

**Parent/Class Rep Meeting
Friday 1st March 2024**

Agenda item		Action
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Annual report – any ideas of what is valuable and what is not.	•	SF will add a blank copy of this to the Parent Rep web page – can parent reps ask for any particular feedback asap?
There seems to be quite a few requests for money for 'enrichment experiences' like Forest school, Theatre performances and a parent wondered why these are not covered by the money raised by the PTA, given that the PTA update on the school's website says that these are the types of activities covered by them.	<ul style="list-style-type: none"> • Currently in discussions with PTA about how they will contribute. • Have previously contributed towards Forest Schools – this is a possible idea for next academic year. <p>Recent Contributions</p> <ul style="list-style-type: none"> • Year 6 clarinet/Leavers party/Leavers Books • Hobgoblin show at Christmas • Christmas lunch – crackers • Resourcing and staff for enrichment days • Playground markings <p>Looking to see how they could contribute to Accelerated Reader in school.</p> <p>This information is often given on the PTA newsletter.</p>	•
Have the infants and junior schools ever thought of teaming up with school photography (using the same company) and then offering sibling photos across the two schools?	<ul style="list-style-type: none"> • Looking at using the same photography company again. • Will find out if they offer this as an option but it is likely it would need to be outside of school day. 	•
Are there any updates available on syncing to the school calendar? (This has been previously mentioned at the last meeting and quite a few parents have talked to me about this in passing).	Does our website offer the option of subscribing to a calendar?	<ul style="list-style-type: none"> • LL has checked with our website provider to see if it is possible for parents to subscribe to the calendar. • Email has gone out to parents to advise how to do this.
Would it be possible to include photos of staff members on the school website. (Again this has been requested at the last meeting, as well as again by a few parents)	<p>Apologies – majority of the names are now there. Mr Schofield is taking the last of the photos and these will be uploaded asap.</p> <p>A couple of members of staff have not given permission.</p>	•
Can the school provide some visibility of any payments that parents need to make, ahead of time? Things that are a given like swimming, residential. At the moment, the parent feels like they are being asked to pay all the time but as	Definitely. We will provide this at the start of the Summer term for the whole term ahead and are aiming to give parents information in September for the whole year ahead.	•

getting as much notice on this for budgeting, would be appreciated.		
Homework – why only given out on Thursday and due in on a Monday?	Year 3 happy to change theirs to be due in on a Tuesday but any other option would not allow us to mark the books!	
School lunches : If a group of parents have forgotten to pay towards their child's school meal, then instead of sending the reminder or notice to those parents, why do all parents then receive an email about it?	<p>General reminder messages are sent out to parents reminding to book dinners.</p> <p>If a child has forgotten their lunch, this is only sent to that individual.</p>	<ul style="list-style-type: none">
House points: Could the school provide clarity on how house points are awarded? One parent said that she finds that some classes get house points every week for homework and some do not seem to get any at all.	Housepoints generally awarded for: Good behaviour Effort in class Effort in homework	<ul style="list-style-type: none"> SF will communicate with staff to check all are being consistent with how housepoints are given out.
She states that lately regarding forms to be signed, printed ones are not being sent home and are instead just attached to emails. Could printed ones please be sent or instead use an editable PDF so that they can be electronically signed if people don't have a printer?	<ul style="list-style-type: none"> Consent for trips and visits is through tick box consent and payment. Signatures are not asked for. 	<ul style="list-style-type: none">
School lunches, namely that the quality and portion size of the school lunches is not up to standard. Some children find the portions too small and are hungry when they leave school, and some find the food cold, and the meat unappetising.	<ul style="list-style-type: none"> This has been passed to Miss Lawrence, who is meeting with the caterers next week. 	<ul style="list-style-type: none">
AOB	<ul style="list-style-type: none"> School Trips (in reference to the recently cancelled Yr 4 trip) Suggestion from parents to canvas the parents beforehand to get an idea of who can help. Suggestion of paying helpers a small amount (not people associated with school) 	<p>This is something we plan to look into but we usually have to book trips quite far in advance so it might not be possible.</p> <p>Paying people is not an option – this would involve a lot of paperwork, time and money on our part before this could even be an option.</p>

Parent Rep meeting dates	<p>(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.
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