



## **Minutes for the Parent Consultation Group**

Meeting Date: 8<sup>th</sup> July 2019 at 9:00am

Venue: Winter Gardens Academy, Canvey, Essex

### **Attendees:**

Catherine Stalham – Headteacher (CS)  
Simon Harbrow – CEO (SH)  
Lucy Fynn – Deputy Headteacher (LF)  
Stacey Moore – Office Manager (SM)  
Joanne Pooley (Y6 – PCG)  
Hannah Gosling (Y3 – PCG)  
Lorraine Wilson (Y4 – PCG)  
Amanda Allen (Y1 – PCG)

### **Apologies from:**

Gemma Tomsett (YF – PCG)  
Caroline Barns Howlett (YF – PCG)  
Chelsi McFarlane (Y1 – PCG)  
Steve Newman (Y2 – PCG)  
Emma Humberstone (Y2 – PCG)  
Joanne Stephenson (Y3 – PCG)  
Yvette Hawkins (Y4 – PCG)  
Nik Males (Y5 – PCG)  
Claire Watson (Y6 – PCG)

### **Minutes:**

#### **Actions from last meeting:**

1. CS to send out parents survey in Summer term to find out more information.  
CS to put on newsletter different ways parents can communicate with school.  
*Survey to be sent out this week.*
2. CS to investigate ability for parents to build up credit with school trips.  
*The next academic year, as soon as a trip goes live on ParentMail, parents/carers can pay by instalments. Newsletter to remind parents/carers 8 weeks to pay.*
3. Homework to be on the next meeting agenda.  
*Whoopsy walls have picked up mistakes which has made a huge impact and has been positive. TT Rockstars excites pupils especially the 'Beat the Teacher' and has proved successful. Active Learning is happening and sharing this to parents through homework allows more ownership. Homework is given out every two or three weeks.*





4. CS to ensure assembly does not overrun and the gates are opened on time.  
*Discussions took place with staff and so far no issues have arisen.*
5. CS to investigate the format of the Sex Education clips and find a way to ensure it is available to parents at another time/through a link.  
*Arrangements are in place that the video can be taken home to watch, if required.*
6. CS to add calendar dates, NHS guidance on illnesses, uniform list, reasons for being a no nut school, to newsletter more regularly to help inform parents.  
*Confirmed that the nut allergy information is always on the newsletter and NHS guidance on illnesses, uniform list are included with the newsletter on a half termly basis.*
7. CS to discuss potential Science club with Science Leader.  
*The Science club has started and there is a waiting list.*
8. CS to investigate if Bikeability is happening this year with PE Leader.  
*A letter will be sent home today for year 5 & 6 pupils regarding course in the Summer holidays.*
9. CS to investigate mistakes on text messages from the school office and report back at next meeting.  
*No issues at present, office staff checks are in place.*
10. CS to investigate the specific medical issues being discussed. CS to consider class profiles for each class to aid with communication of medical needs.  
*Medical reports are handed to teachers at the beginning of the academic year. All staff have access to these reports to tighten up the process. All actions will be continued for the next academic year.*

### **Evaluation of Single Plan Spring Term 2018/19:**

Developing Leadership – we have introduced a new curriculum - The Significant Learning model, curriculum intents have been completed and staff are motivated with this new approach of more active learning.

Teaching and Learning – misconceptions and errors in basic skills are now being addressed frequently and having impact on work

Behaviour for learning - children can talk about their next steps, informed by their previous learning.

Outcomes – Pupil Premium children were having interventions to accelerate progress

EYFS - Wellcom has had staffing issues, 75% made expected progress.





### **Explanation of Summer 2018/19 Single Plan:**

Leadership - – much more hands on active approach being implemented – children are more excited by learning and wanting to complete homework (parents agreed)

Teaching and Learning – Ensuring misconceptions are being addressed was embedded this term and will now be on monitor.

Behaviour for learning – KWL now being used for all curriculum subjects

Key outcomes – Pupil premium interventions have been rigorously monitored and evaluated and adaptations made.

EYFS - Strategies used in Reception for SEND children are now in place for preschool.

### **Foci for Autumn term**

1. Progression of key skills across the curriculum and committing learning to long term memory
2. Embedding taxonomies of new curriculum
3. Promote independence of SEND and more vulnerable pupils.

### **Questions from Directors to consider:**

What more can the Trust do to increase the wellbeing of our staff, children and parents?

- i. *There is a help number for staff to call and direction is given by the headteacher*
- ii. *SM to include support information for parents/carers on the newsletter*
- iii. *There is also the Wellbeing Managers supporting the pupils and parents/carers*
- iv. *Events to view children's work has improved the attendance of parents and understanding*
- v. *Discussed mindfulness sessions in place of 10 to 15 minutes relaxation sessions*
- vi. *Solutions Circles being trialled for teachers and LSAs having good impact*

### **AOB**

1. Sports day – was cancelled last time due to rain and put pressure on working parents. What will happen this time? CS will advise the day before if cancelled.
2. Food allergies – can we raise awareness more with the children? CS to discuss with staff in terms of utilising more opportunities.
3. Headlice – is there anything else we can do? We are supporting certain families, sending letters, wellbeing managers are proactive with this.
4. Lanyards – cases of lanyards causing serious issues in accidents. CS to make staff aware of this.



**Next Meeting:** Monday 25<sup>th</sup> November 2019 at 9:00am

**Actions:**

- CS to decide on Thursday whether Sports Day will go ahead, depending on the weather
- CS to flag up and promote with children the importance of food allergies and complications.
- CS to inform staff the dangers involved in lanyards and to remove after signing out and put on before signing in.
- Further ways to be investigated on informing parents/carers of controlling headlice. SM to include on the newsletter (half termly)
- FoWG to consider funding of playground equipment as at this point in the year there is no funding.

