

“Working Together, Playing Together, Serving God and Serving Others” “…encourage one another and build each other up…” 1 Thessalonians 5:11.

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

**OF**

**DAVENHAM CHURCH OF ENGLAND PRIMARY SCHOOL**

**Tuesday 13th June 2023**

1. **APOLOGIES:**

Rebecca Lewis, Emilie Mercer

# 2. ATTENDEES

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

# 3. MINUTES OF THE LAST MEETING

Last meeting held on Tuesday 25th April 2023 confirmed as a correct record.

# 4. MINUTES OF THIS MEETING

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| **Agenda No.**  | **Action**  | **Responsibility**  |
| 1. **Feedback for CJU/Family Service going forwards**
 | From September, the Come and Join Us/Family Service afternoons will be held from 2.15 – 3.15pm from September 2023. | JH |
| **2. Sports Day Feedback** | Very positive feedback about the new structure of the Sports Days and the mixture of competitive and non-competitive activities.  | MO |
| 1. **Comms Framework**
 | Appreciation of reminders for weekly events during busy periods. | Class Teachers |
| 1. **Lost property**
 | We have had Lost Property boxes in the past but they quickly become full. The best system is to make sure that all uniform and PE kit is named so that it can always be returned to its owner  | Parents/Carers |
| 1. **Newsletter format**
 | Newsletter will be saved as a PDF so that it can be accessed on all devices. | JH |
| 1. **School Trips ratios**
 | All school trips adhere to strict guidelines about ratios and are approved by the headteacher. Any concerns or questions about this should be sent to Mrs Hyslop  | JH |
| 1. **Feedback for Y2 Residential and KS1 SATS**
 | A huge thank you from all parents to staff. |  |
| 1. **Parents contacts**
 | Please see Mrs Harris with any queries or changes. | MH |
| 1. **Uniform Reception**
 | A letter will be sent out to parents to clarify what the children are able to wear during extremely hot weather. | JH |
| 1. **Flyers**
 | Information sent via newsletter and emails to help with reduction in paper use.  | JH |
| 1. **Suncream**

 | A note will be included in the Newsletter and on EYFS Google Classroom.  | JH |
| 1. **Outdoor Learning**
 | A few queries have arisen regarding Outdoor Learning – Mrs Hyslop will look into this. | JH |
| 1. **PE and Scenic Circuit**
 | **Please see teachers directly if you have any queries about PE, the Scenic Circuit or anything which relates directly to your child’s class.** | Class Teachers |
| 1. **Parents Eve**
 | Online/Face-to-face Parents Evenings will be reviewed for 2023/2024 academic year. | JH |
| 1. **Drinks bottles**
 | Much improved and children report they now have access to water bottles.  | JH |
| 1. **Teachers feedback positive**
 | Parents would like to thank the teachers for all of the wonderful experiences that the children have had this year. |  |
| 1. **FODS/Circus**
 | The Parent Reps in each Year Group are going to organise a stall at the circus. If anyone is able to help out, please contact the Parent Rep of your child’s class. Many thanks. | Parent Reps |

1. **REVIEW OF ACTIONS FROM ANY PREVIOUS MEETINGS**

The Parent Council would like to thank all of the Parents for their feedback about the Come and Join Us/Family Service afternoons.

1. **ACTIONS FROM THIS MEETING**

From September 2023, Come and Join Us/Family Service afternoons will be held from 2.15 – 3.15pm.

# NEXT MEETING

Parent Council AGM – Tuesday 12th September 2023