

MINUTES OF CLASS REP MEETING - 06/10/17, 2.15PM, CONFERENCE ROOM.

CHAired BY MRS ROBERTS.

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- 1) Welcome and introductions.
- 2) Purpose of Class Reps. Meetings every half term. To raise concerns or suggestions from parents and to provide a channel of feedback. To welcome new parents to the school. To help with PTA matters and of course the Christmas Party.  
It was expressed that we needed to communicate our role with parents more effectively - to let them know who we are. Suggested our names and contact details are put in the newsletter and / or website. Creation of Whatsapp / Facebook pages for classes also mentioned.
- 3) School Evaluation Review explained by Mrs Roberts - it leads to the school development plan. Focus on spelling for the whole school - 15 minutes per day taught in school covering patterns / exception and common words for each year group but no formal spelling tests. Spellings will be corrected by teachers but if the piece of work is content focused then not all spellings will be corrected as do not wish to demoralise pupil.

Literacy - raising profile and quality of writing. Children edit each other's work in pairs

Reading - Mrs Flood-Murphy is subject leader. Reading lessons have been flagged up as falling behind.

CPD - Continued Professional Development discussed by Mrs Roberts. Helping teachers make accurate assessment of attainment.

Making sure teachers are tracking pupils correctly - end of year expectations. Pupil Progress meetings are held, and any necessary interventions come from those meetings. Parents are not always informed of intervention if only a minimal amount is needed to help the pupil get back on track. Informing parents of what they can do to help their child in the home.

Monitoring of management and leadership.

It was discussed that Development Plan should be communicated to parents somehow as it shows positive steps are happening all the time.

- 4) Autumn Term  
Good inset days and NQT Kit Furst has settled well.  
Shock resignation of Mr McCulley - it was expressed that a clear message was needed as playground gossip was not helping situation. Governors had promised to keep parents informed.

The role of Governors discussed - they are working closely with Local Authority. It was proposed by Reps that an evening meeting should be held by the Governors and Leadership to alleviate concerns over headship and promote the good progress elsewhere in the school.

Minutes of Governors meetings should be available on the school website, although these had not been updated for some time.

5) CLASS MATTERS

**BOOK NOOK** - a bit sad looking, could something be done to make it more welcoming for children to use.

**WATER** - examples of children not being allowed water in class. Mrs Roberts advised that policy is to allow children free access to water bottles in class but not during teacher input time. Mrs Roberts advised that she will mention to staff to encourage the children more.

**PARENT HELPERS** - concern over parents not being allowed to offer help in their child's own class - Mrs Roberts advised that it is fine as long as not a problem for the child. Getting help is the most important thing.

**MY MATHS** - problems with it working on iPad due to flashplayer. Shaun advised that there was an app to download to get around this problem. Shaun to email office with instructions.

**YEAR 3 XMAS ACTIVITY** - concerns that they haven't got anything. Mrs Roberts advised that she would make sure talent show went ahead.

6) PTA MATTERS

**Fireworks** - Friday 3<sup>rd</sup> November. Help set up from 2pm - get as many parent helpers as poss. Xmas Cards again this year but the process has changed slightly since last year. Request for calendars again but it is too late for this year.

**AGM** - is on 16<sup>th</sup> November. Main committee members are the same as last year. Asked PTA to communicate spending and wishlist to parents.

7) NEXT MEETING SCHEDULED FOR FRIDAY 17<sup>TH</sup> NOVEMBER.