



**MINUTES  
OF THE  
LHS Parent Council**

**Held on Monday 30<sup>TH</sup> April 2018**

| ITEM                                | MINUTES  | ACTION   |
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| <b>Present</b>                      | Sebastian Gray (Assistant Head), Sobia Ramzan (Parent), Denise Płóciennik (School Administrator and Parent)  |  |
| <b>Apologies/Absent</b>             | Allison Sherriff (Parent Governor)   |  |
| <b>Welcome</b>                      | SG opened the meeting by welcoming parents, and thanked Mrs Ramzan for the piece she wrote, which was published in a school newsletter.  |  |
| <b>Promoting the Parent Council</b> | <p>Going forward the Parent Council needs to consider how best to promote itself. Currently, the meeting dates are put in the newsletter, are on the website and are regularly Tweeted and advertised on Facebook, but if we want more parents attending, we need to understand how to reach parents, and determine whether there are any barriers to them attending, and if so, how we can overcome them.</p> <p>SG suggested a Survey Monkey questionnaire be circulated to gather parent opinion about the Parent Council, and to see what parents want. Parents felt that there may be a need to define what the Parent Council is, and to explain how it is different to the Parent Teacher Association (PTA). There may be barriers which inhibit parents from attending, such as feeling that they do not have the capacity to help, the time to contribute, or the perception that meetings would be a place where parents complained, rather than a forum for collaboration.</p> <p>Parents suggested that Parent Council Meetings could be regularly mentioned at Celebration Assemblies, where parents attend. Face-to-face advertising was considered a good way to engage with parents. Despite being labour-intensive, a friendly, welcoming face inviting parents to attend parent council meetings, and to explain the purpose of the meetings, at this point, may be the best way to promote the council.</p> <p>For advertising of meetings to reach maximum parents, there is a need to increase parent following of the Facebook/Twitter/Instagram accounts. When more parents are following the school's social media pages, the school can successfully promote the work that the Parent Council does. Promotion of agenda items may encourage more participation (eg. certain agenda items, like school reports, are likely to draw interest).</p> <p>Parents suggested that other classes follow Nursery's lead and have Twitter account details on a poster on the door/in the window. This could be extended to include a scannable QR code to help parents follow Facebook and Twitter.</p> | <p>SG – consider having Social Media accounts advertised on all class doors – QR codes , and office/Reception doors</p> <p>SG - Include piece about Parent Council in New Nursery and New Reception parent meetings.</p> <p>SG - Advertise Social Media accounts at new parent meetings.</p> |

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|   | <p>Clear communication about the purpose of the Parent Council and about our Social Media Accounts need to be made at New Nursery Parent and New Reception Parent Meetings.</p>   |   |
| <p><b>Communication / Going paperless</b></p> | <p>SG said that considering the above, it sounds as though the parents felt that the school may not be quite ready to go paperless yet. Parents agreed, and felt that the school would only be ready to go paperless when there is a real consistency of communication between classes within year groups, and across year groups. For example, some classes advertise class parties with a poster on the class door. Others might send a Tweet, but often, classes do not communicate details to office staff, who are then unable to answer queries, such as what foods to bring, and so on.</p> <p>Another example was the communication following the introduction of the new Power of Words books. Whilst many parents read the initial letter sent out, different year groups have introduced the books at different times and in different ways, and children, particularly younger ones, may not be able to explain to parents what they are expected to do with the books. Parents may not know if they can help, and how. Parents want follow up information regarding new initiatives. Parents said that constant communication is key, and that content must be posted on social media to maintain parent interest.</p> <p>Parents also want to see consistent Tweets of activities and work from all classes – not just a few. All staff now have Twitter accounts, but not all year groups Tweet. Nursery, Reception and Year 3 were cited as excellent examples of communicating with parents.</p> <p>Because not all parents are on Twitter (LHS has far less Twitter followers than it has Facebook followers), Tweets are shared to Facebook, and photos are compiled into montages and videos to try to reach maximum parents. However, if staff do not Tweet, it is not possible to share information. Beechfield School was cited as being particularly good at regularly tweeting examples of children’s work.</p> <p>The school would like as many parents as possible to use Twitter and Facebook to follow the school. There is potential to hold a Social Media Workshop held at the Open Evening on 9<sup>th</sup> July to encourage parents to sign up and “follow” LHS.</p> <p>Parents would like the school to communicate with parents how to best help their children. They would like a list of end-of-year “expectations” at the beginning of the year, to assist parents to help their children achieve age related expectations by the end of the school year.</p> <p>SG explained that when a school year comes to an end, a transition meeting is held between the former teachers and the next year’s teachers. Baseline assessments are made, and from that point, projections are made. Termly progress meetings are held to ensure that all children make better than or expected progress.</p> <p>Parents agreed that regular progress checks were excellent, but asked if it was possible to provide parents with feedback after progress meetings, particularly if a child was not progressing as expected. Parents appreciate</p> | <p>SG to feed back to SLT / Staff about regular Tweeting, and about consistent, clear communication (homework, being an example).</p> <p>“Content must be posted to maintain interest”</p> <p>SG and DP to discuss and advertise Social Media Workshop on Open Evening.</p> |

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|                     | <p>“next steps” and would prefer to know how to help, or what to work with their children on, as early as possible, before areas of learning or progress become a concern.</p> <p>Many parents recognise that LHS is working exceptionally well, and has an excellent reputation, but some parents feel that LHS could achieve even more if the school could reach those who were not involved in their children’s education, for various reasons. If communication was improved, and uniform across classes, the school and families could truly collaborate. The weekly Nursery newsletter was described as an excellent form of communication between parents and the school, and a way to allow parents to pre-teach. This is similar to preview homework, which other year groups have, but parents explained that the homework is not always handed out to children, or emailed for online publishing. Even if preview homework is optional, parents feel that all classes should be distributing it every week.</p> <p>Mrs Ramzan made special mention of Nursery, saying that it was the “best nursery ever”, and that LHS should be very proud of the whole team, particularly Mrs Lees. Mrs Green was also commended for her excellent rapport with parents and children.</p> |  |
| <b>Reports</b>      | <p>Reports will mostly remain the same as the 2016-17 format for maths, reading and writing. There will be slight changes to reporting on other curriculum activities due to the broad range of activities which the children have participated in this year.</p> <p>Parents are pleased with the format of the reports, and feel that the detail is clearly presented.</p> <p>This year, reports will be collected by parents at Open Evening on Monday 9<sup>th</sup> July.</p> <p>Parents will be asked to comment on the reports, as usual, and return the reports to school.</p> <p>The children’s classes for the 2018-19 academic year will be posted at Open Evening, also.</p>   | <p>SG – need to communicate to parents about Open Evening / report collection changes.</p> |
| <b>Summer Dates</b> | <p>A list of key Summer Term dates was distributed. These are also on the website, and these are not the only activities happening in Summer.</p> <p>SG said that the school were conscious that Ramadan fell between 15<sup>th</sup> May and 14<sup>th</sup> June, and asked parents if this would deter parents from attending the Summer Fair which will be held after school on Friday 8<sup>th</sup> June.</p> <p>Mrs Ramzan believes that the Summer Fair being held after school would suit many parents better, especially if they are fasting.</p> <p>Parents also felt that an after school event would better suit parents who work on weekends, too.</p>  | <p>SG to report to PTA that parents are happy with a Friday after school Fair</p>          |
| <b>PTA Gifts</b>    | <p>Parents felt that the PTA gifts were well perceived. Parents generally said that they prefer practical gifts, such as candles and cups. Parents would like to see a variety of at least 3 gift items so that families where there are more than 2 children can allow each child to purchase different gifts (eg. rather than three keyrings).</p>  | <p>SG to report to PTA</p>   |

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| <p><b>AOB</b></p>          | <p>Parents queried whether LHS' end of Key Stage results were compared to other schools.</p> <p>SG explained that data is compared to National data, and to comparable schools (eg. schools with similar ethnicity, starting points, etc). LHS collaborates with other schools to gauge best practise.</p> <p>SG explained that staff also attend training and strive to apply the best practice to LHS.</p> <p>Parents said that it would be great if staff could share their new ideas and initiatives, following training, with parents. A simple Tweet to advertise that a staff member is attending a course could be followed up with a piece in the newsletter about the exciting ideas that came from it, and could be referred to later if ideas are implemented. It would show that the school is evolving and proactive.</p> <p>SG thanked parents for a productive meeting.</p> |  |
| <p><b>Nsxt Meeting</b></p> | <p>Date to be confirmed.</p>  | <p>SG to confirm date for the second half of the Summer term</p> |