

Minutes of Ark Conway Parents' Forum AGM Meeting

Date: 14 November 2017
Time: 6:00pm
Present: Mrs Osborne, Mrs Ross-Wood & Parent Forum members

1. Welcome from PF chair – Tabitha

- Tabitha welcomed everyone and explained that the reason we have moved to one AGM per year is to improve attendance by focussing on a single date and representation by increasing the Reps' contact with school management. She expressed that the PF is excited to hear about Mrs Osborne's plans to spend PF funds on things that will really make a difference to the kids' experience at school.

2. Summary of money raised and spent in 2016/2017 – Tabitha SEE ATTACHED POWERPOINT FOR DETAILS

Data shows that fund raising has increased year on year and is expected to increase again next year as we now have a full school.

- Main source of income is the two school fairs.
- In 2016/17 money was spent on:
 - £500 per class Teacher Stipends - to subsidise trips and enhance challenge curriculum (reported that teachers really liked this)
 - Year 4 & 5 trip to Lion King
 - 15% on family fund (discretionary fund to cover school trip / uniform costs for those who need it)
 - Modular Staging - as seen in shows last year.
 - Chiswick theatre arts Summer Performance
 - Parking signs
 - Xmas Tree
 - Piano tuning
- Total spend was £4500
- Total balance of account is currently £18,700

3. School Priorities – Mrs Osborne

- Curriculum & Assessment
 - i. Establish the enabling factors (e.g. pupil experiences, mind up, digital citizenship, coding experience)
- Pupil Wellbeing
 - ii. Address social, emotional and mental health needs (e.g. peer support programmes, confidence building)
- Experiences above and beyond curriculum
 - iii. Ensuring quality of trips are varied and linked to learning
- Parent & Community
 - iv. Take responsibility for sharing what is happening at school (e.g. bigger social media presence, link with other schools in local area, build further partnerships, safe and protective environment and parent workshops (e.g. phonics or prep for SATs)).
- Ongoing Building Works
 - v. E.g. no negative impact on safety of children.

4. Wish list for spending funds – Mrs Osborne

- **Permanent playground equipment / flooring**
 - i. Mrs O reported the building plans currently include a climbing wall but that she would like PF to fund a permanent play structure. The apparatus would be placed to the side of the school entrance by Hemlock Road (old EYFS playground) so as not to hinder the middle of the playground which will have a court marked out for competitive sports. In past meetings PF discussed

that the money that we were accruing would be spent on something like this once the new buildings were in place and parent response was positive.

- ii. School have to apply for planning permission to build the apparatus and lay the flooring (as the school is listed) but it is expected that it can be an addendum to current permission not a new application so it is hoped to be passed quickly.
- iii. School in process of liaising with professionals on what c£10K would pay for (different options will be sought).
- iv. It is hoped the apparatus would be in place after February half term and would excite children of all ages.
- v. Suggested that 24 hour voting given to children on best apparatus to erect
- vi. Mrs O explained that full supervision will be given to the apparatus at play times.

- **Library**

- vii. The wall currently separating the foyer and currently library is to be removed to create a large and beautiful library space in summer 2018
- viii. Mrs O would like Parent Forum to fund a library reboot - new books, seating, headphones, ipads and other equipment to create an amazing place for children to explore books and learning.
- ix. Suggestion that we have an extra fundraiser specifically for this as we don't have enough to cover in current funds.
- x. Mrs O also reported that Ark Finance have advised that companies like to invest in library equipment so this may be another revenue stream to consider on top of PF fundraising
- xi. Suggestion that jackets be brought for current library booked to protect them as they are becoming worn.
- xii. PF asked that the teachers provide a list of what they need and cost to PF so they can set about fundraising. Is there anyone in parent body who specialises in setting up library / commercial spaces who could advise?
- xiii. Suggestion that we could produce a 'wedding list' of books the school need and parents then pledge to buy (or donate) a book or several. The being fundraiser would be more focused on covering costs of equipment and furniture.
- xiv. Question – could we get a project champion or approach local companies for donations? If any parents' have professional knowledge that might help with this project, please let Tabitha know.

- **Music Provision**

- xv. The school wishes to continue it's current universal provision of both specialised singing and class-wide instrument tuition.
- xvi. Due to budget cuts, Mrs O would like PF funds to subsidise this by £1-2k per year, depending on what is required.

- **Book Corners**

- xvii. Cost £750 each
- xviii. These were slated for purchase in conjunction with new building but it was decided to prioritise new library fit out and delay these until following year - or whenever we have sufficient funds.

5. Issues raised by parents for discussion:

- **Lines of communication**

- i. Mrs O explained:
 1. Pupil matters (wellbeing & achievements) are best discussed with class teacher or co teacher in the first instance

2. Pupil matters (attendance, punctuality, health, uniform, lunches, school visits or extracurricular clubs) should be directed towards school office.
 3. Events and fundraising should be directed towards the class reps
- ii. PF reported issues with the phone not being answered from the school office. Mrs O acknowledged their concerns and said there had been issues with staff absence which have all now been resolved so Mrs O doesn't foresee issues continuing.
 - iii. It was suggested that an FAQs from parents to parents would be a useful tool to new parents in particular. Tabitha will initiate this and will ask for help to come up with most useful things to include.
 - iv. A request was put to Mrs O to detail changes of teachers/teachers assistants in newsletter.
 - v. Mrs O was made aware that last year's topic sheets need updating on the school website. She said that if you haven't received on this half term to ask your form teacher (printer issues have hampered distribution this term).
 - vi. PF advised that communication via text were preferred but had not been as good as they were. Needs improvement and down to individual teachers to prompt the front desk.
- **School Food**
 - vii. Mrs O acknowledged that the quality of the school meal provision dipped in Summer 2. She explained that until the new kitchen is ready in April 2018 the school needed to rely on external contractors to cater for the school. The plan being that the school will recruit a full time chef for April and will have more control over the quality of the food and consultation as to what children and parents want will take place.
 - viii. Mrs O has been working with the current contractor to change menus and has seen an improvement. She encouraged parents to attend the taster session on 21st November to sample the food and ask questions. Children from Years 5/6 will also have the opportunity to attend the first part of the session.
 - ix. A discussion took place as to whether the school would allow packed lunches until the chef has been appointed. Mrs O explained that the family dining experience is something that makes Conway special and the sharing of the meal is part of this.
 - x. Parents are welcome to attend a lunch session to observe.
 - xi. Parent forum asked that children were encouraged to hold conversation at dinner rather than eating in silence. PF asked that the school don't overuse the noise barometer
 - xii. It was reported that reception class didn't get the option to amend the menu of their child at the ½ term point. This will be looked into.
 - **Sport, Music and After School Club Provision**
 - xiii. Mrs O reported that the school has recently revisited the sports provision as travel time has been an issue along with getting enough volunteers to support teachers taking children off-site. The school has made the decision to keep sport provision on site, continue to deliver the award winning Sports, Health & Fitness programme and work on sport partnerships such as the one they have arranged with QPR for Years 5&6.
 - xiv. Mrs RW explained how PE sessions were arranged with a mixture of fitness in the hall (e.g. circuit training) and running outside. She said that they are reaching all National Curriculum standards for ball skill training (which focusses on individual skills rather than team games at primary level) and confirmed that the children are getting both out of breath and sweaty so heart rates are definitely being raised.

- xv. Mrs RW explained that team sports were planned for the new playground as we will have a court marked out.
- xvi. Mrs O explained that the school will not have space to offer anymore extra curricular activities until the new school building is open but after that there will be space for more after school clubs.
- xvii. Mrs O said the school would welcome volunteers to help organise external providers to offer extra curricular activities, not just to make suggestions but to help manage getting the suppliers in (in consultation with the school).
- xviii. Aneesha volunteered to lead the hunt for science / IT providers for after school clubs.
- xix. The school already has a full music offering for all years and all children learn Samba drumming, Ukele or Recorder as well as having specialist singing tuition.
- xx. In addition to the above, **Pelican Music** will come in from January 2018 to offer individual music lessons during school hours at an additional cost to parents.
- xxi. It was suggested that it might be useful to survey parents as to which instruments would be most popular.
- xxii. It was suggested that the children could put a music concert on to showcase what they have learned.
- xxiii. It was suggested by PF that parents aren't always aware of what music, art and outside dance classes their kids are already doing so more photos in newsletters and performances in assembly were suggested. Also a call for more singing of the school song!
- xxiv. Mrs O advised that Reception extra curricular activities to start February 2018

- **Build Update**

- xxv. Building work is still on schedule and plan to move into the new building is still on track for February half term although Mrs O did report that work to landscape would continue post February 2018 (as can't be completed until the portacabins are removed).
- xxvi. Reception to be involved in nativity at Conway with the help of Year 6.
- xxvii. Community event planned for school opening after Feb half term - a party celebrating our diversity and unity to be organised between the School and Parents.