



**Bandon Hill Primary School
Parent Partnership Meeting 07.05.24**

School Colleagues present: Mr Hopkins, Mrs Harris
GLT Colleagues present: Mrs Easaw

Focus	Summary of Discussion	Key Actions
Update on previous actions	<ul style="list-style-type: none"> ● RH to update on previous actions found at the bottom of this agenda. ● Wraparound care starts at 7:30am and goes until 6pm. Limited take up but RH will get word out to the community. Taken a while to action due to logistics but now in place. Reception children are now allowed to attend but there will be a limit to this to ensure appropriate ratios for that age group. 4 -5 staff members from 3:30pm and as children leave, the staffing reduces each day. Considering moving to the hall longer term to provide more space. ● PSA work in progress and moving forward. Momentum after the last meeting slowed progress because of a lack of clarity and communication even though there was a lot of enthusiasm. ● Workshops - Y6 SATs have been delivered and one for maths and SEND. SLT have discussed having the lead record the presentation and parents can access video off the website. A parent asked about how a maths presentation could work for Y1 parents as well as Y6 ones. Examples will be really important to help parents know how to support their children. 	<p>Action: RH will send an invitation to the next PSA meeting by half term, ideally in person in the evening. RH to also share the AGM meeting date for Term 6.</p> <p>Action: plan the workshops well ahead of time to ensure timely delivery. Record videos with specific examples for age groups and then host live Q&A.</p> <p>Action: school to look into providing modelled examples on Home Learning sheets.</p>
Parent Item	<ul style="list-style-type: none"> ● Learning for additional support days such as celebrating autism, or young career day. ● These will continue to be covered in assemblies and other learning experiences. 	<p>Action: Dress up / focus day three times per year e.g. Comic Relief, World Book Day etc.</p>
Parent Item	<ul style="list-style-type: none"> ● Late communication. If possible, faster reminders. ● Uniform suppliers can provide much higher quality for £2 more per jumper. There will be no requirement for a logo on polo shirts. ● PE tops in house colours without requiring a logo. 	<p>Action: RH to consult on the proposed uniform so all parents have opportunity to share feedback. RH will show the costs of proposed new uniform.</p>



	<ul style="list-style-type: none"> Supplier will put a new logo on the proposed new uniform which will be a better quality brand. 	Action: Teachers to receive same communication as parents
Team Item	<ul style="list-style-type: none"> Some parents want to know after having the PE lessons combined in one day to reflect on it and discuss advantages and disadvantages for having PE in one day per week vs twice weekly. Reception teachers are not aware of comms to parents - could teachers be added to the parent comms? Example request for packed lunches on school trip. 	<ul style="list-style-type: none"> Action: RH to confirm arrangements for 1 or 2 sessions of PE (1 long session or two shorter sessions)
Trips School item	<ul style="list-style-type: none"> School trip allocation Proposed MCAS costs of £50 per year not including residential 	<ul style="list-style-type: none"> Moved to next meeting
Website School item	<ul style="list-style-type: none"> Website - what else would parents like to see on here? Action: RH to share new website in Term 6 meeting. 	
School item	<ul style="list-style-type: none"> Uniform supplier update (see above) 	
AOB	<ul style="list-style-type: none"> Lunch menu, why there is there a two week menu Action: add information to newsletter about meals matching those in other local schools for consistency Clarification on rewards and sanctions (new policy) Action: RH to bring to next meeting. Information to be shared to parents beforehand. Toilet cleanliness. Action: DR to clean toilets after every break and lunch. Reporting sickness Action: add information to newsletter about how we contact UK Health to gain guidance Medical Room - Action: RH to explain temporary arrangement in the next newsletter. Healthy snacks wrap around. Action: Wrap around to offer additional fruit and vegetables as snacks. 	
Date	Previous Actions	Action Complete
Oct' 2023	Daring to Dream. ACTION: Parents feedback by email. Final Vision to be shared by RH to PP.	Yes
Oct' 2023	Y6 online behaviour. ACTION: Y6 teachers to teach online safety refresher. Delivered by class teachers (and also revisited this half term again)	Yes



Oct' 2023	Communication ACTION: RH to share class teachers' direct emails with Parent Partnership reps who will communicate directly with class teachers. Not necessary. Further discussions to follow later in the meeting.	Action changed as part of wider communication plan
Oct' 2023	Wrap around care. ACTION: Organise staffing, costs and implementation for Summer/Autumn 2024 start. RH to share current progress on this.	Yes (update in meeting)
Jan 2024	<ul style="list-style-type: none"> ● Ensure that the key content of the meeting is shared with all parents within the week of the meeting ● Detailed minutes of the meeting to be shared with attendees within the week of the meeting ● Add key updates from the meetings in school newsletters ● Create a register of what is to be discussed ● Agenda to be agreed ahead of time and timings allocated to indicate how long to spend on each item 	Yes (update in meeting)
Jan 2024	<ul style="list-style-type: none"> ● Add contact books line and clarify that MCAS and text are the same thing ● School to complete the communication plan and share with the community ● School to look at finance options around school trips ● School to investigate communication for all contacts for a pupil, not just contact number one 	Yes
Jan 2024	<ul style="list-style-type: none"> ● Mr Hopkins to lead recruitment drive (then run survey) for any parents who might want to lead or support PSA 	Yes (update in meeting)
March 2024	<ul style="list-style-type: none"> ● When ready to place an order with the uniform company, with the new school branding, investigate the quality of the new uniform; jumpers/cardigans. ● Look at a variety of uniform providers. 	In progress (update in meeting)
May 2024	<ul style="list-style-type: none"> ● A clear plan on the event logistics to be drawn up as well as the presence of school leaders which is appreciated by parents and carers. 	In progress (update in meeting)
May 2024	<ul style="list-style-type: none"> ● Mr Hopkins to invite parents to the Meeting 7th May @2.00 	Yes
May 2024	<ul style="list-style-type: none"> ● Dates to be shared for planned workshops in Maths and English which are aimed at supporting parents and carers in helping their child's learning. ● The date will be sent out this week for a Y6 parents' meeting about supporting pupils in being ready 	Yes (pending workshop dates)



	<p>for SATs will take place just after the Easter break.</p> <ul style="list-style-type: none">● Layout of the newsletter to be child-friendly, include whole school information while being manageable for staff.	
May 2024	<ul style="list-style-type: none">● A letter is to be sent regarding communication with the office.● A reminder stating that the best way for same-day responses is to write a message in the contact book.● Mrs Harris will share a date (by the end of this week) for Y6 parents' meeting after Easter break about supporting pupils to be ready for SATs.● The office will respond to say that they have received your email and that it has been passed on	In progress (update in meeting)
Items for next meeting: (Any time-sensitive issues should be taken directly to Mr Hopkins if they can't wait until the next meeting. These will be noted below for transparency)		
<ul style="list-style-type: none">● Clarification rewards and sanctions● Website additions● Medical room● Earlier meeting time of 1.30pm		