The Governing Body of Steeton Primary School

Link Governor meeting with the Executive Headteacher:

**Parent and Community Involvement**

**Minutes of the meeting of 24 February 2023**

**The meeting opened at 2.00pm**

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| **Attendance** | | |
| John Cooper - Executive Headteacher (EHT) |  | Claire Redman - Head of School (HoS) |
| Stefan Mills |  | Helen Osman (Clerk) |

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| **Documents** | | |
| 1. Parent survey data February 2023 | Item PCi 11/22 | *Shown on screen at meeting* |

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| **Summary of Actions** | | | |
| **Action PCi:** | **Action** | **Person** | **Deadline** |
| 02/22 (ii) | EHT to include milestones on the 2023-24 SDP (PCi section) to:   * Pursue existing and new links with the local hospital, care homes, Keighley College, Parish Council, church, Rotary Club etc. * Explore the scope to invite parents and the wider community to contribute to the school by giving time rather than money (give talks to classes, read with pupils, participate in Maintenance Days). * Extend the school’s offer of adult education courses, including the exploration of options to resource this work, such as inviting members of the community to undertake it on a voluntary basis for, say, one morning per week.   All for Spring term 2024. [*Action amended LG/PCi 24-02-2023*] | J Cooper | 31-12-2022 |
| 09/22 | EHT and Clerk to update the SEF (PCi section) to reflect evidence presented to LG/PCi meetings. | J Cooper  H Osman | April 2023 |
| 10/22 (i) | EHT to move the first three bullets of SDP milestone PCi 03 into the SDP for 2023-24 with a timescale of Spring 2024 and mark the remaining bullet in PCi 03 as green. [*Action and timescale amended LG/PCi 24-02-2023*] | J Cooper | 31-05-2023 |
| 10/22 (ii) | HoS to investigate the scope to provide a regular programme of courses (one per term in the first instance) and make a recommendation to the next meeting. (PCi 04) | C Redman | 31-05-2023 |
| 10/22 (iii) | LG/PCi to alert the Governing Body to the lack of progress being made to address the poor state of repair of the park next to the school playground. (Milestone PCi 05) | S Mills | 22-03-2023 |
| 10/22 (iv) | EHT to move SDP milestone PCi 07 into the SDP for 2023-24 with a timescale of Spring 2024 | J Cooper | 31-05-2023 |
| 10/22 (v) | HoS to bring to the next meeting a comprehensive list of the information gathered by school on engagement of parents and the community. | C Redman | 31-05-2023 |
| 11/22 | LG/PCi to raise with the governing body the question of whether Reading For Pleasure should be treated as homework. | S Mills | 22-03-2023 |
| 13/22 | EHT and HoS to agree date and project for a Maintenance Day and invite parents via Ping, copying to governors. | J Cooper  C Redman | Summer term 2023 |
| 14/22 | EHT and HoS to bring to the next meeting ideas for a summer fair or other event(s) to be held in 2023-24. | J Cooper  C Redman | 31-05-2023 |

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| **PCi 05/22** | **Apologies for absence and their acceptance** |

1. All Governors were present.

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| **PCi 06/22** | **Notifiction of urgent other business** |

1. No other business was notified.

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| **PCi 07/22** | **Declarations of interet in items on the agenda for this meeting** |

1. There were no declarations of interest in items on the agenda for this meeting.

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| **PCi 08/22** | **Minutes of the meeting of 09 December 2022 and matters arising** |

1. ***The minutes were agreed as a true record.***

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| **Update on actions arising from previous meetings** | | |
| **Action PCi:** | **Action** | **Status** |
| 02/21 (ii) | *EHT to see Primary T advice on how to establish a comments section on the Steeton school website.*  The HoS reported that a comments and compliments section would be added to the new school website by Friday 03 March 2023. **Asked** how comments would be submitted, the HoS said that this would be done by means of a short form which would be checked by the HoS or Business Manager before being posted on the website.  The HoS showed the new website on screen: governors welcomed its smart and professional appearance and its liberal use of photographs of pupils. **Replying to questions**, the HoS confirmed that parental consent had been obtained for the use of pupil photographs. | **Closed** |
| 02/21 (iii) | *School to re-start adult education sessions and parent coffee mornings in the autumn 2022 term.*  The HoS said that the school had run a beauty course for parents. The school had also advertised itself as a Warm Space: there had been no take-up so far.  The school was not currently running coffee mornings, which were not an effective use of the time of the Inclusion and Welfare Officer (IWO). It was, however, holding Book and Biscuit sessions at which parents could see their child’s reading books, and a Phonics session had been arranged for early in the summer term. | **Closed** |
| 02/21 (v) | *In discussion with LG/PCi and Chair/Resources, arrange a Maintenance Day early in the summer term.*  See Item PCi 13/22 below. | **Closed** |
| 02/21 (vi) | *School to start planning for a summer fair, focused on activities and entertainment rather than stalls.*  See Item PCi 12/22 below. | **Closed** |
| 02/22 (i) | *LG/PCi to recommend to the Governing Body that work to support the school’s promotional efforts should be led by this group.*  Completed.  The HoS showed the draft prospectus on screen: governors welcomed the design that she had added to the text provided by the EHT at the last meeting. The Link Governor, who had a background in IT development, undertook to support the HoS in further development of the Prospectus, which would be needed for June 2023 for the parents of prospective new Reception pupils. | **Closed** |
| 02/22 (ii) | *EHT to reflect in additional SDP milestones the points discussed under this agenda item that were not covered by existing milestones.*   * Pursue existing and new links with the local hospital, care homes, Keighley College, Parish Council, church, Rotary Club etc.   Governors noted that this was a substantial piece of work that needed to be driven properly, perhaps at a TLR project. Bearing in mind the need to focus leadership attention this year on the curriculum, they agreed that this action should be deferred to the Spring 2024 term.   * Explore the scope to invite parents and the wider community to contribute to the school by giving time rather than money (give talks to classes, read with pupils, participate in Maintenance Days)   Again, governors agreed that the HoS needed to focus on the curriculum and that this action should be deferred to the Spring 2024 term.   * Extend the school’s offer of adult education courses, including the exploration of options to resource this work, such as inviting members of the community to undertake it on a voluntary basis for, say, one morning per week.   The school had run a Health and Beauty course for parents and had another course planned for the summer term. Again, governors agreed that the HoS needed to focus on the curriculum and that further action should be deferred to the Spring 2024 term.   * Promote the second hand uniform hub in Silsden to parents,   The HoS said that it was now a government requirement that schools provide a second hand uniform service from September 2023. The school had a rail of donated second hand uniform. The IWO targeted families in need of uniform, and the rail was made available to all families half termly. | **Ongoing with amended deadlines** |
| 03/22 | *School to conduct a parent survey in the Spring 1 half term, for discussion at the next meeting.*  See Item PCi 11/22 below. | **Closed** |

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| **PCi 09/22** | **Mid-year review of SEF: Parent & Community Involvement section** |

1. Governors agreed that the EHT and Clerk should update the SEF in light of the evidence presented to the Autumn and Spring term Link Governor meetings in time for the Governing Body meeting on 10 May 2023.

**Action: EHT, Clerk**

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| **PCi 10/22** | **Review SDP milestones: Parent & Community Involvement section** |

1. Governors reviewed the milestones in the Parent and Community Involvement section of the 2022-23 School Development Plan:

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| PCi01 | *Have as an agenda item:*   * *LGs to agree (a) what the purpose of PCi is (other than just being “A Good Thing” )* * *how what we do contributes to that purpose and how we tell whether what we do is working.*   Completed. |
| PCi02 | *Take strategy to governors for ratification*.  Completed. |
| PCi03 | *Create an agenda item to discuss:*   * *Opportunities for our children to work in the community (e.g. with Airedale Hospital, local care homes etc)* * *Opportunities for parents and pupils to work together in school, e.g. on Maintenance Days or multi-activity events, and explore possible funding sources to cover costs of staff overtime* * *Opportunities for parents and others to volunteer in school, particularly to read with pupils.* * *Resume Book Looks and Book and Biscuits sessions from Autumn 2022.*   Two Book Looks had been held so far in 2023-24.  As discussed at Item PCi 08/22, Governors agreed that the HoS needed to prioritise work on the curriculum for the remainder of this school year and that the timescale for the first three bullets should be amended to Spring 2024. The fourth bullet should remain in the current SDP and be RAG rated as green.  **Action: EHT** |
| PCi04 | *EHT to contact previous educational trainer to see what can be offered. Inclusion leader then to liaise with Keighley college.*  As discussed earlier in this meeting, a Health and Beauty course had been run for parents through Keighley College and a further one was planned for the summer term.  The HoS would investigate the scope to provide a regular programme of courses – say one per term to begin with – focusing on whether this would risk the school’s core purpose by placing unsustainable pressure on staff time. If the this could be arranged quickly and easily, courses should start from the autumn term; if not, the school would, in Spring 2024, review the whole idea of running adult education courses to determine whether the benefits outweighed the investment that the school would need to make in terms of staff time.  **Action: HoS** |
| PCi05 | *Chair to find out what the results of the Parish Council commissioned consultation in which members of our school community took part.*  The HoS said that, as previously discussed, at the request of the Parish Council a group of parents had been consulted in September 2022 about the condition of the park next to the school playground, which the school used. Parents had asked the Parish Council for a response, which had now been received: she would send a copy to the Clerk to attach to the minutes of this meeting (see Annex A). The Parish Council had removed two dilapidated benches and resurfaced the area around the climbing frame but said that they awaited the report from the research company that had consulted parents. A parent was monitoring and pursuing developments.  Governors were disappointed by the lack of progress on this valuable resource, which was currently of very limited use due to its poor state of repair, and agreed that the matter should be drawn to the attention of the Governing Body.  **Action: LG/PCi** |
| PCi06 | *School SLT to discuss the logistics of providing a second hand uniform shop*.  As discussed at Item PCi 08/22 above. |
| PCi07 | *Have an agenda item around the recruitment of a community volunteer who is interested in raising aspirations amongst our learners*.  As discussed under other items and milestones, Governors agreed that the HoS needed to prioritise work on the curriculum for the remainder of this school year and that the timescale for this milestone should be amended to Spring 2024. |
| PCi08 | *Establish a system, with analytical capability, to record engagement with parents and the community.*  Governors noted that the school used a wide range of platforms to gather information about parent and community engagement with the school – examples included Ping, Microsoft Forms, the school’s Twitter feed, the website (which would shortly include a comments section) and the newsletter. The newsletter included summaries of feedback forms received from parents. The information it gathered included feedback forms from events, parents’ evenings, assemblies, courses etc, responses to surveys.  The issue was how to bring all this information together into a meaningful and useful overview of the extent and impact of parent and community engagement. Governors agreed that the HoS should bring a comprehensive list of the information gathered by school to the next meeting, for discussion of how it could best be organised and used to make the school’s engagement with parents and the wider community more effective at achieving the purposes discussed at the LG/PCi meeting on 09 December 2022.  **Action: HoS** |
| PCi09 | *Use system to provide data for parental engagement over time.*  As PCi 08 above. |
| PCi10 | *Introduce parent feedback forms for use at assemblies and other events; post comment on the website.*  The HoS confirmed that the school was now asking parents to complete feedback forms after events. It was also establishing a comments section on the school website. |

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| **PCi 11/22** | **Consider outcome of Spring 1 2023 parent survey** *– Document A* |

1. The HoS was pleased to report that responses to the parent survey conducted at the end of the Spring 1 half term, based on the questions in Ofsted’s parent survey, were overwhelmingly positive. Where responses had indicated that a parent was unhappy, the school was following the matter up with them. All who had strongly disagreed with the statements in the questionnaire were parents that the school was working with to address issues affecting their children.
2. Governors noted that only one parent disagreed that their child was well taught, and only one disagreed that they would recommend the school to others – that was amazing in light of the size of the school population and a tribute to staff and their delivery of an excellent new curriculum.
3. It was disappointing that 15 % of parents disagreed that their child received appropriate homework for their age. The wording of the statement did not allow leaders to determine whether parents felt that their child received too much or too little homework, or whether they felt that the homework was not age appropriate. The HoS agreed and said that the school was looking into this. It might be that parents did not recognise the homework as such because it might not necessarily take the traditional form of sums to be completed or spellings to be learned. It might, for example, take the form of bringing home a book to read.
4. The EHT said that the school continued to struggle to afford enough Reading For Pleasure books for children to take them home to read, and to accommodate the percentage of books that would inevitably be damaged or not returned. The school’s ambition was to create high quality class libraries. This was not possible at present within the school’s budget constraints, but the HoS said that, within the resources available, teachers were given £400 per class to spend on diverse, exciting and challenging books. These books were separate from those that had been bought last year for the reading scheme and that pupils ready for half an hour per day in school: these books were held in class for children to take home and read because they wanted to do so. **Replying to questions**, the HoS confirmed that staff monitored which children were taking books home and took action if a child did not do so.
5. The Link Governor said that, based on experience with his child, Reading For Pleasure was proving effective: his child regularly asked him to buy books that he had been reading at school, and was developing a small library in his bedroom.
6. **Replying to questions**, the HoS said that Early Years and Key Stage 1 pupils took two books home with them per week as they learned to decode written English. From Year 3 onwards, the school encouraged children to take books home to read for pleasure. Governors discussed whether children could be said to be reading for pleasure if they were asked to do so as homework and agreed that the GB needed to be invited to take a view on this: if it firmly believed in the principles underlying Reading For Pleasure, as school leaders did, then setting Reading For Pleasure books as homework risked sending conflicting messages, and it would be better to have class libraries of such high quality that pupils wanted to take books home with them to read

**Action: LG/PCi**

1. Governors noted that a high proportion of parents had indicated that they didn’t know whether the school dealt effectively with bullying. Bearing in mind the very low incidence of bullying as shown on CPOMS, this might be presumed to mean that parents were unaware of how the school dealt with bullying because they were unaware of any occasions on which it had needed to do so. The HoS said that she planned to address this in the school newsletter in the next fortnight.
2. Governors noted that 11% of respondents disagreed that they received valuable information about their child’s progress. Again, the wording did not allow leaders to understand whether these parents felt that they received too much, too little or the wrong kind of information, and the school would investigate further.
3. The HoS would report on the outcome of her further exploration of the survey results at the next meeting.

**Action: HoS**

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| **PCi 12/22** | **Report on take-up of adult education sessions** |

1. LG/PCi reported that the Safeguarding workshop for parents had been attended by two parents, including himself. The HoS said that four parents had attended the Health and Beauty adult education course. Three parents had responded to a Ping request for volunteers to come into school to read with children on World Book Day in the week following this meeting.
2. The HoS said that this level of response was typical , despite invitations being sent out by e-mails, Ping, letters and Twitter. Uptake was low even for invitations to come in to collect vouchers for (eg) Free School Meals (FSM) on strike days. **Asked** whether the low uptake of FSM vouchers might reflect a concern about stigma, she said that the arrangements made by the school had been discreet. The EHT said that this pattern of low uptake for vouchers was different from Sandy Lane[[1]](#footnote-1).
3. Governors discussed low uptake of invitations in the context of the earlier discussion of gathering all information about parent and community engagement to inform consideration of how better to chieve the school’s engagement aims.
4. The HoS noted the need to review the Evolve online risk assessment (RA) system and specifically to update long-standing RAs. She said that the RA for the recent Tropical World trip had showed that eight of the children who had participated did not have parental consent. In fact, they did have consent but it was not shown on the system because the parents had not used Ping to give it. The school was working through its systems to address this type of issue.

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| **PCi 13/22** | **Planning of Maintenance Day in summer term** |

1. Governors agreed that the school would agree a date in the summer term for a maintenance day, define the project to be undertaken and invite parents *via* Ping to participate, copying the Ping to all governors.

**Action: EHT, HoS**

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| **PCi 14/22** | **Consider proposals for the summer fair** |

1. Governors noted that a summer fair had not been held since the outbreak of Covid. They discussed the purposes of the event and whether the school’s traditional summer fair was the best way to achieve those purposes. The following points emerged:
   * + The aims of the event should be to bring parents and the wider community into school, raise the school’s profile and, if possible, raise modest funds.
     + The school’s traditional summer fair was time consuming for staff – the HoS estimated that it took five weeks of curriculum time to organise – and raised very little money.
     + A successful event needed to central attraction – an example was the Bollywood theme of the Sandy Lane summer fairs.
     + The school could consider having a stall at the annual Steeton Christmas Lights event.
     + Possible events could include:
       - A talent show and curry evening could be considered, with children’s acts being organised during lunchtimes so that curriculum time was not lost;
       - An entertainment evening
2. Governors agreed that, in light of the need to focus on the curriculum for the remainder of this school year, it was not practical to hold a summer fair this year. The EHT and HoS would bring to the next meeting some ideas for one or more events in 2023-24.

**Action: EHT, HoS**

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| **PCi 15/22** | **Any other business notifed at Item PCi 06/22 above** |

1. The HoS said that safety in the carpark remained a concern. The Chief Engineer from Bradford Council’s Highways department, a Councillor and a representative of the police had visited the school to review parking around the school and had agreed that it was unsafe, with parents parking on double yellow lines and the pavements, and double parking on the road. Signage and repeated messages to parents through Ping and the school newsletter had no effect. The HoS typically spent three to four hours per week dealing with correspondence related to parking issues, but the main concern was the risk of someone being hurt.
2. The EHT said that, though undesirable, if it were necessary in order to assure pupil safety the area could be limited to resident parking only. The area could be turned into a school street by blocking it off during school hours at the traffic lights. **Asked** who would do this, he said the school would have to pay a crossing supervisor. Aside from the cost, the main concern about doing this would be that it would transfer the problem to the main road.
3. Governors agreed to review this issue at the next meeting, by when the school hoped to have heard back from the Council following their visit.

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| **PCi** | **Date of next meeting** |

1. The next meeting will take place at **9.30am on Monday 12 June**.

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| **PCi** | **Closure of meeting** |

**The meeting closed at 3.30pm**

**Helen Osman Governance Services**

*Supporting excellent governance in Bradford*

1. Sandy Lane Primary school – partner school to Steeton and Myrtle Park Primary Schools [↑](#footnote-ref-1)