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| **18/19** | St Briavels Parent’s Forum Meeting | |  |  |
| **Date:** | Thursday 14 March 2019 | | **Time:** | 1400 hours |
| **Venue:** | St Briavels Primary School | |  |  |
| **Attendance:** | Kelly Leech (Chair) (KL)  Sarah Helm (SH)  Nicola Dutton (ND)  Clare Gilmour (CG)  Mari Gillingham (MG) | Gemma Hurley (GH)  Donna Dickinson (DD)  Paul Lounds (PL)  Chris McFarling (CMc) |  |  |

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| No | **Item** | **Action** | **Date** |
| **1** | **Matters arising from previous minutes:**   1. Playtime – Andy Lewis consulted about Well being leaders delivery at St Briavels. Proposed date 20th May 19 and he is happy to discuss the issues with green space and tackle this within the training. Suggestions discussed include removing old goal posts; holes to be filled in. CG suggested a geocaching area or a ‘treasure area’ designated with tyres. 2. Malvern garden area to be removed Friday 15th March 2019. 3. E-Schools –ND advised if parents/carers need login details they will need to come to office – can’t do generic email. This to be advised in next newsletter and email to ask people to come in and register for E-Schools. 4. Sports day – dates to be queried/checked with Chris Powell. Suggested revised dates 7th and 14th June. 5. School Lunches – Outcome from School Council discussions: Jackets/wraps for all. Return of ‘light lunches’ eg. Toasties, beans on toast. Certain meals very unpopular (fish cakes, meatballs and pasta), consider alternatives to those. School Council to run with this. SH to arrange meeting with cook and school council. GH requested whether there is the option for allergy issues to be better dealt with i.e. can certain meals be all gluten free with a slight adjustment to ingredients. SH to discuss with kitchen. 6. Parent Pay Debt – ND advised it has reduced slightly. Awareness of this to be increased through email, newsletter and on noticeboards. Blue Peter style chart could be used to show how it is reducing perhaps. DD to take forward. | a)CG – during ground force weekend  b)SHills / Alexia Naylor  c)Admin inc in newsletter/send email  d) Check dates CP  e) Arrange meeting with school council and kitchen staff  f)Admin to include in newsletter and send email.DD to arrange chart to show parent pay debt levels. |  |
| **2** | **New School Vision**  This has been included in the newsletter.Jeremy Gazard artwork to be provided around school. Yr 6 are also working on banners. CG advised that the classroom outside Foxglove was to be painted and could the new vision be painted on there? Also consider the vision being painted on the circle at the front of the school. | Ground force weekend |  |
| **3** | **School Governor Vacancy**  There is a vacancy – anyone interested should email Phil Hall. DD expressed interest. | Update to be provided at next meeting |  |
| **4** | **AOB**   * CG requested netball provision. Lisa Watkins/Natalie Taylor have expressed interest but it would need to be on a paid basis. ND to advise costs. * CG advised PTA funds from book fair will total £500. SH asked that English lead to take the lead on agreeing which books are needed for each class. CG also advised that PTA funds have allowed a new IPAD to be purchased for each class. * CG advised that ground force weekend to improve outside eating areas arranged for weekend of 23rd March. SH suggested a press release once completed to increase community visibility of the school. SH expressed her thanks to the PTA team. * Battery recycling to be put out to the wider community as it raises funds for the school. Could be put in the village newsletter and a box given to the village shop. CG to arrange. * ND advised that the window to the office being covered with film is due to new GDPR requirements following audit. It is hoped this is a temporary measure until another solution can be found. In the meantime a note should be put up advising why the film has been applied. * ND asked if there were any objections to reducing the frequency of the newsletter, such that it is issued once every 6 weeks. There is a class page on the website and these are in the process of being updated, with the intention the website will replace much of the function of the newsletter. No objections were raised. * DD raised the issue of the skip and that much of what had been thrown away had some value. Particularly books which could be sold to raise funds for the school. She advised she would be happy to take on the role of recycling champion. SH to raise the issue of throwing books and other items away at the next staff meeting. | ND to advise netball provision costs  CG to arrange battery collection boxes  SH to raise the issue of items found in the skip with staff |  |
|  | **Date of Next Meeting:** Thursday 16 May 2019 at 9:00am  Any items for the agenda to be emailed to [kelly\_hoare2005@yahoo.co.uk](mailto:kelly_hoare2005@yahoo.co.uk) (AKA Kelly Leech Daisy class mum) by Thursday 9 May  2019. |  |  |