

Emmbrook Infant School Parents Forum

Friday 24th November 2017 9-10am

In attendance:

Christine Adkins

Corrina Gillard (head teacher)

Kate Benson (minutes)

Katherine Pritchard (chair)

Apologies

Emma Wilkinson

Mell Morris

Review of last minutes

- Approved and/or issues discussed on today's agenda.

1. Library Update

- Opening time 3:20pm – 3:50pm
- Currently only uptake of 0, 1 or 2 each day. There could be better uptake in the spring term when people aren't as busy.
- CG to remind the children during assembly that the library is open to them and they just have to remind their parents if they would like to go after school.
- CG to add a reminder in the newsletter.
- KB to discuss the option with After School Club (ASC), could the children that are collected from EIS use the library before being taken to the bungalow?

2. Wrap Around Care update

- Chairing the committee are KB (Infant governor) and Helen Dixon (Junior governor).
- ASC agree in principal with the expansion of the provision by extending the building;
- Cost of the extension estimated £40-50,000 (based on 24m² at £1500-£2000/m² plus fees) This cost may be brought down if we have parent volunteers to help with the work.
- In practice there is no money available in terms of grants from WBC or funding that anyone could reference to date.
- Current status: ASC to complete a Pre Application Survey to WBC to see if an extension of the bungalow is feasible.

3. Photos of reps

- TBC. KP to request photos from reps via email with view to photos being up by next meeting.

4. AOB

- **Recruiting New Parent Forum Members** – no new volunteers since the previous meeting
 - i. Representatives from Swans & Red cygnets needed
- **Parents Evening Booking**
 - i. 1 weeks' notice for slot booking is too short notice for some parents with regards to rescheduling calendars/meetings
 - ii. CG has spoken to the office and times will be available one month on advanced in the future. The reason for the short notice this time was due to

Emmbrook Infant School Parents Forum

Friday 24th November 2017 9-10am

parents not registering with Scopay and the office having to spend time chasing parents.

- Swans Assembly

i. 2 weeks was short notice to change the date. CG confirmed that this is a one-off and should not happen in future. The reason the assembly was moved was with the children in mind, due to school logistics regarding the rehearsals required for class assembly and the Christmas production.

- Christmas Production ticket availability

i. Issue: only 2 tickets per family available for 120 children and only 240 spaces in the hall over 2 performances – no ‘buffer’ if one day is more popular than another.

ii. This year Tuesday was more popular and all spaces had been taken by the end of the 1st day of returning slips

iii. There are numerous rehearsals and 3 productions: dress rehearsal (2x pre-schools & junior school) & 2 performances to parents; a 3rd performance to parents would be too much for the children

iv. The hall is limited by Fire Regulations to school staff/children plus 120 adults

v. Suggestions for future ways of allocation were discussed

1. Keep to a 1st come 1st served basis as currently is. Use of Scopay to book was discussed. HB in office has already looked into this and it is not possible in the system.

2. ‘Ballot style’ – allocate randomly after the deadline to return the slip

vi. The school office are very helpful and amenable to change requests if parents find another family willing to swap days – they just need to be informed of the name changes for the fire register, but are willing to do the changes.

- Leaf/Rainbow Awards

i. Parents request that they are unaware when their child has been awarded a leaf/on the rainbow until the Head’s Newsletter, by this time the children have usually forgotten why they received the award. Could this information be circulated sooner so that parents can discuss/congratulate at the time?

ii. CG confirmed this could be done and will discuss with the office staff.

- New Gate Opening Times

i. The gate opening times are now as follows:

Car Gate closes: 08:35 – 08:55 Foot Gate opens: 08:35 – 08:55

Emmbrook Infant School Parents Forum

Friday 24th November 2017 9-10am

- ii. Parent concern was that there is a 'queue' at the gates now before 08:35 and the area in front of the gates is not big enough to support the waiting parents and children, so backs onto the pavements.
 - iii. Reason the gates were changed was agreed with both schools and changed due to health and safety of the children, to remove the overlap where there is still car movement between 08:30 – 08:40 and children in the school grounds.
 - iv. The teaching assistants start work at 08:45, and have agreed to be on-site by 08:35 instead of 08:40.
 - v. Parents will be reminded not to get to school too early, the classroom doors are open 08:45-08:50, which gives sufficient time (10-15mins) to get to the classrooms from the gates. (CG has sent out parent mail to this effect)
- **Pelican Crossing Outside the School**
- i. Concerns that the pedestrian 'green man' crossing time is too short, when the crossing had a patroller, she would hold cars for longer than the lights to allow the safe crossing of the children, now this is not possible.
 - ii. KB to contact WBC to investigate whether the current timings of the lights can be amended to allow a longer crossing time for pedestrians, especially during school drop-off and pick-up times (08:00 – 09:00 & 2:50 – 3:50, to cover all 3 schools).
- **Office Staff**
- The parent forum would like to recognise and thank the office staff for all the hard work they do for the school and the parents. They are always friendly, approachable and incredibly helpful. Thank you!

Date of next meeting:

Friday 26th Jan 2018 – 9am