

**Minutes Communication Group  
Meeting 6**

**Friday 27<sup>th</sup> January 2023**

**Attendees:** Miss V Buckland (Headteacher) Mrs C Roberts (Office Manager), Lorraine, Wendy, Gemma & Haili.

**Apologies:-** Mr Winthorpe, Jodie, Natalie, Lisa

Minute No	Details
2	<b>Welcome and Apologies</b>
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>
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>

4.1	<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>Action – Mr Winthorpe</p>
5.1	<p><u>Behaviour Policy</u></p> <p>Q – 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>
5.2	<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 these 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>

Actions  
Agreed  
Questions

27/01/2023

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.

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

Actions

Agreed

Questions

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.

5.6

Equalities Group

VB asked if the communication group would also be happy to be part of the Equalities group going forwards so can support the school's journey with this.

All present agreed to be part of the group

27/01/2023

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.

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.

KW to send invite to parents - equalities group.

Actions

Agreed

Questions

<p>6.1</p>	<p><u>Learning in school</u></p> <p>HZ said she was not aware of what her child was learning/doing in school and would like it sent home.</p> <p>Other parents commented that they are able to see their child' book at parents evening, twice a year and on occasions at outcomes where work is displayed..</p> <p>Miss Buckland said that parents can ask their child's teacher to see their books.</p> <p>In addition on the website it clearly shows the learning for the academic year</p> <p>Also see project overviews sent out termly.</p>
<p>6.2</p>	<p><u>Emails</u></p> <p>GS raised that a parent in her year group was still struggling to get emails from the school and had always received previously.</p> <p>Mrs Roberts explained that their seemed to be a problem this year with the package the school used but on investigation it appears that some email accounts are blocking the emails which is causing the problem. We have asked parents to mark the school emails as .... In order to receive letters etc.</p> <p>CR to monitor</p>
<p>6.3</p>	<p><u>Queueing in the mornings</u></p> <p>GS raised a concern of safety mainly in the mornings while parents and children are waiting for the gates to open. There are children running around and year 5 and year 6 who walk in weave in and out of the queue which is dangerous as they sometimes end up on the road. Could the gates be opened and parent held at the lower playground with cones?</p> <p>Miss Buckland said that she is responsible for the site and once parents are on site then there has to be adequate supervision and there are very clear rules on this. The issue will be looked at and will see what can be done to ease the problem but once parents and children are on site parents would need to supervise their child/children and not allow them on the adventure playground or over into the coned off area</p> <p>Miss Buckland will arrange a reminder to go out to parents regarding safety walking to and from school.</p> <p>This has been actioned in the weekly newsletter</p> <p>The issues of cars parking was also raised and again the school does not have any jurisdiction over this area but as previously we will remind parents to be considerate when parking and to not park in restricted areas.</p>

6.4	<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>
6.	<p><u>Any Other Business</u></p> <p><b>Group Membership</b></p> <p>The group asked if there would be any new members and Miss Buckland said that there was a new member but unfortunately a work commitment prevented them from attending. It was discussed that parents could zoom/teams in to a meeting if that was easier.</p> <p>It was also suggested that there was a representative from the PTFA on the group.</p> <p><b>Emails, Letters</b></p> <p>It was also raised that there are errors in letters that are sent out to parents and sometimes re-sent but still errors.</p> <p>Miss Buckland asked if parents could send them in for Mrs Roberts's attention as we were not aware of any.</p>
	<p><u>Next Meeting</u></p> <p>Miss Buckland thanked everyone for their time and the next meeting will be on Friday 10<sup>th</sup> March at 2.15pm</p>

Actions  
Agreed  
Questions