



Parent Voice Group MEETINGS 2023

Meeting: Thursday 29th June 7.00pm

| ITEMS | OUTCOMES/ACTIONS/DATES |
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| <p>Attendees: Dawn Sage (Headteacher), Dani Taylor (Vice Chair of governors) Sinan Karadag (Zest catering operations manager) Esther Kinnear and Rosanna Piper (Bumblebee) Dr Kate Franklin and Yasmin Beaven (Butterfly) Karen O’Brien (Apple Class) Ms Sarah Gilmore (Pear Class) Cheralyn Baines Dark (Sycamore Class), Laura Briggs and Kate Ward (Palm Class) Jill Eaton (Cherry Class) Amy Andrews (Cherry and Horse Chestnut) Aman Hart (Elm Class) Julia Cioroianu (Maple Class)</p> <p>Apologies: Mrs Laura Briggs and Mrs Kate Ward (Palm) Nikki Hodkinson (Willow) Mel Bleakley (Horse Chestnut Class) Mika Hamman (Maple)</p> | |
| <p>1. Welcome and Introductions</p> | <p>DS/DT welcomed everyone to the meeting. Apologies for the delay re zoom access – DS will email you directly rather than via the school office to ensure no firewalls block entry.</p> |
| <p>2. Lunchtimes</p> | <p>Mr Sinan Karadag joined the meeting – Sinan is the Futura Trust Zest catering operations manager.</p> <p>Areas discussed:</p> <p>The ordering for school meals will be moving to electronic ordering using My Child at School – an approximate date for this is going to be week beginning Monday 11th September and we will write to parents with all the details linked to this as soon as this is a definite. This will enable our school cook to adjust her ordering and only order in what we need and cook what we need and this will reduce our food waste.</p> <p>Areas discussed include:</p> <p>The cut off point at the weekend for ordering the meals on MCAS (If a parent forgets would they still get a meal? Parents need to set themselves an alert to remind them to place the order – if forgotten then there may well be a meal but there may not be a choice. It is crucial that if a child has an allergy etc that the meals are ordered in advance as these may well be different products ordered in and they would not be available if not ordered.)</p> |

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| | <p>Options: we talked about other options such as a jacket potato and toppings or pasta offer. DS talked about the challenges around having lots of options. We have a large number of children to feed and one hour to do this in and we need to make sure they receive their dinner promptly. We have two service points and at the moment the green options are collected from hatch and we do check the children off as they collect – this is because some of our children change their mind when they enter the hall and it is important there are enough green items for the children who have ordered them. Hence the more options we have the slower the service as we have to check all the children off for this. We will give increasing options some further thought and we will also work with school council to do a specific questionnaire on school meals to see how many children, if they had this as an option, would choose it to see if there would be a take up for this. Sinan also discussed the possibility of ordering a packed lunch via school – again we will explore the interest be in this area.</p> <p>Recipes: it was mentioned that the pasta sauce is too rich. Children’s tastes are different – we will see if this comes up on our questionnaire as when this dish is on the menu many children choose it and finish their meal.</p> <p>Meal portion sizes: it was mentioned that portion size is not enough for Year Six. DS is one duty and we monitor portion size – if anything DS feels it is on the generous size. If parents flag with us we can arrange for children to have an additional portion.</p> <p>A request to have the school meal menus in the window – no this won’t be possible – parents rarely pick up from the classroom door in the majority of classes. We email the menu to parent, it is on our school website and when we move over to electronic ordering the full details of the menu will be on MCAS.</p> |
| <p>3. Swimming</p> | <p>Unfortunately our appointed contractor went into administration which has meant a delay for the school. We now have a new contractor and the tendering process linked to this for the various repairs are underway. Our insurance company are yet to make a decision with regards to how much of the works they will fund. Our swimming teaching – Gordon Lye – who owns Baracuda Swimming, has sent parents a questionnaire via our newsletter and Baracuda will also be at the Summer Fair to speak to parents and answer any questions too.</p> <p>The requirements for swimming are that children swim at some point during their time in Key Stage Two. A school offer would normally be a set amount of weeks at a local pool for one year group – our children have always received much more than this. Swimming lessons will resume as soon as possible.</p> |
| <p>4. Year Two toilets and soap (plus other areas)</p> | <p>Hygiene/ paper towels: This is to reassure all our parents that our children on the whole are excellent and we ask them to wash their hands regularly at points throughout the day such as before lunch etc. Our toilets are well stocked with soap and paper towels. The soap dispensers don’t have a guage on them so the caretaker asks the staff to let him know when they need changing over (he has a log book) or he leaves spares for staff so that they can change them over when empty.</p> |

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| <p>5. Footwear clarification</p> <p>Water bottles</p> | <p>Children are required to come to school in their school shoes unless it is specific occasion and they are asked to come to school in PE kit. They need a pair of trainers for PE. Our older children then change into their trainers for playtimes or PE – if they go up on the field and it is muddy etc – they have racks to return them to and then wear their school shoes into the classroom. Our youngest children also need trainers for PE but many of them like to have a pair of wellies too and we have welly racks to store them on – they can easily pull these on and off and can wear them on the field when it is muddy and also when accessing some of their outside areas such as the mud kitchen in EYFS.</p> <p>We have filtered water units around the school and the children are encouraged to refill their bottles regularly. We discussed children reusing empty plastic bottles of water advertising energy drink or drinks such as prime. We haven't banned this currently and we only see this in a minority of cases – we will give this some further consideration and if we felt this was growing we would ask children to stop bringing them in.</p> <p>Children bring their water bottles into lunch too – most do or we also have cups and jugs of water in the lunch hall and they can also refill them at this point too. In the classroom our older children tend to have their lunch bottles down by the table leg within easy reach during the lessons – we don't have them on the table as there isn't loads of space once their books and equipment are out. Some of our children do find it a challenge to sit without rolling and flicking their bottle, which can be tricky for children who are trying to focus and listen etc hence why they are down the side of their table. Our younger children who move places in a carousel have their bottles on a shelf in the classroom. They have regular drink opportunities – collect them for a drink at story time and can also have a drink once the learning has started.</p> |
| <p>6. Forest School</p> | <p>Mrs Morgan has returned from maternity leave and her curriculum responsibility is Outdoor Learning and Play. Saltford are not going to be offering a weekly forest school offer – all schools have different specialisms. Where other schools have done this they have reduced the PE curriculum by one hour – Salford do not wish to do this and offer a full range of PE which includes outdoor games, gymnastics, dance and swimming once the pool reopens.</p> <p>Our plan is to offer Forest School at certain times of the year and source an external company to lead this as we have done previously. We did explore a PTA funded post but the school would still need to employ and this then could mean with employment law that we had a permanent member of staff we couldn't afford should the PTA not be able to fund on a permanent basis.</p> <p>We discussed the opportunities to build Outdoor Learning experiences into our daily curriculum and this is something Mrs Morgan is going to be supporting the staff develop further.</p> |
| <p>7. Supporting school DBS</p> | <p>Please let Mrs Sage/ our school office know if there is a delay on a DBS and we will follow that up for you. DS will also follow up with our office team ensuring parents know they do need to support the school within the</p> |
| <p>8. Tempest</p> | <p>We did decide to use Tempest again this year – they employed two new photographers which they felt would improve the quality of their offer. Parents fed back that they still felt that our photographs were not a good standard. DS has discussed this with our office team and we have cancelled our contract and have booked in a new photographer at the start of term to see if the quality of the photographs improves.</p> |

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| 9. Drop off times | Parents raised that there was some inconsistency with regards to when our younger children are allowed into the classrooms. The register starts at 8:50am and the school gates are closed then so parents need to drop off in sufficient time (8:40am ideally) to leave the site in a timely manner. DS will follow this up with the year groups involved so that parents are able to leave the site well before 8:50am. |
| 10. Summer Fair update | We discussed the Summer Fair and support via the parent voice group representatives to encourage families to sign up to run our stalls. |
| 11. Communication | <p>My Child At School: EYFS parents have flagged that it is confusing when MCAS is the main form of communication that reminders go out on Tapestry (no other year groups have this) – they receive Tapestry messages by email. DS has said that the office wouldn't have capacity to be sending out small reminders so either we accept the reminders come from the EYFS team via Tapestry or they won't go out at all. Action: EYFS reps let DS know the best way forwards and she will let Miss Hansford and Mrs Newark know.</p> <p>My Child at School (MCAS): this is the only form of communication we have via the office. When parents set up their account they can opt to receive this via emails or via the push notification/app (we advise this method as it is much more visible.) In an emergency we can use MCAS to text – but we have to pay extra for this so would only do so if we needed parents to see a message urgently. If a parent emails the school office directly then the reply from the office would be by email – we wouldn't try and reroute this via MCAS as this would be time consuming. DS has discussed with the office making sure that emails are clearly addressed so parents know which class/year group these are for. There are occasions when an email goes out to all parents – for example our SEND coffee and cake afternoon email – this is because it would be very time consuming to send 60 plus emails individually – we hope parents would be understanding of this and on this occasion a parent would know if their child was on our SEND register.</p> |
| 12. Chuckles availability | We also talked about Chuckles before and after school club. DS has spoken to Sally the owner of Tiddlers nursery about requests for attendance on an hourly rate. There are challenges around this – for example she would need to pay her staff to cover a full session and also potentially sessions running half empty at certain times with not having availability for children who need a full session and therefore this is not possible. It is also not always possible to book at very late notice – Sally will have done her staff rota related to pupil numbers and staff may not be available to cover additional children. Therefore it is important to aim to book ahead so that the sessions are secured. |
| 13. Travel plan and parking | We talked about our travel plan – encouraging children to walk, scoot and cycle as well as parking at the Crown in the morning and walking in. We also talked about the speed of the cars on the roads adjacent to the school. Keynsham police were present at drop off and pick up and will do further spot checks to ensure parents are stopping on our zig zag lines. We will also to discuss with School Council ideas to share with their classes to encourage pupils to support us. As a school we don't think our roads would meet the allocation for a lollipop traffic support either. |

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| Date and time of next meeting: | DS mentioned that if anything comes up in the meantime to contact her directly or drop in to see her face to face – all representatives have her email. Attached with the minutes are the dates for next academic year also. |
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DATES for 2023-24

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| TERM ONE: Thursday 12 th October | Agenda to be confirmed but will include two school items for parents consideration: Outcomes of the parent questionnaire. New Positive behaviour policy outline main changes. Travel Plan 2324. |
| TERM TWO: | No zoom meeting but email DS if anything comes up that needs attention. |
| TERM THREE: Thursday 25 th January | Agenda to be confirmed but will include details re meetings for parents health education materials in Year Four, Five and Six. |
| TERM FOUR: | No zoom meeting but email DS if anything comes up that needs attention. |
| TERM FIVE: Thursday 2 nd May | Agenda to be confirmed. |
| TERM SIX: | No zoom meeting but email DS if anything comes up that needs attention. |