



**PARENT COUNCIL  
MINUTES OF MEETING  
FRIDAY 8<sup>TH</sup> FEBRUARY 2019**

***Welcome and minutes of the last meeting***

Apologies were received from Emma Briggs (Secretary), Hayley Thistlewaite, Urszula Funnell and Orla Andrew.

Mel Fane minuted the meeting on behalf of Emma Briggs. Marisa Nixon represented the staff.

***Present***

Sinead Nelson SN (parent) Marisa Nixon MN (staff), Mel Fane MF (parent), Giulia De Rosa GDR (Chair of Governors), Laura Carpenter LC (Chair). At a point in the meeting a prospective parent was invited to observe

***Actions from previous minutes***

LC worked through the list of actions from the previous minutes.

***Parent Reps***

MF suggested that there could be some clarification needed as to who were still the class reps and also re advertise for class reps in the years that don't have them

**Action:** EB to contact existing class reps and re send class rep invitation letter

***Flu Vaccination***

It was queried in the last meeting if the school had any flexibility over the date that the vaccination is offered and if so could it be carried out the last day of term.

**Action:** MN to speak to Mr. Beverton and provide and update in the next meeting

**New Business**

***PING text service***

The school have replaced the previous teachers2parents text service with PING and it is now possible that more than one parent / carer can receive messages. Some parent's feedback that there is a delay in when messages are sent from the school office and when they are received, and this causes problems when messages are time sensitive,

however there is a support number for PING and it was agreed that this number should be published for the parents.

**Action – MN** to contact school office and request the support number is published in the school newsletter.

**SN** to put number on the new communications letter

### ***Star writer / lunchtime awards***

Parents have requested that they would like to be informed when their child is being awarded the Star Writer and the Lunchtime awards, as they do when their child is Star of the Week.

**Action: MN** to speak to Mr. Beverton and find out if this is possible and provide an update in the next meeting

### ***Parking petition update***

MF provided an update on the schools actions around the parking issues. The school have contacted the parking enforcement officers who have been outside the school on several occasions and have a 'do not park here' banner by the Zig Zags outside the school gate. The school have also advertised the vacancy for a lollipop person on several occasions but this has been unsuccessful and they have been in contact with the local authority to request a zebra crossing

There was a discussion as to whether parents petitioning for a crossing helps support the schools request but SN who has friend in this field advised petitioning may not make a great difference. However, it was thought by those present that a petition would keep parking safely in peoples mind and it will be a good thing for parents to do for our community.

**Action:** to bring to next meeting for more discussion on how to proceed

### ***Policy updates***

As Emma Briggs was unable to attend the meeting there wasn't an update around policy. However discussions took place with the prospective parent about how the school involves both the parent/carers and the pupils in the process of developing certain policies, such as the Homework and Anti bullying policies

### ***School development Fund (SDF)***

MF requested this agenda item be deferred to the next meeting so that Resources Governor Dee Simson could feedback her support and gratitude for the work that the parent council have done in highlighting the school development fund. MF did advise that parental contributions have increased since the letter went out. It was also suggested that asking for donations at new starter's parents evening may not be very affective as parents attentions are focused on different issues so different ways could be looked into for promoting the SDF in future.

**Action:** to bring to next meeting for more discussion when Dee Simson is present



## ***Any Other Business –***

### ***Communication process***

SN is a new parent of a reception child. She advised that there is a lot of information for parents, various contact numbers, email's and it would be a very useful exercise to have all contact information in one place. She suggested that a 'communication' letter would be helpful and would be happy to design one to send out to the parents. This was agreed and thought to be very useful not only for new but existing parents also.

**Action:** SN to design a communication letter and bring to the next meeting

### ***School catering /menu***

The company that the school use for meals has now changed, the contract is made by the Local Authority and is not the schools decision. It was clarified that the ban on un-cooked egg products to be taken into school is due to a life threatening allergy of a pupil and that the kitchen can still use cooked eggs in meals. It is thought that not all parents are aware of the ban of certain egg products and it was thought a good idea if a reminder was sent out to all families.

### ***Change in assembly time***

Parent's queried why the assembly times have changed from 9.30am until 2.30pm. MN explained that this is to enable extra learning time and ensure that children are doing enough work and morning assemblies which are then followed by break times mean that there is less learning time. Also children's attainment is better in the mornings. Parents are still welcome to attend afternoon assemblies.

### ***Later school starts after evening activities***

Parents have asked if they could be allowed to take their children into school later after school events that are held in the evening. Children that attend Let's Dance can attend school later in the morning due to the event finishing late – however parents have asked if this can be applied to the Brighton Christmas Carol's concert where children also have late bedtimes.

**Action:** MN to speak to Mr. Beverton and find out if this is possible and provide an update in the next meeting

### ***Tree of Life Assembly***

A parent had feedback that the Tree of Life assembly had upset some younger pupils and some parents felt that younger children should not have to go as it may be too distressing for them. Although it was agreed that this is a very emotional assembly after much discussion those present didn't feel that younger children should automatically not go as it is a very important assembly and all children of any age will respond differently.

A way of taking this forward was suggested: in the lead up to the assembly the school advise parents via newsletter and PING of the date so that those parents who wish their

child not to attend have the option to remove them. However, this is a school decision not a parent council one and would have to have the approval of the SLT

Action: MN to speak to Mr. Beverton and provide an update in the next meeting

*Meeting Closed. Thank you to those that attended*

*Date of next meeting: A Monday to be confirmed.*

If you would like to get in touch email [parentcouncil@lourdes.brighton-hove@sch.uk](mailto:parentcouncil@lourdes.brighton-hove@sch.uk) or Facebook <https://m.facebook.com/groups/1849579305353769>