

SOLEBAY PRIMARY ACADEMY

ACADEMY COUNCIL MEETING NOTES

THURSDAY 4TH FEBRUARY – 9AM & 6PM

Members in attendance

9am - Janet Baker (JB), Pauline Wallace (PW) and Rachel Baliddawa (RB)

6pm - Janet Baker (JB), Rachel Baliddawa (RB), Adam Redgrove (AR) & Michael Paulin (MP) part

Others in attendance

9am - Thanjima Hussain (TH) recorded the minutes, plus 17 parents/carers

6pm – 2 parents/carers

Apologies

9am - Angela Kunjiraman (AK), Adam Redgrove (AR), Elen Williams (EW) and Michael Paulin (MP)

6pm - Angela Kunjiraman (AK) and Elen Williams (EW)

RB was introduced to the parents/carers as a member of the Academy Council.

Agenda items

After school clubs

9am - What clubs do parents/carers want – suggestion to have taster clubs. Some parents/carers suggested that clubs should run for a full term rather than half term. JB explained this is to allocate clubs fairly and for all pupils to have the opportunity to attend a club. **JB and AK to look into how long a club should run for depending on what the club is e.g. gardening or play writing and consider new pupils who start midway in to the term.**

6pm – Similar issues to the 9am meeting were discussed. It was also noted that there was a desire for languages to be offered within the after school clubs. JB advised that there had been a lack of attendance in the Spanish club offered previously however it was something the school would be keen to reintroduce if there was sufficient interest. There was also some discussion regarding allocation

of places and general agreement that the current arrangements are appropriate but should be reviewed regularly. It was agreed that after school clubs should be on the agenda for the next meeting. **JB and AK to look into reintroduction of languages. After school clubs to be discussed again at the next meeting.**

Park – responsibility

9am - At drop off, parents/carers must make eye contact with class teacher/TA. Laminated registers have been implemented as a result of the last Academy Council meeting. **Parents/carers must sign their child/ren into the administration office if they are late.** School staff and parents/carers to work together– shared responsibility.

6pm – It was agreed that it would be helpful to distribute a note to parents/carers clarifying the steps to be taken when arriving late for the park drop-off. As noted in the morning meeting, it was also agreed that the pick-up and drop-off arrangements require parents/carers and staff to support each other. **JB to issue a note clarifying the above.**

Educational visits

9am - A parent raised issue about the recent Y1 visit to the Rainforest Café being cut short and lack of clarity around the details of the visit. JB explained that all pupils participated in the planned workshop and did not miss out on their learning however returned to school to eat their lunch due to a child who was unwell. **More details to be provided to parent/carers regarding future educational visits including timings and mode of transport.** The school to continue to feedback to parents/carers after educational visits have taken place in the newsletter/Friday letter.

6am – It was discussed that a more detailed schedule for school trips would be well received by parents/carers so that they have a better idea of where their children are and what they are doing at any particular point in the day. There were also some good practical reasons noted for providing this additional information. It was also noted that more detail in school communications on activities generally would also be well received. An example given was for swimming lessons, where more information on the content of the lessons would give parents the opportunity to highlight any concerns they might have

regarding suitability for their child. **JB to consider for future letters and communications.**

Accidents at school

9am - JB clarified school procedure regarding accidents in school. Pupils always get seen by a first aider to be assessed and accident forms are completed for each incident. **Parents/carers to be informed before the end of the school day for any accidents in school and will be given a copy of the incident upon request.**

The school deals with all incidents related to behaviour and monitor any pupils who may display behaviour issues. JB reassured parents/carers that the school discusses with all parties involved in incidents.

6pm – JB outlined what had been discussed at the morning meeting. No further issues were discussed.

School lunches

9am - JB clarified lunch portions are distributed evenly and there is always salad, fruit, breadsticks, cheese and milk available additional to the main meal. There are always x2 choices of the main which have equal amounts made based on daily pupil meal numbers.

6pm – JB noted that on some occasions the popularity of one lunch choice means that it runs out and pupils eating in the latter sittings are left with one lunch option. JB also noted that there is always sufficient salad, fruit, breadsticks, cheese and milk. It was suggested that some of the less popular meals could be replaced and that the school council & caterers could assist with this. It was also noted that some snacks for after school clubs seem appropriate, particularly for those younger pupils who have lunch at the earlier sitting. **JB to review and advise at the next meeting.**

AOB

9am - The school is trialling out inviting parents/carers to class assemblies. **The school to inform parents/carers of the date beforehand in a letter/text message.**

6pm – A query was raised regarding the status of the recent Ofsted inspection. JB advised that the draft report has yet to be issued and that a follow up visit was expected from Ofsted to conclude the inspection. Consequently the school are not yet in a position to provide further information, however it was agreed that

an interim note to parents/carers outlining current status might be helpful. **JB to review and issue a note if appropriate.**

It was noted that it was not always practical to speak to AC members at pick-up/drop-off and often parents/carers were not able to attend the meetings due to other commitments. It was therefore suggested that a central e-mail address for the AC would be useful and would enable parents/carers to raise queries/concerns or make arrangements to meet AC members at other times.

JB to look into the feasibility of setting up AcademyCouncilSPA@paradigmtrust.org with access for members.

Future meeting dates and times:

Tuesday 1st March 2016 – 9am and 6pm

Tuesday 10th May 2016 – 9am and 6pm

Tuesday 28th June 2016 – 9am and 6pm