

Class Communicator Meeting

Minutes' Tuesday 30.3.10

Class Communicator

Class Communicator (CC) remit was discussed. Remit information sheet provided at meeting. Year specific agendas should be directed to the class teacher(s). CC's should guide parents to use this procedure, if they have personal concerns. Communicators do not need to become involved with individual issues. CC meetings should be proactive with ideas being put forward and don't have to be negative, positive topics can be mentioned.

It was proposed that, the agenda for meetings be set by a sub group of CC's, at least ten days prior to main meeting. It can either occur face to face or via group email. This is hoped to prevent year relevant topics taking over the main meeting. Issues relevant to the whole school can then be addressed. CC's can confidentially access member's personal emails to aid communication links with each other.

Possible methods of disseminating information to parents could be via the web site, with a hard copy displayed on school notice boards. Another proposed method for passing on information from CC meetings, is for a news letter to be compiled from minutes and sent home with each child. Maxine Stafford is willing to assist in the layout should this method be preferred.

A proposal of parents being able to pass on information, in letter format, via the office was discussed. This may aid parents who are shy or unable to access their year relevant CC.

As parents may not be aware who their year group CC's are it was proposed that we provide a photo of ourselves which could be displayed on a specific CC board.

ACTION:

- Relevant school policy to be given to Class Communicators regarding year specific issues.
- At each meeting a different CC becomes responsible for taking minutes.
- Email addresses to be given to either Siân Mann (Y4 or Reception C) or Maxine Stafford.
- Siân to compile CC email list.
- CC's set agenda at least 10 days prior to main meeting and provide Maxine with a copy.
- Wear name stickers with relevant year groups in next meeting.

Parent Governs

Remit of Parent Governors role to be provided to CC's. As many parents do not know who the Parent Governors are, it was asked if photos could be provided on the school website. If parents wish to raise any school related issues with a Governor they can drop a sealed letter into the office.

It was felt that the information provided by parents wishing to be voted in to this body read more like a CV, can the format be changed to assist with voting. In the past Parent Governors have held an open forum to meet parents but there was a very poor turn out.

ACTION:

- Maxine to provide remit of Parent Governors and outline of what to approach governs with.
- Maxine to approach governs regarding placing their photos on the school website.

Woodlands

Mrs McKay Y3 has requested, that parents volunteer some time on a Saturday morning, to help clear some tracks through the school woodland before Spring Bank Holiday. It can be a child/parent event and will aid supervised access during school hours into the wooded areas, helping promote environmental issues for the children.

Action

- Request for parent/child volunteers to be put in news letter.
- CC's please verbally promote this activity.
- Sarah Gunston will ask her husband to contact school to discuss how he can use his woodland expertise.

After School Activities

Mr Robison organises the After School activities which are run by external organisations. Activities are Key Stage specific and are offered to children who verbally express an interest. If parents have concerns about their child and any after school club they should speak with Mr Robinson. A wide variety of short term activities are offered to children, allowing them to expand their experiences. As there is only one hall in the school it is felt children benefit more from a wider variety of activities than just a breakfast and after school club. School does hold a list of names relevant to after school clubs and do try to contact parents if a club is cancelled.

Languages

In Key stage 2, children have an increased access to language during lessons, aiding awareness of other cultures. Key Stage 1 children have a basic introduction to a language.

Action

- Liaise with Phillipa re University students to teach languages after school.

Extending Abbey Lane School

No formal decision has been made to extend Abbey Lane School. Changes to catchment areas will be made in September 2010 by the LEA. Mrs Stafford will provide feedback when she has been informed by the LEA of any planned changes. If parents are concerned they need to contact the LEA directly.

A.O.B.

Mrs Stafford is available Mon – Fri. from 8.30 am should parents want to have an informal chat.

Parents are very pleased with the forum of seeing their children's work on set mornings. A different day is to be allotted each term.

Mrs Stafford, will ask teachers to provide a photograph to display on notice board.

September parent's packs will ask for parent email addresses as well as contact telephone numbers.

Next meeting Friday 20th May @ 9.00am