



## Overton CE Primary School Parent Council Minutes

<b>Date / Time</b>	26 January 2023
<b>Chair</b>	F Wyeth (agreed in absence of Chair)
<b>Present</b>	F Wyeth (HT), I Hatt (C2&5), J Wills (C4), S Shepherd (C3), K Phillips (C3)
<b>Apologies</b>	J Mitchell (Chair of Governors), M Nicholls (Business Manager), K Llewellyn (C14&8),
<b>Minutes</b>	F Wyeth

Item	Agenda Minutes	Action
<b>Welcome and approval of minutes</b>	Everyone was welcomed to the meeting by Chair of Governors. Minutes of previous meeting were accepted.	
<b>Actions from previous meeting</b>	<ol style="list-style-type: none"> <li>1. Website was updated with dates for spring term and will be for the summer term</li> <li>2. FW confirmed OSA were writing a letter about their contributions to school projects and future plans for spending</li> <li>3. FW has spoken about simplifying charity events and this will be actioned going forward</li> <li>4. All Year Groups can access the MUGA</li> <li>5. SS to share contact ref road safety</li> <li>6. Parish Council have been contacted about the hedge but nothing has happened as yet</li> <li>7. ORC have confirmed we can use the car park for evening school events</li> </ol>	
<b>Follow up to Parent Survey</b>	<p>FW asked if the parent reps had received any feedback from their parents about</p> <ol style="list-style-type: none"> <li>1. <b>New website</b> <ul style="list-style-type: none"> <li>• A parent suggested term dates are useful but struggles to locate them on our current website</li> <li>• IH suggested that we need to relaunch the website as it contains lots of helpful information and photos of children showing what they are doing at school</li> </ul> </li> </ol>	
<b>Questions raised by parent reps</b>	<p><b>IH (Classes 2 and 5)</b></p> <ul style="list-style-type: none"> <li>• Concern about traffic outside of school and a parent asked could the field be used for parking. FW explained that would not be possible to tarmac an area for more parking. The School Travel Team are going to be looking at how families travel to school following the new housing at Two Gate Meadow releasing some money for improvement projects</li> </ul>	FW will feedback when there is any information

	<ul style="list-style-type: none"> <li>• A parent is finding booking the Friday Care Club difficult and JW shared the process (the button changes colour when booked and then comes up on the menu). IH will share this with the parent</li> <li>• Asked why YR children only have one PE slot. FW explained that physical development is planned for daily in the classroom and outside and they have one structured PE slot in the hall as well</li> </ul> <p><b>KS (Class 3)</b></p> <ul style="list-style-type: none"> <li>• Parents were upset by the tone of an email about the Friday Care club. FW explained that moving forward, due diligence checks would still take place but we would only ask parents to confirm that there had been no change in employer so that parents didn't have to ask annually for this to be confirmed and add to workload</li> <li>• Asked about reinstating parent volunteers after COVID. FW explained this was in hand but the same process for appointment of staff had to be followed in order to safeguard children. This is currently under review and more information is coming out shortly. Parent will need to complete an application form, provide references and have a clear DBS and then have an interview/induction (which will be in groups) prior to starting</li> </ul> <p><b>SS (Class 3)</b></p> <ul style="list-style-type: none"> <li>• Asked about the status of use of the tuck shop by children with allergies. JW is coming in to see the process but ultimately, we have to ensure that children are not put in danger. This then led to a discussion of snacks – FW explained that parents can send in fruit, vegetables, plain bread roll or milk/milkshake or buy the equivalent from HC3S at breaktime. FW will communicate this to parents to reinforce</li> <li>• Raised issues about booking ASC as the system allows parents to book even when full and takes money. FW will look into this</li> </ul> <p><b>JW (Class 4)</b></p> <ul style="list-style-type: none"> <li>• Asked if there would be a further review of the Friday closure and did the hours meet the Government recommendations. FW explained that this had been reviewed last summer through the questionnaire and there was no further review planned. FW confirmed that the requirement of 32.5 hours are met for KS2 and are short by about 30 minutes for KS1</li> <li>• Please can the finishing time be prompt by all teachers</li> <li>• Concern about the shipping container on the playground and can children access it. FW asked that the parent who is concerned come and talk to her about this</li> <li>• Please can responses be prompt from the office. FW will talk to the School Business Manager and review the process and feedback</li> <li>• Information about the new grounds improvements was asked for and FW explained that this was going out in a newsletter but the children had been shown images in Worship</li> </ul>	<p>FW to communicate to parents</p> <p>FW to communicate to parents</p> <p>MN to talk to provider and feedback</p> <p>FW to talk to staff</p> <p>MN to feedback</p> <p>FW to communicate to parents</p>
<b>Agenda for next meeting</b>	Parents questions and feedback following visit to see the tuck shop in action	
<b>Date of next meeting</b>	Thursday 23 March 2023 – 2.15pm	