**Minutes for Leading Parent Partnership Award (LPPA) Steering Group**

**Friday 8th November 12.00pm**

Present:

Katie Lowe (Headteacher)

Carol Barwell (Business Manager)

Christine Leaper (Governor)

Mary Ovens (Governor)

Mary Dowson (Pastoral Lead)

Abbie Broome (Parent)

Jules Jarrett (Parent)

Stuart Hamilton (Carer/Grandparent)

1. Meeting opened with KL introducing everyone. She then went onto explain the award, why we are seeking this, and the vital importance of feedback to the whole process. As part of this, an action plan has been drawn up and we will get a qualifying visit in June 2020. MD questioned if funding was attached to the achievement? KL confirmed no, it is costing school, however the benefits will be tangible and worth the expense.
2. KL shared with the group the requirements for evidence and the detailed guidance provided. Each member of meeting was given a copy of the evidence requirements. KL also confirmed to CL that feedback is available on evidence provided.

**KL updated the group on what has been completed so far:**

1. Parent questionnaires – these asked about the welcome given, the information provided, partnership working and teaching. The feedback was in the majority very positive, and it has been analysed and uploaded. One finding was parents have asked for more notice of events and reminders nearer the date. CL questioned how parents currently notified, advised Marvellous Me & letters. JJ advised sometimes you miss a letter as they tend to come in batches 4/5 at a time. CL also questioned responses from new parents. KL advised not so many new parents as afternoon nursery moved into morning, however this questionnaire will be revisited further through the process.
2. School self evaluation - based on own knowledge and the feedback received. This has produced the action plan.
3. All stakeholders have been informed the school are working towards the LPPA – school nurse, feeder secondary’s, neighbouring primaries, etc.
4. There is now a section on the website under “parents” detailing the award and progress towards it.
5. ‘Family Feedback’ display in hall is now up and running. KL noticed older children are reading this whilst queuing for lunch. JJ mentioned feedback re summer holiday club, which children enjoyed greatly. KL advised she does copy parents comments from forms so not to put them on the spot
6. Updated Parent Noticeboards – all now updated and will be revised at least half termly with the new newsletter. Now all consistent messages.
7. “How can I help my child’s learning?” section on website has links to information/other sites they can use.
8. LPPA has been integrated into the School Improvement Plan, which means it will be considered alongside the other major school priorities.
9. Updated induction pack for parents – already improved e.g. up front parent information leaflet re Marvellous Me, what it is, why we use it. CL questioned what do we give to pupils that may not be with us that long (i.e housed in refuge). KL advised all new starters get the same regardless of how long they will stay. MO questioned re refugees. KL advised at present we have no refugees but additional support is provided for those families by the Local Authority.
10. LLC courses publicised – JJ confirmed she had seen these as a parent, she also questioned if re Creche at Sure Start could be used at the same time? – CB to update at next meeting and inform parents asap.
11. KL shared action plan, Red, Amber Green status, with annotations against action taken since printing.

**Tasks that are going to be completed this term (see numbered points from action plan):**

1. ***6.4*** Parents need to be asked their views on home-school learning – reading, spellings and the takeaway homework projects. Head Boy, Head Girl and Senior School Council members to conduct research at Parents’ Evening. SH advised they have issues engaging child, cannot get through everything they would like to do. JJ advised children need time to be children. AB advised, school have to consider other things children do outside school and also children’s different personality types. AB suggested also leaving something for parents to complete to gather views while waiting.
2. ***6.4*** Parents need to be asked if they require additional support with own learning. KL to reconsider how and when to do this, as it would be overload at parents evening (as planned) and also may not be willing to disclose to children. AB advised friends have asked her for help re phonics, so is aware of need.
3. ***6.8*** The information gathered from the above needs to be shared with parents once gathered. KL to coordinate, aware this information sharing is something that needs improving.
4. ***4.2*** We need to keep a record of all events and who attended each one. Carol to coordinate. This will then need to be analysed, CL has offered assistance, suggest after Xmas (full term data).
5. ***4.7*** Carol to look into how we can support with childcare etc for parent events within school. – “Stay and play” set up for parent evening 18 & 19 November in same format as summer club. All parents present welcomed that. We will look for parent feedback after event.
6. School needs a ‘Home Learning Policy’ and ‘Parent Partnership Policy’. Draft Parent Partnership Policy shared and asked for feedback to KL. Home Learning Policy to be tabled at next meeting.
7. Staff are holding events in school to share learning (on top of the normal topic afternoons). SH advised this would be invaluable as they are trying to move on from sounding out each letter to reading whole words, (which he knows the child knows) but doesn’t know how to correctly push the child on. They are going to discuss this at parents evening.

Nursery - Rhyme time, Friday weekly 11.00-11.30 modelling to parents nursery rhymes

EYFS - Reading workshop in week commencing 11/11, 2.30-3.30 parents invited to observe teacher sharing a story.

Y2, parents being invited in after school to watch teacher do guided reading and then question child’s comprehension.

Y5, Parents invited into observe a reading a lesson.

Feedback from all of these will be sought and used to improve practice.

1. Date of next meeting – to be decided and parties updated. It should be approx. 45 minutes every couple of months.

AOB- MO questioned if we have a parent’ comments book available at parent events, JJ confirmed parents are asked for feedback during parents events.

Actions following this meeting:

CB - Investigate childcare for adult courses

KL – Draft Home Learning Policy

KL – Parental learning survey, reconsider timing/format

All – review PPPolicy and advise KL of any updates

CB – contact CL when data available for analysis