 

“**Working Together, Playing Together, Serving God and Serving Others”**

***“…encourage one another and build one another up…”***

**1 Thessalonians 5:11.**

**MINUTES OF A MEETING OF THE PARENT COUNCIL**

**OF**

**DAVENHAM CHURCH OF ENGLAND PRIMARY SCHOOL**

**Tuesday 10th January 2023**

1. **APOLOGIES:**

Rebecca Lewis, Karla Karlak and Emilie Mercer

1. **ATTENDEES**

Mrs Hyslop, Kerry Parry (Chair), Vikki Hind, Victoria Jolley, Karen Entwistle, Becci Kettle, Naiomi Smith, Philippa Caldwell, Michelle Speers and Francesca Ogden

1. **MINUTES OF THE LAST MEETING**

Last meeting held on Tuesday 15th November 2022 confirmed as a correct record.

1. **MINUTES OF THIS MEETING**

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| **Agenda No.** | **Action** | **Responsibility** |
| 1. **Lunches**
 | Midday Assistants monitor what the children are eating. Please speak to class teachers directly if there are any individual concerns.  | *JH* |
| 1. **Thank You to all Staff**
 | Parents wish to thank all of the staff for their huge efforts in the countdown to Christmas and for organising so many exciting events to make it a truly magical time for the children. | *JH* |
| 1. **Panto Feedback**
 | Generally positive feedback.  | *JH* |
| 1. **School Photos**
 | If there are any queries, please contact Academy directly.   | *Academy* |
| 1. **Homework Instructions/ Google Classroom**
 | Some instructions are given directly to children and noted on a homework log sheet, others are communicated via Google Classroom. | *JH* |
| 1. **PE**
 | All classes are currently covering gymnastics which is held in the hall but other sessions are held outdoors if the weather and surfaces are dry enough and safe to use. | *JH* |
| 1. **Access to Drinking Water**
 |  Mrs Hyslop will check access to drinking water in all classes. | *JH* |
| 1. **Christmas Fair**
 | FODS will be sending out a survey so there is the opportunity to feedback any points to them.    | *FODS* |
| 1. **Communication Feedback**
 | Positive feedback about overall communication, particularly during very busy periods.   | *JH* |
| 1. **Email Communication**
 | Mrs Hyslop will look into any issues with email communications. | *JH* |
| 1. **Fundraising**
 | The Autumn Term, particularly leading up to Christmas, was a busy time for fundraising events. There will be fewer events in the Spring Term (*all donations and participation in events are voluntary*).   | *JH* |
| 1. **Handwashing**
 | Reminders will be given to the children about regular handwashing.   | *Class Teachers* |
| 1. **CGP Books**
 | Following on from the last Parent Council meeting, CGP books were introduced and there has been a very positive response to these – parents have mentioned how clear they are and how they are promoting greater independence in the children.   | *JH* |
| 1. **Attendance Certificates**
 | A key focus for Cheshire West and Chester is working towards higher levels of attendance in all schools. Therefore, the introduction of the attendance certificates has been in support of this. The certificates are awarded a week before the end of each term so there are three opportunities for children to achieve a certificate.However, it is appreciated that when children are unwell, they should not be in school. | *JH* |
| 1. **Parents’ Evening**
 | The next Parents’ Evening will be face to face in school and this will be followed by reports in the Summer Term and an invitation to a final Parents’ Evening meeting. There is an “Open Door” policy at the school so please pop in if you need to speak to the class teachers or Mrs Hyslop. | *JH* |
| 1. **Clarity around Walking Home (Year Four)**
 | This is the decision of individual parents.  | *Parents* |
| 1. **Year 4 Football**
 | Other year groups will be offered a chance to take part in the club throughout the year.   | *JH* |
| 1. **Term Dates**
 | The term dates and holidays for the school are based on the dates that are set by Cheshire West and Chester.      | *JH* |
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1. **REVIEW OF ACTIONS FROM ANY PREVIOUS MEETINGS**

Following on from feedback about homework, CGP booklets have been introduced which have received a very positive response from both children and parents.

1. **NEXT MEETING**

The next Parent Council Meeting is scheduled for Tuesday 7th March 2023.