



**Meeting Date: 26<sup>th</sup> January 2017**

<p>Terms of reference</p>	<p>Jon went through these: Terms of Reference/Core Purpose. The Parent Council will:</p> <ul style="list-style-type: none"> <li>• Minute all meetings and make them available to all parents/carers.</li> <li>• Report back to the Governing Body of the school.</li> <li>• Be involved in identifying priorities for the School Improvement Plan.</li> <li>• Advise the school on parental views.</li> <li>• Be the forum through which the school consults parents.</li> <li>• Make recommendations through the Senior Leadership Team, to the Governing Body. (this may be in relation to developing policies, procedures, protocols etc)</li> <li>• Complement the Governing Body and PTA, not be a replacement for either.</li> <li>• Not be the forum for complaints about individual teachers, pupils, parents or individual issues, (these should be initially raised with class teachers or senior leaders).</li> <li>• Meet six times a year, once each term.</li> <li>• Help to ensure communication between parents and the school is the best it can be.</li> <li>• Review the impact of its work annually.</li> <li>• Review terms of reference annually.</li> </ul>
<p>Communication</p>	<p>A range of issues arose in respect of communication. Parents thought that the letters coming home from year teams regarding trips, visits and other information were not accurate or written well. The frequency and irregularity of the newsletters was also mentioned. Dojos as a form of communication was mentioned and very positively. <b>Actions:</b></p> <ul style="list-style-type: none"> <li>• All letters going out are now checked by the HT, DHT.</li> <li>• Newsletters will be revised. with Information and news items letter being sent out in week 3 and 6 each term and celebration items going out in weeks 2 and 5 each term.</li> <li>• Dojos are currently being rolled out across the school and all classes will shortly be using them.</li> </ul>
<p>Spelling</p>	<p>Some parents felt that spelling is sent home inconsistently across the school. There was also concern raised about how the learned spellings are then applied in all writing. <b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Jon will ask the English subject leaders to review the way spelling is taught and assessed across the school, as well as how it is set for homework.</li> <li>• We will also look at extending the use of Lexia and whether we can use 'accelerated reader' in school.</li> </ul>
<p>Volunteers in school</p>	<p>Jon said that he would many more parents to come into school to volunteer to help not only with reading but in many areas. Parents commented that some teachers seemed resistant to the approaches. Jon will pass the messages to</p>

	Sandra Denton, who is leading the improvement in parental engagement across the school. This aspect of school improvement is a big focus for the current and future academic years.
Seeing the children out.	Several parents expressed their appreciation of the small group of teachers who see their classes out on to the playground at the end of each day. Jo explained that he would like to see all teachers do this as it demonstrated a way of working that better supports the primary school ethos. It also gives parents a chance to talk to teachers at the end of the day, something parents felt would be beneficial for all. Jon explained that this is a significant safeguarding issue as there had been several occasions when children had been let out and not collected but had not returned to the office. <b>Action:</b> Jon will ask all teachers to see their classes out at the end of the school day from the beginning of next term (4).
Behavior system	Several parents reported that the new time out system (contacting parents the same day after 1 incident) was working very well. Jon confirmed this for the schools perspective
Maths Teaching and learning	Jon asked for views about the teaching and learning of maths. Parents of children in Pentagons maths groups responded by saying that they liked this arrangement. Other parents were concerned about the pitch of the maths being taught in their child's group. Several felt that it wasn't ideal that they couldn't talk to their child's maths teacher at parent consultation evenings. <b>Action:</b> Jon said that the school is currently looking closely at the way maths is taught and assessed.
Parent workshops.	It was raised that parents would appreciate workshops to support their children's learning at home. These could be run on Phonics, reading, spelling, writing, maths (various aspects) science. etc. <b>Action:</b> Jon said that he would pass the suggestion on to Sandra Denton who will be leading on developing parental engagement.
Reading journals	Parents liked these as it gave them a chance to communicate with teachers. They also provide a clear record of reading at home. It was suggested that teacher award Dojo points to those who read regularly at home. <b>Action:</b> Jon agreed to suggest this to teachers. The school would also re-launch its drive to develop a love of reading, starting on world book day this term, establishing other drivers such as Drop Everything And Read (DEAR) time, and 'get caught reading' competitions etc.
Parent council email address.	It was requested that all parents be aware of the parent council email address so they can send in issues directly. <b>Action</b> Jon said he would talk to Shiralee to set one up. This has been done and the email address is: <a href="mailto:parentcouncil@ocklynge.e-sussex.sch.uk">parentcouncil@ocklynge.e-sussex.sch.uk</a> This will have to be run from school and Jon will monitor it and add items to each agenda.