COLLIS PRIMARY SCHOOL
PARENT FOCUS GROUP
20 January 2017

MINUTES

PARENT FOCUS GROUP MEMBERS

School:

Kevin Hogston	Headteacher & Chair
Jane Way	Deputy Headteacher
Carrie Stanton	KS1 Leader

Parent members:

	Year Grp	Children	Representation
Sally Owen	Reception	Rec, Yr2	
Alison Driver	Year 1	Yrs 1, 2	
Sandra Horsfield	Year 2	Rec, Yr2	Working mum
John Kirwan	Year 2	Rec, Yr2	Working dad
Jennie Alexandre	Year 3	Yr3	
Helen Samuel	Year 3	Yrs 1, 3	Working mum
David Tregear	Year 4	Yr 4	Working dad
Salwa Wardeh	Year 5	Yr 5	
Jane Bates	Year 6	Yrs 1, 4, 6	

Governors:
Julia Combe
Denece Hart

CSA:
Amanda Beningfield
Frances Wells

Apologies:
Alison Driver

WELCOME AND INTRODUCTIONS

Kevin Hogston (KH) thanked everyone for their attendance and again outlined the 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.

'WHAT IS WORKING WELL'

1. The success of our extra-curricular clubs was highlighted, they are again very well subscribed for the Spring Term. Members asked if enrolment for the Spring and Summer terms could take place at the end of the previous term to allow more time to organise childcare and to avoid last minute disappointment for the children who have not been successful getting a place in an oversubscribed club. We will look into using an online booking system that will operate on a first-come first-served basis, similar to our Parent Meetings system.

ACTION: KH to discuss with School Business Mgr

A request was made to include a dance/exercise class, especially for the younger years.

2. The Reception Weekly Focus Sheet that details the work planned for that week and reminders such as Birthday Assembly, is available for parents to view on the Reception noticeboard and on our website.

MINUTES OF THE PREVIOUS MEETING

1. School Security - parents are asked to wait in the courtyard before being welcomed into school assemblies. It was thought the change has been well received with everyone understanding the reason for it. Teachers appreciate being able to set up the hall prior to parents arriving. KH confirmed that front row seats were now being reserved for parents with birthday children or those with a special part in the show.

2. Photographs – parents will be reminded at the start of all shows and assemblies that photographs of children, other than their own children, should not be shared on social media. This will be included in 'Starter Information Packs'.

3. Head Lice – long hair should be tied back. School will email classes when head lice are reported.

EDUCATION (Building Learning Power)

KH explained the importance of Continued Professional Development. As a National Support School we receive a little extra funding for training and we have set up a programme of talks lead by both external and internal speakers. Other schools are invited to attend, giving us an opportunity to share experiences and best practice.
Our new web page 'New Thinking and Training' gives details of CPD at Collis, previous and forthcoming training sessions are listed.

Two inspirational training sessions were discussed: the first in September given by Guy Claxton who talked about building learning power, giving strategies that enable the children to become more confident and resilient learners. The second was given by Will Ord in January. Again, he explored ways children can become better learners, to think independently, not to be frightened of challenges or 'getting stuck'. All staff found the presentations to be particularly inspiring and Carrie Stanton explained how these ideas and strategies were being implemented in the classroom. Details of these and all the training sessions can be found on our webpage www.collis.richmond.sch.uk/new-thinking-training

Members asked for more information on how they can better help and support their children's learning at home. Again, parents are reminded about the information provided on our website where you can find detailed curriculum information, guidance for parents, reading and spelling lists and much more. The information is listed by year group on the 'Children' pages. KH also highlighted our 'Maths Crash Course' for parents on 1 March, which will give lots of ideas about helping your child at home.

Maths Calculation policy is worth a look:
http://www.collis.richmond.sch.uk/maths-curriculum/

Discussions moved onto the subject of homework that will be discussed in more detail at the next meeting.

PARENT FUND

KH was pleased to report that the Collis Parents School Fund has been granted charitable status and that we can now register with HMRC for tax relief, allowing the school to make the most of parent donations through Gift Aid. Frances Wells suggested investigating 'My BT Gift Aid', currently used by the CSA, as a much more straight forward and quicker way of claiming gift aid.

ACTION: KH to discuss with the School Business Mgr.

In February, we will again ask parents for a voluntary donation of £60 per child for the 2016/17 school year.

CSA FUND RAISING

KH acknowledged an incredible year so far, with over £19,000 profit being made at the fireworks evening alone.

The school will again promote the forthcoming CSA AGM at 7 pm on 2 February, to encourage as many parents as possible to attend and become involved. Members asked for a better understanding of the school budget to put fund raising into context. It was thought more information should be included when the request for donations is made in February.

ACTION: KH

Fund Raising will be discussed at the next meeting.

AOB

1 Parking – double yellow lines and no turning signs will be introduced outside our gates shortly.

2 E-Safety talk on 31 January, 6–7 pm. The orchestra will perform at the start of the evening. This talk is not suitable for pupils to attend.

AGENDA ITEMS FOR NEXT MEETING

Homework
Fund Raising
Communication with home

NEXT MEETINGS
Friday 10 March, 2 pm
Friday 1 May, 2 pm
Friday 30 June, 2 pm