. It is sent out every week and it is on the website too.</p> <p>Mr Winthorpe said that on the parent survey some parents had said there was too much information and other have said there isn't enough. Unfortunately, parents mainly talk about the negative rather than the positive.</p> <p>Mr Winthorpe will ask teachers to put dates in diary so that they can go on the newsletter.</p> <p>Outcomes were discussed and sometimes they can become very crowded in the classroom, but it is easier in the halls. and it is hard to see.</p> <p><b>ACTION</b></p> <p>Mr Winthorpe to get parent evaluations at outcomes and parent evening.</p> <p>It was suggested that perhaps there could be a sealed box in the main entrance / office that parents could drop in any comments or suggestions they have. Mr Winthorpe to investigate this.</p> <p>It was also raised that parents are a little confused regarding the badges that children can</p>

	<p>earn, eg Smile, Adder and could it be explained how they earn them and what they are for.</p> <p>Task for Mr Winthorpe to look at sending letter out to parents including links from the website.</p>
<p>9.2</p>	<p>PTFA</p> <p>The PTFA were thanked for all their hard work fundraising for the school and helping the school community. The PTFA rep said that they felt supported by the school and parents and that the fundraising was going well.</p> <p>Organising the Christmas Fayre was going well.</p> <p>They have had one coffee morning for new parents and wondered if it was possible to have any more to help bring the community together and a safe place for parents to give feedback.</p> <p>Mr Winthorpe said he was looking into having some workshops for parents and perhaps this setting would be ideal.</p> <p><b>Action</b></p> <p>Mr Winthorpe to look at workshops and coffee mornings.</p>
	<p><u>Next Meeting</u></p> <p>Mr Winthorpe said that for 2023-2024 academic year we need to have some focal points and perhaps the year representatives could ask for views which can be discussed at the communication meeting.</p> <p>We also need to look at having more parents onboard, perhaps there could be 2 or 3 parents from each year group, but only one would need to attend the meeting. Existing parents to look at recruiting more parents.</p> <p>The next meeting will be on Friday 24<sup>th</sup> November at 2.15pm.</p> <p>AGENDA</p> <ul style="list-style-type: none"> <li>• Reading of previous minutes and agreeing them</li> <li>• Issues arising from the community (time for the representative from each year group to raise questions/ concerns/ praise)</li> <li>• Equalities</li> <li>• Effectiveness of communication</li> <li>• PTFA</li> <li>• Any other business</li> </ul>

	Mr Winthorpe thanked everyone for coming.
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### Action Points

4.1 – Mr Winthorpe – resources on website and useful links

5.3 – Mr Winthorpe – to remind teachers to send homework to office by midday on a Friday so that the office can email out to parents and put on the website.

5.6 – Mr Winthorpe – Equalities Group – recruitment

9.1 – Mr Winthorpe – letter to explain badges, parents evaluations and possibility of a suggestion box in the main entrance.

9.2 – Possibility of PTFA run coffee mornings and Mr Winthorpe to organise workshops

\*Parents to look at getting more parents involved in the Communication Group.

### Items discharged.

2.12 Telephones

3.3 SEND

5.1 Behaviour

5.2 After School Clubs

6.3 Queuing in the morning

6.4 crossing patrol

8.1 Points from meeting in July 2023