



Joy Lane Primary School

A Love of Learning, for Life, for All

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

PARENT COUNCIL – MEETING 1

Minutes of the Meeting held on Tuesday 17th July 2018 at 2pm

Present:

Mark Ashley-Jones – Head of School

Francesca Platt – Senior Administrator

Emma Rafferty

Laura Stevens

Tara Terry

M A-J welcomed everyone to the first Parent Council meeting and apologised that it had taken so long to secure a mutually convenient date.

To give everyone an idea of the School's vision of how this parent voice forum will work, Mr A-J showed the web page details of Reculver Primary School's Parent Council.

It was agreed that in future the Parent Council meetings would be held on Tuesdays at 2pm on a termly basis, with the first meeting of the new academic year to be on Tuesday 25th September 2018 at 2pm. FCP will email the dates of future meetings.

MA-J went through the Terms of Reference which were unanimously approved.

In order for the Group to promote themselves, it was agreed that a letter will be sent out at the beginning of September with information to be included in the School's weekly Newsletter, as and when required. Over time it will become clear to the parent community that the Parent Council is not a forum for negativity and if used as such, the Chair will send an approved standard reply stating that the Parent Council is unable to respond.

An Agenda will be compiled before all meetings, a copy of which to be sent to M A-J seven days prior to the meeting.

To ensure that all parents & carers feel comfortable approaching the Parent Council, a post box will be situated in the KS1 and KS2 areas for their use. The Parent Council will also have an email address available to the parent community. The Chair will check all emails and, if required, standard responses will be sent (a set of standard responses to be compiled and approved at the next meeting). It was also recognised that parents & carers may prefer to verbalise issues to a member of the Group directly.



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The Parent Council will be provided with a copy of the School structure to ensure all comments / concerns / suggestions are directed through the correct channels.

Sue Curtis will be asked to set up a Parent Council tab on the School's website to provide information on how parents & carers are able to have their say, raise concerns and share positive ideas on how the School can improve. Parent Council positive influences will also be shared via the webpage. It will be made clear that this is not a forum for negativity and complaints: these should be directed to the School following correct procedures. Sue Curtis will also be approached to create a Parent Council poster, containing the names and photos of the members. This is to be a similar format to our Safeguarding poster.

Further discussion will take place in the future regarding a Parent Council Facebook page.

The following was mutually agreed:

Tara Terry – Chair

Francesca Platt – Secretary

Laura Stevens & Emma Rafferty – Parent Council Members

Mark Ashley-Jones will have the final say in all School related matters.

Actions:

KS1 & KS2 Parent Council posters

Photos to be provided to Sue Curtis for the posters

Recruit 2 additional members

Add Parent Council tab to School's website

Order 2 suggestion boxes

The meeting ended at 3.10pm

Date of Next Meeting: Tuesday 25th September 2018 at 2pm