

OLOL Parent Carer Council

Minutes

5th February 2024

Chair: Naomi Kane

Leadership Team: Anita Philbrook (Interim Headteacher)

Secretary: Clare Painter

Reps, Courtney Saunders-Jones (Yr 1), Gemma Sharpe (Yr 2) Naomi Kane (Yr 3), Clare Painter (Yr 5), Natasha Mercer (Yr 6).

	Item	Notes / Action
1.	Welcome and apologies	Welcome Mel Fane Governor, Mrs G Yr 5 Teacher Apologies for absence Joelle Bergin Reception Sophia Fadil Yr 4
2.	Introduction	Minutes from last meeting agreed. Updates from action points: 3.1 Actioned and in place. 5.1 Follow up on road safety – this is ongoing, it is difficult to recruit for a lollipop person. 5.2 Spellings, this will be followed up and communicated out to all year groups 5.3 Shirts for art and crafts activities- Mrs G is liaising with the PTA on this at their next meeting. 6.3 Explained that the school provide all necessary items for all years, yr 5 and 6 are allowed to bring in their own items for the lower years it has been decided not to permit this as it can lead to issues with lost items.
3.	Reception	3.1 Action Ping to be sent out reminding of drop off safety and parking.
4.	Year 1	4.1 Access to emails to teacher regarding personal matters- Mrs Philbrook clarified these are read by Ms Dow, there is no facility to reply back directly to the class teacher via PING. 4.2 Playground buddies and kindness programme can this be put in place. MS Philbrook explained Mrs Nicolson will put this in place using the sports leaders who are keen to be involved. ACTION 4.3 Parent Partnership opportunity to visit class and assist with reading- this is an option to volunteer for another class 4.4 Children’s water bottles usage and reminder to drink water- Mrs Philbrook confirmed a system is in place to remind children to drink regularly and re-fill their bottles so full bottles at home time maybe due to being refilled.
5.	Year 2	No points

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6.	Year 3	<p>6.1 Update on SEND provision. Mrs Philbrook explained that Mr Strange is in the process of contacting all parents of children with SEND.</p> <p>6.2 How are sports competition places allocated and parents told about them- Mrs G explained that festival events were on a first come first serve basis and a communication is sent out to all. Competitions are a higher level and pupils are expected to understand the rules of the game so are chosen by Mr Hoad and Mrs G</p> <p>6.3 Update on school trips for Yr 3-Mrs Philbrook explained trips are linked to their topics, a trip is planned to the Brighton Museum, will look at what trips are planned for Yr 2. ACTION</p> <p>6.4 Longer slots for parent evening and or list displayed for times so parents know how far behind they are running. List will be put in place for next parent evening, if the timeslot runs out or parents need additional time there is an option to make an additional time to speak with the teacher at a later stage. ACTION</p>
7.	Year 4	<p>7.1 Responding to/acknowledging emails asking for earlier collection- Ms Dow endeavors to acknowledge these requests however it does depend on the time the email is received.</p> <p>7.2 More notice for parents regarding star of the week and other assembly awards. This is now in place and a PING will be sent the week before so parents can plan ahead.</p>
8.	Year 5	No points.
9.	Year 6	How can you tell if a message from Ping is for the whole class or just to an individual? Mrs G explained she would address the parent individually and name the pupil if only for them
10.	A.O.B	<p>10.01 Update on Recruitment-Mel Fane School Governor provided an update on the recruitment of the new head, explaining the SLT (Senior Leadership Team of Mrs Philbrook, Reception teacher, Ms Cordell, Mrs Nicolson and Mr Strange would be in place for the remainder of the academic year. Advertising and interviewing would start mid-April with the view of a September start, if anyone has any questions please ask.</p> <p>10.2 Reminder on Dog Policy -ping to be sent out reminding all parents that dogs are not allowed on site. ACTION</p>
11.	DATE OF NEXT MEETING	Monday 25th March 2024 9am

Consolidated actions

Agenda item	Detail	Responsibility
3.1	Safety at drop off reminder	Mrs Philbrook
4.2	Playground Buddies and kindness programme	Mrs Philbrook / Mrs Nicolson
6.3	Yr 2 School trips review	Mrs Philbrook
6.4	Timeslot list at future parent	Mrs Philbrook

	evenings	
10.2	PING to be sent out reminding no dogs permitted on school grounds	Mrs Philbrook