



Agenda/Minutes

- Frequency – minimum one per week/month/half term/term/yearly
- Standing Items to be discussed as relevant (depending on time of year)

Meeting Type: HT/PC Forum

Chair: PB

Date: 16.09.09

Attendees/Apologies:

Present:

Marlene Graham (5Ash), Angela Williams (5Oak/2Oak), Corin Mark Sutliff (1Oak/6Elm), Xiaoxian Chen (Dragonfly), Jeff&Sharon George (2Elm/5Elm), Maria Ribero (2Ash), Mohammed Mushtaq (6Elm/2Oak), Salim Peeno (6Ash), Lisa Blenman(3Elm/1Ash/1Oak), Cathy Marx (3Oak/1Oak), Caroline Ince (Honeybees), Sharon&Marc Burden (1Ash), Constantin Oniciag (1Oak), Mohammed Khaliq (2 Ash/3 Ash), Chanda Mabika (6Oak/5Oak), Roxanne Providence (2Elm), Gill Owen (Nursery), Mariam Patel (3Elm), Tracy Van Eda (4Ash/2Ash), Fehmida Ismailjee (3Ash), Nazima Atcha (5Oak/3Ash/ 1Ash), Ameena Goolly (Honeybees), Samira Ilyas (3Elm), Trisha Handley (6Elm), Sadia Bashir (1Elm/Nursery), Feride Redif (3Oak/2Ash), Dawn Henry (5Oak), Inma Freytas-Sanchez (Yr2), Helen Lloyd (staff), Nicola Forsyth(Staff), Nighat Aslam (staff), Lisa McIntyre (staff),

Apologies:

| Issues | Action | Who | When |
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| 1. Introduction to HT & DHT | Prue Barnes and Lisa McIntyre introduced themselves to the group and shared some personal background information. | | |
| 2. Mission Statement & SDP | The strategic aims for the school were outlined. The draft Mission Statement which had been prepared with the staff on the INSET day was shared with the group. Prue Barnes informed parents/carers that they would have an opportunity in a workshop to contribute to the Mission Statement. The date for this workshop has not yet been set. | | |
| 3. Attendance, Lateness, Uniform & Holidays | <p>Attendance at Newport was below the national and borough averages last year. A zero tolerance approach will now be taken towards lateness and attendance. No holidays outside of term breaks will be authorised. Consideration will be made on a case by case basis for family emergency situations. School begins at 8.50am, children should be on the playground ready in their class lines by 8.45am. Persistent lateness is a problem at Newport. Punctuality is a self management life skill which children need to learn. The Education Welfare Officer is monitoring lateness and has the authority to issue fixed penalty notices. Children who are late for school are recorded in the school office and this, along with absence will be followed up by staff. The class which has the best attendance will have a school funded (within reason) outing. The trophy which was previously used will not be reinstated. Attendance scores will be published in the weekly newsletter.</p> <p>Uniform- no new uniform has been created but staff are tightening up on children wearing the existing uniform. Shoes should be black and functional for play activities. If new shoes have been recently bought in other colours, there is no need to buy new ones until the child requires them. Children are encouraged to wear uniform, and with pride. Long hair must be tied back. A dress code for staff has also been introduced in response</p> | | |

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| | to communication from some parents/carers. | | |
| 4. Communication | <p>Communication between home/school is essential. Parents/carers are asked to phone school on the first day of a child's absence.</p> <p>Many parents/carers have felt in the past that they were not given the opportunity to have their voices heard within the school. The new staff team have a variety of strategies in place to improve communication. All staff come onto the playground before the morning bell and accompany their classes to the playground at the end of the day; it is hoped that this will allow opportunities for parents to talk to teachers informally. The Headteacher and Deputy Headteacher are available on the playground before and after school. A parents/carers room has been created which is open every day for people to meet, tea and coffee is available. On Fridays the Headteacher/Deputy will join parents/carers for coffee. A notice board will be created in the parent/carer coffee room and the parent information boards outside the school will be refreshed to provide more information. The school website is being updated and will host all newsletters, information and updates. The Curriculum Map, home learning, targets and statistics will also be published on the site.</p> <p>One parent raised the issue of a message which was left at the school was not passed to the appropriate individual. Prue Barnes apologised for the error and requested that should this happen again that the parent contact her.</p> <p>A parent was concerned that for children who are on the last dinner sitting, there is not enough food left. Prue Barnes assured parents/carers that there is enough food for all children but acknowledged that there is not always a full choice available during the last sitting. Unfortunately there is no kitchen on the school site and there is unlikely to ever be one built.</p> | | |
| 5. Parent/Carer Association <i>Brownie Bake</i> <i>Parent/Carer Room</i> | <p>The parent/carer association would appreciate input from more parents/carers. Even if a commitment can't be made to attend meetings, perhaps people can offer support to specific projects. The group will be working on a brownie bake soon as an initial fundraising activity.</p> <p>The parent/carer room is available daily for parents but it is in need of a makeover. If anyone would like to volunteer to paint/decorate the room the school could be opened on a Saturday to get it done.</p> | | |
| 6. Home Learning | <p>The Newport School community is beginning a mind shift from 'work' to 'learning'. Home learning projects will now consist of daily reading, number bonds and times tables. KS1 children should also concentrate on learning high frequency words and using phonic skills to practise writing a range of words. Traditional spelling lists and tests will no longer be given. Every child will also be given a home learning project each half term which relates to the topic being studied in class. The project will be open ended allowing the opportunity for parents/carers to extend the learning as broadly as they wish.</p> | | |

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| <p>10. Any other business</p> | <ul style="list-style-type: none"> • The playgrounds are not currently stimulating for children. Prue Barnes will be allocating money to the Pupil Ambassadors who will take responsibility for the budget, purchasing and caring for the equipment. • Parents/carers are very keen to have music services in the school. Waltham Forest provides music services. School will investigate their offers. • The issue of recruitment and retention was raised. The community was told at the last Ofsted meeting that a recruitment and retention plan was being put in place. Prue Barnes informed the meeting that the IEB wants a policy developed. Prue outlined the need to provide internal opportunities for existing staff to progress in the careers and this is prompting a review of the management structure. • It was agreed that Headteacher/Parent, carer forum meetings be held termly to enable views to be shared. • Parents/carers were reminded of the need to read every day with children. School is very interested in welcoming volunteers into school to read with children. • A plea was made for families to investigate whether they are eligible for free school meals and if so, to apply. This has an impact on our allocated funding. • It was noted that there is an overload of information going home in newsletters this term. Important dates will be published in each newsletter and the information will be available on parent information boards and the website. • Pupil progress meetings will be held termly. On these days school will close at 1.15pm. Parents/carers will receive a short written report in the week prior to the meeting which will form the basis of the discussion. | | |
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After the meeting had ended some other points raised in conversation were:

- Concern about the traffic outside the school gate in the mornings. This congestion poses a danger to the children.
- Some parents may wish to opt out of paper newsletters if the information is published on the website. This is an area which could be developed as the year progresses.
- ICT classes for parents/carers would be welcome.
- A parent who works at HSBC will give the contact details of the school to the 'Reading Partners' scheme.