**COLLIS PRIMARY SCHOOL**
**PARENT FOCUS GROUP**
**13 October 2017**

**MINUTES**

## PARENT FOCUS GROUP MEMBERS

**School**

| | |
|---|---|
| Kevin Hogston | Headteacher & Chairman |
| Sophie Macartney | Assistant Headteacher |

**Parent Members**

| | Year Grp | Children | Representation |
|---|---|---|---|
| Clare Clements | Nursery | Nurs & Yr 2 | Working mum |
| Joanna Hutton | Reception | Rec | Working mum |
| Amy Vogel | Reception | Rec | |
| Brook Miller | Reception | Rec | Dad |
| Kate Newdigate | Year 1 | Yr 1 | Working mum |
| Jehan Yehia | Year 1 | Twins Yr 1 | Working mum |
| Laura & Tim Vamplew | Year 1 | Yr 1 | Working parents |
| Lawrence Springall | Year 1 | Twins Yr 1 | Dad |
| Jyotsna Gala | Year 1 | Twins Yr 1 | Working mum |
| Mindy Sawhney | Year 2 | Yr 2 | Working mum |
| Sarah Ioannou | Year 2 | Yrs 1 & 2 | |
| Nicola Lawrie | Year 3 | Yrs Nurs, 3 & 5 | |
| Matthew Ramsey | Year 4 | Yrs 2, 4 | Dad |
| Judi Ashley | Year 5 | Yr 5 | SEN |
| Sophie Harrison | Year 5 | Yrs 2 & 5 | SEN |
| Julia Combe | Year 6 | Yrs 6 & 3 | Governor |

**CSA**
Amanda Beningfield
Frances Wells

**Apologies**
Sophie Harrison

## WELCOME AND INTRODUCTIONS

Kevin Hogston (KH) welcomed the new members to the Parent Focus Group 2017/18 and thanked everyone for their interest and participation. The members have been chosen to represent different groups across the school. Representatives from the CSA and the Governing Body have also been invited to join each meeting.

## OUTLINE & OBJECTIVES OF THE GROUP

**1. The Mission of the Parent Focus Group is:**

To act as a focused sounding board for future ideas and events and to give constructive feedback.

**2. The Objectives are:**

a. To work in a positive partnership with the school.
b. To increase parental involvement and be another 'voice' of parents
c. To improve the learning experience of our children in school.
d. To help communicate issues to parents.

**3. Minutes**

Minutes of the meeting will be put on the website for all parents to access. The main agenda items for the next meeting will be decided at the end of each meeting to enable time for preparation and information gathering. There will always be an AOB section to the meeting.

Please note: Parents can pass suggestions to members of the group, but the school would always encourage parents to speak to school directly if they have a particular issue.

## WHAT'S WORKING WELL

1. The special attention given to making the transition to the next year group very successful for our SEN children.

2. Our expanded range of clubs. The majority of clubs are fully subscribed with most children being offered a place at their preferred clubs. The clubs are very reasonably priced for parents and the money provides a very welcome boost to school funds.

3. Collis Holiday Activity Camp provides a huge range of fun activities for both Collis and non-Collis children. It is extremely popular.

4. Extended use of the swimming pool this half term and over the summer holiday. Next year, the pool will open at the beginning of the summer term.

## SCHOOL FUNDING

KH explained how most schools are now asking parents for financial help. School budgets are very tight and we rely on other sources of revenue to balance our budget. Money raised from our Parent Fund, by the CSA and from other sources, such as our Clubs programme, enables the school to bridge the deficit and we are able to maintain what we are doing.

**CSA**

Last year the CSA raised £60,000, it is a very important source of income. It is essential that we ensure the future membership of the committee by encouraging the next group of parents to get involved.

Key roles of Chair, Co Chair, Treasurer and others are all up for election this year. Frances reported that several new people have shown interest, but not in the role of Chair. Amanda explained the different responsibilities of the role. The role can be shared, it need not be onerous. AB to prepare an advert for the school newsletter. The role of committee members was also discussed.

Members discussed how to promote the CSA and to get more parents involved. Suggestions were made as to how the CSA can advertise itself more extensively and effectively and it was thought the Class Reps should be more involved in getting each class represented at the meetings.

The group was asked to promote the CSA in their year groups and particularly to encourage more people to attend the AGM on 29 January, 7.30pm. One of the main agenda items at that meeting will be how the £60,000 raised last year will be spent. It is an opportunity for parents to be involved in those decisions.

**Parent Fund**

The Parent Fund for this academic year was launched at the end of September. KH asked the group for feedback.

Some members thought the different methods of donating are too complicated. My BT Donate is a quick and easy way to gift-aid a donation. Many employers now have a charitable giving policy where they will match an employee's donation. While it can be time consuming to set up, it is very profitable to the school. A parent donation of £60 can be worth as much as £200 to the school. KH will do more to promote company matching and distribute the Q&As again.

The school is asking for a £60 donation for each child. Our aim is for 70% of families to donate, which would raise £30,000 and significantly reduce our budget shortfall. However, to date only 20% of families have made a donation.

The Group discussed ways to encourage more families to donate. Suggestions such as:

- Timing the distribution of emails to get a better parent response.
- Comparing the contributions from individual year groups, thereby introducing an element of competition.
- Reinstate the barometer in the newsletter, stating clearly what the target is and what the money is needed for.
- Break down the £60 to smaller amounts to encourage families to set up a direct debit of say £5/month.
- Change the name from Parent Fund to School or Children Fund.

KH stressed that the school is not comfortable asking for the money. Collis does not want to apply pressure to families and will not badger them.

Next year the shortfall is likely to be much larger, but the Government is shortly to announce its new funding formula for schools and it is hoped the deficit will not be as large as originally thought.

KH asked the Group to discuss with their year groups and to feedback at the next meeting.

**TOPICS FOR NEXT MEETING**

1. Wrap around care.
2. Summer born children.
3. Transition to next year group.
4. Sports Premium – school sports strategy.
5. Gender equality/role models.
6. Safety on surrounding roads. Parking

**MEETING DATES 2017/18**

Friday 1st December 2017 - 2.00pm
Friday 19th January 2018 - 2.00pm
Friday 9th March 2018 - 2.00pm
Friday 18th May 2018 - 2.00pm
Friday 29th June 2018 - 2.00pm