

Parent Partners

Meeting Minutes

February 12, 2020

Present: Sarah Burton HT, Laura Cougan DHT, Sarah-Jane, Yazman Sulaiman, Maxine Mullen

Next meeting: TBC

I. Announcements

Roles and Responsibilities

Meeting confirmed that Sarah-Jane will continue as Chair, Vivian Bogle & Maxine Mullen will share secretary roles and Treasurer will remain with school - **NFAR**

Constitution of Parent Partners

Sarah-Jane confirmed the Constitution is finalised, This will be shared with the Parent Partner group, Attendees were unsure if all parties are to sign once content, Will discuss with Vivian Bogle to see if signatures are required and if so this will be actioned at next meeting.

Communication and Engagement

Sarah Burton HT, raised there has been an increase in parent requests to see Senior Management Team (SB & LC), they raised that demand has increased and if not actioned imminent then can cause heightened tensions from parents. They advised that due to work commitments and other demands it is not always possible to see parents without prior appointments.

Discussions had around why do we think there is an increase in escalation complaints, Looking to establish root cause of parents now wanting to speak to SMT, Once root cause is established putting changes in place to resolve issues and dilute complaints.

We also discussed how to manage requests being received, Suggestions were to operate a central email address for appointments with an automatic reply stating policy is turnaround of 5 days (or less), sharing on Blog what the process for booking appointments are and sharing expectations of timescales. With having the information accessible to parents on Blog it is transparent on the policy and process school is following.

Discussion was had over parent and teacher communication, we discussed what the expectations are from parents and teachers inline of communication, Sarah Burton HT confirmed that reading jotters should be checked regular and are good communication tool between Parent and teacher, She also confirmed if there is an head injury that there policy is a slip home advising on the incident and telephone call. It was raised at meeting that above approaches are not always adhered to and lack of communication within some classes have decreased from beginning of academic session. Sarah Burton – HT confirmed they have a in-service day approaching and she will highlight the concerns and refresh on the policy's and use of homework jotters.

Parental Engagement

Discussion over how we get information out to all parents, Currently school operates BLOG, Twitter, Facebook, Email and for non-electronic device users they have a database of contacts for paper communication. Lines of communications are being exhausted through specified routes, only action to carry forward is review of data base to ensure is captures all parents and careers are being reached.

Attendance Update

School attendance has increased, Sarah Burton HT will share this data on BLOG.

Discussion was raised over the wording of West Lothian Councils attendance letters, This is a standardised letter which has to be used with no adjustment, Sarah Burton HT advised recipients of the letter can often have concern over the wording and will have an increase in calls to school to discuss further.

We spoke about putting a link to the attendance policy on the BLOG, this will show parents that the policy is driven by West Lothian Council and not school directly and also what the triggers are and the stages within the policy. By having the information available for parents on BLOG its again is transparent what the rules sets out around this area.

We also discussed the issue around 48 hours policy if a child is sick, There seems to be an issue where children are being sent to school when not Fit for School. Sarah Burton advised that if a child is sent home and has been sick at school they advise parent/career of 48 hour policy, Also was suggested if there is an outbreak of sickness or chicken pox that classroom involved is disinfected to avoid further spread.

Final discussion on attendance is lateness to school, Sarah Burton confirmed there is improvement, Issue was raised over how children are approached and being asked why are they late when they 1st come in door, This could have effect on the start to the child's day and to feel they are in trouble, All agreed this approach needs to be terminated and Sarah Burton HT and Laura Cougan DHT will look at speaking with parents/Careers as they are ones responsible in getting child to school on time and not the child directly.

Health Week and Developing

Sarah Burton HT & Laura Cougan DHT advised they try and now align school trips with subject topics in class which is relevant instead of doing all trips at end of academic year.

Laura Cougan DHT spoke about how the learning together sessions had decrease in attendees and what other approaches to engage parents into session, Blockers for some parents can be they work some distance from school and also some employers would not grant time off to attend sessions if that are in middle of a working day.

Laura Cougan DHT stated about having session, s after class assembly's, they have good turnout at assembly's and with them already in attendance the sessions may be more attended. Laura Cougan and Sarah Burton are going to trial this approach and Blog in advance of the up and coming sessions.

Discussions were also had with regards to engaging with parents/careers over class topics and them coming in to share expertise if their field of work is relevant to class topics. To engage with parents Sarah Burton and Laura Cougan will cascade school topics and highlight expertise and talkers in this field they require, this will then be shared with whole school in the hope of gaining volunteers to deliver on topic days.

Fundraising

Sarah-Jane confirmed she has provisionally put in place some events for this session

First event will be:

Pie, Beans, BINGO – This event will take place in hall on Thursday 19th March 2020 @ 7pm

Costs will be determined within the next week once SJ had cost of pies.

This will be prize bingo, so we will be looking to obtain prizes from the school and local businesses.

Tickets can be sold in advance and pay on door, SB will advertise on Blogs and MM will make posters and share around both uphall station and pumpherstons villages.

MAD HATTERS PARTY – Looking to deliver this in JUNE, specific details will be discussed at next meeting.

Movie Night at school, this was suggested as an event that can take place all year round broken into different age groups, Details to confirm dates ect to follow on next meeting.

Funds raised – This will be shared on school blog and what the funds have been used for so far, sharing we subsidise school trips.

School are looking to raise funds for a set of 5 aside football nets with a cost of £200 and also Boxes for play equipment. Will look to do a fundraiser thermometer maybe in reception for the football nets 1st and could change once we have reached the target .

	Action Items	Responsible	Due Date
3	Share Constitution with Parent Partners, Confirm of all parties are required to sign (see Vivian)	Sarah Jane to share All to read and sign	Issue 14 th March 20 Next PP meeting
4	Establish route cause to Increase in complaints	Sarah Burton Laura Cougan	Next PP meeting
5	Auto email address to be created for appointment system	Sarah Burton Laura Cougan	Next PP meeting
6	Put appointment policy on BLOG to provide transparency and manage expectations	Sarah Burton Laura Cougan	Next PP meeting

7	Deliver communication policy to all staff at in-service day, embedding consistency of policy approach.	Sarah Burton Laura Cougan	18 th Feb 20
8	Review paper communication data	School	Before next term
9	Update Blog with attendance status and attendance policy from West Lothian Council	School	Next PP Meeting
	Address attendance approach, removing it from child to parent/careers	School	Next PP Meeting
	Advertise learning sessions after class assembly's	School	No deadline date ongoing requirement
	Advertise forecast of class topics and wanted volunteer speakers on subject topics	School	No deadline date ongoing requirement
	Share funds raised and what's been used for on BLOG	School	Next PP Meeting
	Fundraising thermometer for reception to raise £200 for 5 aside goals – This can be done through dress down day.	School and PP MM happy to make a thermometer	Next PP meeting to have it in place
	Pies. Beans, Bingo Night - Thursday 19th March 20		
	Get prices for Pies	Sarah Jane	20 th Feb 20
	Calculate price	Maxine Mullen	21 st Feb 20
	Advertise on BLOG	School	24 th Feb 20
	Advertising Posters	Maxine Mullen	24 th Feb 20
	Make tickets for sale	Maxine Mullen	24 th Feb 20