

	Item	Action
	<p>Attendees: Mrs Grattan, Mr Maynard, Mrs Lee, Ms Jackson, Mrs Rispoli, Mrs Fletcher, Miss Minter, Mr Connell, Wesley Heerlall (NTC contact observing our meeting) and Miss Colfer.</p>	
1.	<p>Apologies for absence: Mrs Brady absent due to childcare issues.</p>	
2.	<p>Minutes: CG introduced Wesley and asked all members if they were happy for him to observe as although he is secondary, he is thinking of implementing something similar.</p> <p>1. Communication- Raised by a Year 2 parent. CF advised parent wishes to remain anonymous but wanted to raise that there are things happening which are being reported by children but not being mentioned to parents by staff, some parents are missing things sent out by school and things being sent out last minute. CG advised that we do always try to provide as much notice as possible however, things do come up and unfortunately, this pushes other things back. RC mentioned a few Year 4 parents who do not receive messages. RC advised parents following previous messages that the app is the central place for communication and it seems as though this isn't the case so what is the central place for communication. GC advised how the app works and the fact that app messages are the communication which comes out centrally on the app however any messages which require attachments i.e. sports day arrangements, colour run information will come out to parents via email (to the personal email we hold on record). RC asked for everything to always be on the app as well as email. Agreed that going forward the office will send everything out via app and email and if documents are sent out on email, an app message will be sent to alert them to the email/document.</p> <p>2. Cost of living- CF advised she felt guilty, as with the parent forum we seemed to have solved one problem but feels we may have caused another. Some parents were upset by the Amazon Wishlists, which came out to parents as some parents are really struggling. CG advised that it was made clear on the letter, which went out to parents, clearly stated that there was no obligation for parents to buy it if they can't afford too, it is voluntary. All other parties agreed that this had gone out on the letter as advised by CG. CF also stated that her heart nearly broke after speaking to one parent who advised that she was spoken to on the gate about non-payment for the school trip and in front of other parents, which caused embarrassment. She is struggling to live and simply cannot afford the trip- CG apologised and asked CF to ask parent to come in and speak with her.</p> <p>3. Mr Maynard asked for this to be added to the minutes: He has been working to produce this years 'effectiveness of the Governing body report'. In the report (available to all to read) he has stated 'he is conscious of parents dipping their hands in their pockets during such a difficult time, he doesn't want any parent to feel embarrassed due to financial issues and the governors do not want any parent paying monies that they simply can't afford. We want parents to be aware that any items purchased off the wish list is greatly appreciated. CG advised that some parents have already generously bought items off the wish list, which have been put in a box ready for the summer holidays when they will then be used to prepare for the classes in September. CG mentioned that school is not open for the whole of the school holiday and nobody in the office on a regular basis therefore it will be difficult for</p>	

orders to be delivered as no one to take the orders so last orders by 14th July and then can restart ordering from 1st September. SL asked about how CG would feel towards parents ordering items themselves and then bringing them in- CG agreed this is fine and we are grateful for all support.

CF asked about children having their own pencil cases in September. CG advised this was allowed in previous years but was then stopped due to items being lost and parents complaining, some children bringing in 'fancy', 'costly' ones and some children not being able to afford it. CG advised it was a no to pencil cases but we provide the children with all the equipment they would need.

4. Sports Day: CG asked parents for their feedback on sports day and what they thought of the event. Parents felt that the event went well and the running of the event was a success. Parents felt the set up was good and it was clear to follow their children around the event. CG advised how difficult it can be organising and arranging the teams for Mrs Driscoll, PE lead and changes to teas made right up until the last minute etc but felt it was worth it as the day was a real success. FR raised that one parent contacted her about there being no gazebos' outside for the children in the weather- all parties reassured her that there was in fact a gazebo which the children had access to (some children chose to sit under it and some didn't), there were oranges available to them along with water which was accessible the whole event. Weather was cloudy- not massively hot and all children had suncream, hats etc if weather was too hot. CG confirmed that teachers checked for suncream and hats and parents were contacted if children did not have these.

JJ mentioned that some parents suggested refreshments would have been welcomed as the event went on for 2 hours and they would have been willing to purchase items. CG advised PTA were going to do it but parents wanted to see their children do sports day (and rightfully so) so didn't have enough volunteers to run any refreshment stalls. RC mentioned about 'non active PTA' members- suggested putting together a list of parents emails who would be happy to spare a few hours to help out at events on days off etc- CG agreed we would look into this and RC said he would contact PTA to this effect.

RC asked why parents were only invited to the morning event and not the whole event as previously- CG advised this was due to a few reasons: parents being too competitive for their children and querying results including sending in video footage, one year we had parents arguing over scores and this impacted on the overall aim of the event as it should be about the children. JJ mentioned some parents were disappointed there wasn't a parent race or a toddler race- no parent race due to an injury to a parent last year, CG advised we would look into timetabling a toddler race for next year.

5. PTA Uniform Sale: Agreed by CG PTA will be out front of school to carry out uniform sale other than Friday (ice cream sale)- let SW know what days for tables outside. PTA have offered pupil premium and parents struggling second items for free as purpose of this event is to help. Discussion about Xmas Jumper sale- there were suggestions about doing this differently this year for example parents giving their child £1 and they can choose the jumper they wanted off a 'rail'.

CG advised parents we were donated a lot of new logo uniform from the Sewing Shop Gravesend as they had closed down, as an ex-governor was a friend of the old owner. We have been selling the uniform at a cheaper price than the shop would and have had a good take up so far including from the new Year R parents. Office will send out an updated list of stock left available. BM stated he didn't want to step on anyone's toes but suggested combining the two sales- CG advised we sell ours via BACS however we can look into what if anything we can do.

Any other business-

CG & RC have been in discussions about the communication diaries and this is ongoing. Samples have been looked at, discussions with SLT and all other teaching staff have taken place and options are being explored. CG advised that she recently attended a meeting regarding potential new school systems that do all the jobs a book would. RC questioned an update on the white lines out the front and if anything new was happening with it. CG advised no for two reasons: firstly, the external cost as quotes were too much for us to afford on our small budget and secondly, SW is unsure of the health and safety factors doing the job internally and the potential equipment the job would require which we don't have. CG will get an update from SW and advise all parents. CM mentioned questions have been asked regarding Year 6 leavers. CG advised that unfortunately the class didn't make as much money this year as they have done in previous years and so Miss Davey is looking into what can be done with the money they have. Agreed on a BBQ and Domino's lunch, which all the children voted for. Miss Davey is currently finalising details and a letter will come out to parents at the start of next week. There will also be no water this year due to hosepipe ban, which also applies to school. Parents will find out teachers for September in a letter that will be coming out to parents next week- possibly Mon/Tues. RC mentioned the staff photos and names being advertised on the school website to help parents to know who is who and put faces to a name- Mrs Connell mentioned that she hasn't yet seen it. CG will follow up with SW as to if it has been done.

BM wanted this added to the record of minutes:

School fully support the PTA and staff/governors will fully support all PTA events. BM wants the school to advertise the PTA as much as possible even to the 'non active PTA' members. School will ensure PTA thanked for everything they are doing and have done for the school- BM said that everyone is busy throughout the year but appreciate everything they do as PTA are so vital to the school. CG advised in new academic year we would also hold a new Year R Coffee morning and invite PTA members along to meet and greet and maybe recruit some new members. Touched upon the 'non active PTA members' email list for helping at events etc. BM asked for himself and rest of Governors to also be added to the list as not afraid of getting stuck in and helping as some have done previously. In September, parents will hold a re-vote to ask if any new parents would like a chance to become a parent rep or if parents as a whole revote/are happy with current parent rep to continue. CG asked parents to put something on their class Whatsapp groups and see parent's response/feelings on it. CG finished by providing her feedback/thoughts on how the parent rep meetings have been going- CG feels it has gone well and been a success, it has provided room for open conversations and all parents have built up a good rapport with everyone. CG said how much she appreciates all the parents' time and feels we have strongly made positive progress with things to help the children and the school.

Meeting ended at 10.25am (No further dates for meetings booked at this stage in the Term for Sept 23)