

Parent/Class Rep Meeting
Friday 3rd November 2023

Agenda item		Action
Welcome and thank you for your time.	<ul style="list-style-type: none"> If we can encourage any other parents to be a part of the parent rep group that would be great. We are asking for some PTA support this year but that is in terms of communication and supporting the PTA to ensure events are well staffed etc It is not essential that all meetings are attended – minutes are always sent out and ideas can be brought by other parent reps in the year group. 	
Role of parent reps	<ul style="list-style-type: none"> Communication between school and parents Continual communication when issues/questions arise 	
Toy Swap	<ul style="list-style-type: none"> How can we best run this? May be best after Christmas – collect unwanted gifts or other toys in excellent condition. Opportunity for parents to come into school to buy these at a small cost. 	<ul style="list-style-type: none"> Parent reps to liaise with parents to see how this could work – maybe end of February/March time.
Communication	<ul style="list-style-type: none"> If possible, can we consolidate different pieces of information into one email. PTA and office emails to work together to avoid duplicating information. 	<ul style="list-style-type: none">
Spellings	<p>Spellings to be on website for Year 4</p> <p>Could the spellings be on the homework instruction sheet, eg 'this is week 4'</p>	<ul style="list-style-type: none"> Added on Friday
Problem of the week	<p>This is for everyone – problems get harder from question 1 – 3.</p>	<ul style="list-style-type: none">
Swimming	<ul style="list-style-type: none"> Higher group not doing life saving skills. SF to check how this is happening. 	<ul style="list-style-type: none"> Miss Moore assures me this is happening with the necessary children. However, she will be checking exactly what they are doing this week.
Parent Rep meeting dates	<p>Monday 11th December 9.30am (via Zoom)</p> <p>Agenda will be sent out on the week prior to the meeting.</p> <p>sophie.frommholz@west-byfleet-junior.surrey.sch.uk</p>	<ul style="list-style-type: none"> Parent reps are welcome to email SF at any time with queries that may be answered through an email.

