Parent Council Meeting Minutes

Date: 16.11.26 at 14:15
Attendees: Ellie Griffiths (Headteacher), Anna, Kerri, Megan, Pixie (Parents)
Apologies: Lucy (parent)

1. Welcome and Introductions

- The meeting opened with a welcome to members attending the first Parent Council meeting of the academic year.
- It was confirmed that all classes from Preschool to Year 6 were represented by parents who have expressed an interest in sitting on Parent Council 2026-27, ensuring full parent representation across the school.

2. Parent Council Terms of Reference

- The Terms of Reference were reviewed.
- Members agreed that no changes were required at this time.
- It was reiterated that the Parent Council acts in a consultative capacity rather than a decision-making body.
- The importance of focusing discussions on whole-school issues rather than individual concerns was reinforced and accepted by all.

3. Visibility and Communication of Parent Council Work

- Discussion took place regarding parental understanding of the difference between the Parent Council and the PTFA.
- It was agreed that greater visibility of Parent Council discussions and outcomes through newsletters could help parents understand its role and impact.
- The Headteacher will continue to publish minutes on the school website and explore ways of providing more regular updates on actions arising from meetings.

4. Parental Engagement Opportunities and Home / School Communication

Members reflected positively on improvements to school communication over recent years, including:

- Weekly bulletins.
- Half-termly newsletters.
- Parent-teacher consultations.
- Curriculum workshops and parent events.

Discussion focused on:

- Newly introduced opportunities for parents to view children's books and learning throughout the year (Autumn term date already shared with parents)
- The value of workshops such as Essential Letters and Sounds (ELS) and Kinetic Letters.
- Continuing to review opportunities for parents to engage with their children's learning.
- We agreed we would re-visit effectiveness of communication at meetings throughout the year.

5. Transition Arrangements

Positive feedback was received regarding:

- Preschool to Reception transition arrangements.

- Opportunities for children to visit classes and participate in activities before moving year groups.
- The inclusion of transition activities such as trips and lunchtime experiences.
- 'Welcome to Your New Class' drop ins

Suggestions for future development included:

- Providing a "Meet the Teacher" profile before September, including staff photos and brief information about teachers.
- Welcome Sessions during the first week had been adapted following a previous Parent Council meeting and we discussed that there were aspects some parents felt were missing this year. We discussed possibility of next year having a handout with key information about year-group expectations, homework expectations, milk provision, changes to snacks etc. In addition, each teacher could also provide a curriculum overview more bespoke to their class and allow time for individual queries.
- Reviewing transition arrangements as a standing agenda item in future meetings.

7. Discussion of possible ideas for future Parent Council agenda items

- Reading and Reading Rewards

Discussion will include:

- The current reading challenge.
- Rewards and incentives for reading.
- Ways to encourage reading at home.
- Examples of successful approaches used elsewhere.

- **Home Learning, TTRS and Screen Time**

Discussion will include:

- The balance between online learning tools and screen time.

- Rationale behind the use of some screen based home learning tasks (e.g. TTRS)
- Parents appreciating a clearer explanation of the rationale behind using digital platforms.
- The need to consider device access and family preferences around screen use.

- **Handwriting Approach and Pen Licenses**
- **Reading Challenge review**
- **Celebrations and Reward Systems**
- **School uniform policy including discussion around aspects such as hair style.**

The meeting concluded with thanks to all attendees for their contributions.

Action	Responsibility
Increase Parent Council visibility through newsletters.	Headteacher
Consider teacher profile sheets for transition arrangements and revisit what this could contain at future Parent Council Meeting	School Leadership Team
Review Meet the Teacher format for September 2027.	School Leadership Team
Use agenda item suggestions to plan for future Parent Council meetings	Parent Council