The Governing Body of Steeton Primary School

Link Governor meeting with the Executive Headteacher:

**Parent and Community Involvement**

**Minutes of the meeting of 09 December 2022**

**The meeting opened at 2.03pm**

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| **Attendance** | | |
| John Cooper - Executive Headteacher (EHT) |  | Helen Osman (Clerk) |
| Stefan Mills |  |  |

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| **Documents** | | |
| 1. SDP 2022-23 Parent and Community Involvement section | Item PCi |  |
| 1. SEF narrative 2021-22 Parent and Community Involvement section |  |  |

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| **Summary of Actions** | | | |
| **Action PCi:** | **Action** | **Person** | **Deadline** |
| 02/21 (ii) | EHT to see Primary T advice on how to establish a comments section on the Steeton school website. | J Cooper | 17-06-2022 |
| 02/21 (iii) | School to re-start adult education sessions and parent coffee mornings in the autumn 2022 term. | S Kennedy | Autumn 2022 |
| 02/21 (v) | In discussion with LG/PCi and Chair/Resources, arrange a Maintenance Day early in the summer term. | C Redman | Summer term |
| 02/21 (vi) | School to start planning for a summer fair, focused on activities and entertainment rather than stalls. | C Redman | Autumn term |
| 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. | S Mills | 14-12-2022 |
| 02/22 (ii) | EHT to reflect in additional SDP milestones the points discussed under this agenda item that were not covered by existing milestones. | J Cooper | 31-12-2022 |
| 03/22 | School to conduct a parent survey in the Spring 1 half term, for discussion at the next meeting. | J Cooper | 10-02-2023 |

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| **PCi 01/22** | **Minutes of the meeting of 24 May 2022 and matters arising** |

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

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| **Update on actions arising fom previous meetings** | | |
| **Item** | **Action** | **Status** |

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| 02/21 (i) | *School to arrange Book Looks for:*   * *early Autumn term 2022; and* * *(subject to discussion with SLT), Summer 2 half term 2022*   Termly Book Looks had resumed from the autumn term. | **Closed** |
| 02/21 (ii) | *EHT to seek Primary T advice on how to establish a comments section on the Steeton school website.*  The EHT said that the HoS was taking this forward with Primary T (the school’s IT support provider) in the context of the wider update of the website.  **Asked** whether the school or Primary T added content to the website, the EHT said that the school made simple additions, but that Primary T undertook anything more complex. | **Ongoing** |
| 02/21 (iii) | *School to re-start adult education sessions and parent coffee mornings in the autumn 2022 term.*  The EHT reported that the Inclusion and Welfare Officer (IWO) was working on re-starting adult education sessions: LG/PCi confirmed that there had been a piece in the school newsletter about the sessions. The school would report to the next meeting on the level of take-up.  The EHT said that the IWO had successfully applied for a Warm Spaces grant. The school library would be opened between 9.00am and 11.00am for this purpose when the space was not being used by Reception. | **Ongoing** |
| 02/21 (iv) | *School to contact Stronger Communities with a view to running a course in school in the autumn 2022 term.*  This action had been overtaken by the plan to relaunch adult education sessions in the spring term (see action 02/21(iii). | **Closed** |
| 02/21 (v) | *In discussion with LG/PCi and Chair/Resources, arrange a Maintenance Day early in the autumn term.*  Changes in leadership had prevented this happening in the autumn term. Governors agreed that the school should bring a list of maintenance tasks to the next meeting with a view to holding a Maintenance Day in the summer term. | **Revised timescale** |
| 02/21 (vi) | *School to start planning for a summer fair, focused on activities and entertainment rather than stalls.*  Changes in leadership had prevented this happening in the autumn term. The school would bring proposals to the next meeting. | **Ongoing** |
| 02/21 (vii) | *School to pursue with Airedale Hospital the plans for Steeton pupils to help with the railway carriage and garden area in the hospital grounds.*  Governors agreed that this action should be reviewed in the context of wider consideration of the school’s engagement strategy. | **Closed** |

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| **PCi 02/22** | **Consider Parent and Community involvement strategy** |

1. Governors agreed that the purpose of the school’s work on Parent and Community Involvement was to make real the school vision: “Your Inspirational Community”. This group existed to facilitate the school’s engagement with:

**Your school, your community, your town, your world**

1. The primary desired impacts for the school’s strategy on Parent and Community Involvement included:
   * Ensuring parents understand the curriculum and how to help their children to learn
   * A higher profile at the heart of the local community, in line with the school Vision: Your Inspirational Community
   * Increased pupil numbers
   * Pupils and staff who understand their roles, as individuals and a school, in the local community, the country and the wider world, including through providing tangible support as part of the personal development of pupils.
2. Secondary impacts included:
   * Pride in school
   * Fundraising
3. Governors discussed ways to achieve these impacts:

*Ensuring parents understand the curriculum and how to help their children to learn*

1. Parents needed to understand how the curriculum worked and why the school believed it was the right curriculum for Steeton’s children. The HoS and her team had produced clear and straightforward documentation that showed what children were taught in each subject and year group, and how their learning built up year on year. Parents needed to understand how to find information about the curriculum and about how their children were progressing. Tools for this included:
   * Curriculum information on the website
   * Parents Evenings
   * Book Looks
   * Newsletters (LG/PCi commented that the new newsletters were a great improvement)
   * Ping messages – Governors discussed the need for the level of parent engagement with Ping to be measured
   * School reports

*A higher profile at the heart of the local community*

1. Governors agreed that linkages with organisations in the community needed to be purposeful: many supported the personal development of pupils. They noted the importance of striking the right balance between breadth of linkages and demands on staff and curriculum time: it was important that the school should not spread itself too thinly, so that staff did not have time, and there was not room in the school timetable, for those linkages to be meaningful.
2. Governors agreed that existing links with the local hospital, care homes, Keighley College, Parish Council and church should be pursued and refreshed as necessary following Covid. Other potential links included the Rotary Club
3. **Asked** to what extent the school engaged in fundraising, the EEHT aid that it received donations from the Parish Council from time to time. Recognising the demands on the pockets of families, governors saw merit in looking for ways for people to give time rather than money: there was considerable goodwill among parents and the wider community, and many were willing to give time to (eg) give talks to classes, read with pupils, participate in Maintenance Days etc. As well as bringing practical benefits to the school and it children, such activities helped to strengthen the bond between the school and the community.
4. Governors discussed the purpose of running adult education sessions. The EHT explained that the school had initially run courses in English for parents whose first language was not English. The level of mobility in the area meant that there was still a need for these courses. Governors agreed that there continued to be value in extending its offer of adult education courses into other areas as part of its overall strategy of developing pride in the school, a strong reputation leading to increased pupil numbers and giving back to the community. This had to be balanced against the other demands on the time of the IWO. Governors discussed options to resource his work, including inviting members of the community to undertake it on a voluntary basis for, say, one morning per week.
5. Governors noted that there had been a second-hand uniform hub in Silsden Community Hub in the summer term: it would be helpful to find out about this for next year and promote it to Steeton families.
6. Methods of communication included the school Newsletter, its Facebook page (which was managed by LG/PCi), its Twitter account, the Parish Council magazine.

*Increased pupil numbers*

1. Governors noted that the work of promoting the school to the parents of potential new pupils was currently led by the Link Governor (Leadership and Management) Group (LG/LM). They thought that it sat better with this group and ***agreed*** to recommend this to the Governing Body.

**Action:** **LG/PCi**

1. Governors recognised the need to adopt a combination of high and low tech approaches to marketing communications. The Prospectus was the school’s show window and should be produced in hard copy to a high standard: ephemeral content should be avoided so that it did not have to be re-printed frequently. The EHT said that he and the HoS were currently updating the prospectus, which would contain less text and more pictures, and would confirm to a house style that the HoS was introducing.

*Pupils and staff who understand their roles, as individuals and a school, in the local community, the country and the wider world.*

1. Governors regretted that UK schools were ineligible for the EU Erasmus + programme: its predecessor programme had provided opportunities for pupils to engage with schools in a wide range of countries, for example through joint assemblies celebrating the anniversary of the World War I Christmas football match in 1918. It had been informative for pupils to see how their peers in other countries looked, dressed and behaved, and an important part of helping them to see themselves as citizens of the world.
2. Governors suggested that there might be scope for the three schools in the partnership to identify a member of staff that might be willing to lead on similar work for the partnership as a whole, perhaps through the Turing Scheme[[1]](#footnote-1).
3. Governors agreed that, where the points discussed under this item were not already reflected in the milestones in the Parent and Community Involvement section of the school Development Plan, the EHT would add new milestones.

**Action: EHT**

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| **PCi 03/22** | **Review the School Development Plan 2022-23 – Parent and Community involvement section** – *Document A* |

1. Governors reviewed the Parent and Community Involvement section of the School Development Plan for 2022-23, focusing particularly on the milestones.

*PCi 01* ***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*

1. As discussed at Item PCi 02/22.

*PCi 02 Take strategy to governors for ratification.*

1. Governors agreed that the PCi strategy, as discussed at Item PCi 02/22 above, should be firmed up at their next meeting and presented to the Governing Body at its meeting on 08 February 2023.

*PCi 03 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.*

1. Discussed at this meeting (Item PCi 02/22).

*PCi 04 EHT to contact previous educational trainer to see what can be offered. Inclusion leader then to liaise with Keighley college.*

1. As discussed at Item PCi 02/22, work was in hand on this milestone.

*PCi 08 Establish a system, with analytical capability, to record engagement with parents and the community; and*

*PCi 09 Use system to provide data for parental engagement over time*

1. Governors noted that work on these milestones would begin as data started to become available, or example through the Parent Survey. The agreed that a Parent Survey should be conducted in the Spring 1 half term and the outcome brought to the next meeting.

**Action: EHT**

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| **PCi 04/22** | **Date of next meeting** |

1. The next meeting will take place at **2.00pm on Friday 24 February 2023**.

**The meeting closed at 3.02pm**

***Helen Osman Governance Services***

*May 2022*

1. Turing Scheme - UK government programme to provide funding for international opportunities in education and training across the world for organisations from the higher education, further education, vocational education and training and schools sectors to offer their students, learners and pupils life-changing experiences to study or work abroad. [↑](#footnote-ref-1)