

Parents Panel Meeting Minutes – Wednesday 29th March 2023 at 6:00pm

Present – DT, MF, MP

Item 1 – Parents Panel Charter

The parent’s panel charter was reviewed and displayed. The agreements are as follows:

- All contributions are welcome.
- Respect all contributions, even when opinions are different to your own.
- Keep it general, not personal.
- Keep contributions positive.
- Stick to the topic being discussed.
- Don’t use individual names of children/staff.

Item 2 – Previous actions

An update on the actions from the previous meeting was given:

<u>Action</u>	<u>Progress towards the action</u>
Class Blog links to be posted on Facebook.	This is done. The link on Facebook will signpost parents to the Class Blogs when they are published.
Letter to current Reception parents about how communication will change as their child goes from Reception to Year 1.	This will be done in Summer Term.
Toast scheme to be reviewed.	Currently, we have 126 out of 192 children getting toast each day. For the children who don’t have toast, this could be parental / child choice, so asking the PTFA to fund toast so every child can get this wouldn’t be appropriate. Also, this would cost the PTFA around £1800 per year, which isn’t sustainable. Fruit is also available and children on FSM have access to toast if needed. If a child reports they haven’t eaten breakfast, we will ensure they have something.
KS1 parents phonics session to be arranged.	Mrs Brown will arrange this during the Summer Term.
Local Nursing home links to be explored.	Coates Lane ‘Acts of Kindness’ scheme has been introduced and we are visiting Briercliffe Lodge tomorrow. Next half term, we hope to visit Cravenside.
Go Velo / Bikeability to be reviewed.	The current Year 1 children missed out on Bikeability last year. I will speak to Miss J about whether this will be caught up on.
No sweets to be given in classes each week.	This has been addressed and school staff no longer give out sweets.
Ensure parents know they can submit views for parents panel via email if they can’t attend the meeting.	This has been done, with reminders on newsletter and Facebook.

Item 3 – Parents Consultation Feedback

On Monday this week, we held parents consultation meetings. These were in a different format to previously, so I asked the panel for their feedback. The parents at the parents panel meeting reported that they prefer the new format for consultation meetings with everyone in the hall. They felt that it was better than previously and it was good to be all together.

Item 4 – School Website

I showed the school website and asked the panel how much they used it. One parent reported that they only tend to use it for information purposes (e.g. holiday dates). One parent looked at the website on a mobile phone and reported that it wasn't easy to navigate. DT explained that he is looking into a revamp and relaunch of the school website in due course and asked the panel for suggestions of what they would like to see on there. Parents said they would like some sort of online diary on the website. Also, they would like to see photos of all staff on the website, as well as photos of the weekly achiever award winners, as these currently only go on Facebook. DT reported that one of the options school is looking at for a new website would link content to Facebook automatically, so photos would then appear on both platforms. One parent suggested also having an Instagram page and this will be looked into, as this can also be automatically linked to our Facebook page.

Item 5 – First impressions of school

Parents report that they love the outdoor space that we have here at Coates Lane, and this is a massive attraction for parents to the school. One parent suggested a pagoda on the outdoor classroom, so this could be used more often for outdoor learning, but the school budget might not accommodate this. Parents felt the entrance of school is a little bland and could be revamped. I explained that we are hoping to put up a 'Welcome to Coates Lane' display, with all staff photos and this would add colour. The main entrance can also sometimes appear a little cluttered but I explained that the A4 paper has to be stored here as it was getting damp in the photocopying room, but we will continue to explore alternatives. However, space is an issue in school.

Item 5 – Acts of Kindness nominations

I explained the Coates Lane 'Acts of Kindness' scheme we are starting, where a different member of our community / organisation will get a small treat from our school once each half term. This half term, we are visiting Briercliffe Lodge with an Easter hamper. I asked the panel for future nominations and they suggested the following: Robinson Court, St Andrews and Abbeyfield House. We also have nominations from staff for Cravenside and Bosom Friends.

Item 7 – Other Items Discussed

- How to promote the parents panel – I thanked the parents for coming but explained that I would like as many parents as possible to attend these meetings and I want this to grow. I asked the panel if they had any suggestions about how these could be promoted and they suggested a Facebook poll with preferred times for meetings.

Everyone was thanked for attending and the meeting was closed.

Date and time of next meeting: TBC following the Facebook poll

Actions for DT following the meeting:

- **Facebook poll to be set up about preferred times for future Parents Panel meetings.**
- **Continue to look into new website options and publicise the future re-launch.**
- **Update the photos on the school website so all staff have their pictures on there.**
- **Look for options about where to store A4 paper.**
- **Set up the staff welcome board in the main entrance.**