COLLIS PRIMARY SCHOOL
PARENT FOCUS GROUP PFG
26 January 2016

MINUTES

PRESENT

School:

Kevin Hogston	Headteacher & Chairman
Jane Way	Deputy Headteacher
Sophie Macartney	Assistant Headteacher
Julia Combe	Governor
Frances Wells	Treasurer, CSA

Parent members:

	Year Grp	Children	Representation
Richard Sharples	Nursery	Nursery, Yr 2	Dads
Paul Dowsett	Reception	Reception	Dads
Rachel Derrick	Year 1	Yrs 1, 3, 5	SEN
Jessica Petelin	Year 1	Yr 1	
Carolyn Jones	Year 2	Reception, Yr 2	
Amanda Eliades	Year 2	Yrs 2, 3, 6	
Maha Newell	Year 3	Yrs 1, 3, 5	Working parent
Pauliina Purnell	Year 4	Yr 4	Working parent
Helen Danzey	Year 4	Yr 4	
Kirsty Brown	Year 5	Yrs 2, 5	
Petra Fleming	Year 5	Rec, Yrs 5, 6	

APOLOGIES:

Victoria Hodson	Year 6	Yrs 3, 6	Working parent
Nina Bradburn	Year 6	Yrs 1, 4, 6	
Nafisa Chomoko	Reception	Reception, Yr 4	
Heather Tomlinson	Year 3	Yrs 3, 6	

MINUTES OF PREVIOUS MEETING

1. School Lunches

A representative from Caterlink, the school catering service, has been invited to talk to the children about healthy eating and to encourage them to try different meals at lunchtime. KH to arrange a whole school assembly after half-term.

Action: KH

A 'pasta free' day each Friday, fish & chips day, was introduced at the start of term. So far, it has been very successful. KH will consider whether to introduce a second pasta free day later in the term.

2. Birthday Sweets

At the previous meeting it was agreed that the school will not ban birthday sweets, but that the arguments for and against should be put to parents for them to make their own decision. This was done and although some families are still choosing to give birthday sweets, it was thought that overall there were far fewer and alternatives, such as a pencil, stickers, were being tried. Sweets and other sugary foods will be discussed with the children at the Caterlink assembly.

WHAT'S WORKING WELL - POSITIVE FEEDBACK

1. A change of clothes and trainers to play football on the muddy field at lunchtime has been well received by parents and teachers and our cleaners!

2. The minutes of the Parent Focus Group meetings are being read and discussed by parents. The group and the school are receiving feedback from parents.

SCHOOL FUNDING/CSA

KH again outlined the funding problems all Richmond Borough schools are facing. A letter from KH & Geraldine Locke, Chair of Governors, was recently sent to all parents explaining the school's financial position and encouraging parents to support the CSA, as its fundraising is now a vital part of the school's income.

The group discussed asking parents to make an annual donation and KH asked for the group's opinion. A donation of, for example, £50 per family would raise £27,000 which would give a significant boost to funds. It was thought the idea would be well received, especially if more detailed information were given about the school's financial position, along with fundraising targets that detail specifically what the money would be used for.

Frances Wells explained how many companies now offer a GAYE (Give As You Earn) scheme where a monthly charitable donation, taken before tax, is matched (or better) by the company. This could provide a very good, regular income. The school and CSA would like to encourage parents to investigate this possibility with their employers.

Kirsty Brown asked if any cuts could be made to the school budget. Julia Combe, Governor, confirmed that there is no excess in the accounts. KH/JW added that the school has been looking at the accounts very carefully for several years now, as budgets have been reduced year on year.

FW outlined the key points of the work done by the CSA during the last school year. The following link gives a summary of the money that has been raised from the different events, totalling over £33,000, and where the money has been spent.

http://us9.campaign-archive1.com/?u=5ee17204c7e9055c0424a947e&id=0fe785ae2b&e=8596000c0a

The CSA currently relies on a very small team of parents who give a huge amount of their time to organising and running all the events. Appeals for more families to become involved have previously been unsuccessful.

At the AGM on Tuesday 2 February, key members will be stepping down, the roles of Chair, Deputy Chair, Treasurer and Class Reps Coordinator are all up for re-election. These need not be onerous jobs, they can be shared amongst two or three people. But there is no commitment to sign up to a specific role, any amount of time that volunteers can give will be greatly appreciated. It is vital that parents get involved, in any capacity, if the success of the CSA is to continue.

KH asked all members to speak to their classes/year group to pass on these messages to strongly encourage their attendance at the AGM.

Action: ALL

AOB

1. Feedback on a few classroom routines.
   KH will address with the teachers. **Action: KH**

2. Helen Danzey requested parents should be able to meet with their child's maths teacher as well as their class teacher at Parents' Evenings. SK explained that the maths teachers prepare notes on each child that are given to the class teacher for discussion at the meetings. It was not practical to double up the number of meetings.

3. Carolyn Jones expressed interest in having a better understanding of the children with special educational needs, particularly those with autism or Down's. Rachel Derrick, who runs an SEN group, said she would be very happy to answer any questions.

AGENDA ITEMS FOR NEXT MEETING

CSA/Finance update
CATS
Homework
School puddings

DATE OF NEXT MEETING

Friday 18 March, 2.00 pm (staff room)