**Minutes of Class Reps Meeting**

**Thursday 16thMay 2024 at 2pm**

**MINUTES**

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| **Attendees:**  | Shelly Begum | SB | Katrina Turvey , Deputy Headteacher | KT |
|  | Ashley Edwards | AE | Anais Stone, Minute Taker  | AS |
|  | Hannah Davies | HD |  |  |
|  | Jasmine Gibson | JG | **Apologies:** |  |
|  | Sylvia Berry | SB | Emma Brown | EB |
|  | Megan Lombard | ML | Rachael Bell | RB |
|  | Chelley Purton | CP | Stacey Castleman | SC |
|  | Helen McShee | HM | Carolan Runc | CR |
|  | Linzi King Daneils | LD | Tarran McLean | TM |
|  |  |  | Laura Wanless | LW |
|  |  |  | Jo Fawcett | JF |
|  |  |  | Hannah Simpson | HS |
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| **WELCOME** |
| **Meeting started at : 2pm*** KT welcomed all attendees and commenced the meeting.
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| **EVERYCHILD PARTNERSHIP- SUPPORT** |
| * KT announced that our school has officially joined the Everychild Partnership. Although Mr Tree has spoken to parents and communications have gone out KT emphasized the increased support available now that we are part of a larger trust.
* KT explained that as part of the trust, we have access to a wider range of support services and resources and highlighted specific training available, such as "Positive Touch," which Surrey council were unable to offer to large groups. The trust offers various training programs and development opportunities and staff can seek advice easily through a wider team. KT discussed how these opportunities will benefit both staff and students by providing enhanced skills and support mechanisms.
* KT explained that although we have joined the Trust that the school will retain its autonomy in making decisions that best serve our pupils and community.
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| **WELL BEING** |
| * KT highlighted the importance of the well-being of parent representatives and acknowledged that the role can be challenging, especially when answering difficult questions from other parents.
* KT discussed the importance of setting and communicating clear expectations for parent representatives to ensure they are well supported and asked if the school could support them in any way.
* LK replies that parent rep wellbeing solely rests on their children’s wellbeing and raised concern regarding the confusion with Study bugs and not being able to use it anymore to send out messages regarding different people picking up, first aid, and general useful information. Concerned that communication directly with teachers will be lost.
* KT mentions that unfortunately, it was being used for individual concerns about members of staff and everyone in the school could see these, unfortunately, there is no option to change this on the platform and this misuse of the platform was inappropriate. KT understands frustration and confusion regarding how study bugs should now be used and will action-providing clarity around this.
* HM also raised concerns regarding staff changes not being communicated and mentioned that certain children need consistency.
* KT mentioned Since Easter, we have experienced some changes within our team, particularly in our senior leadership capacity. This has necessitated adjustments, including senior leaders needing to step out of class to in order for our Senior Leadership Team to meeting for strategic planning. As much as we strive to communicate all changes promptly, sometimes unforeseen circumstances arise that may prevent us from doing so in a timely manner.
* KT mentions she understands the importance of transparency and in future will strive to communicate these changes to you as promptly as possible.

**ACTION:** * **Provide clarity on how study bugs should now be used**
* **Communicate staff changes as promptly as possible**
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| **TRANSITION** |
| * KT informs class reps that decisions around staffing cannot take place until after the teacher resignation deadline, which is 31st May.
* As we approach the end of the academic year, KT wanted to highlight the importance of ensuring a smooth transition for all students as they move to their new classes. KT understands that each child is unique, with individual needs, ages, and experiences. Therefore, we take a personalized approach to the transition process to best support their growth and development. There will be meetings with Senior Leadership team with well thought out plans of how and what the transition process will look like and this will all be communicated to parents/carers.
* KT mentioned, we anticipate some movement and changes within our staffing for September. However, we want to reassure you that we have diligently worked to secure a team of highly qualified and dedicated staff members to support your child's education journey. In preparation for the new school year, all factors will be considered carefully, including student needs, class dynamics, and teacher expertise. While there may be instances where classes are mixed, please be assured that this decision has been thoroughly thought through to ensure the best possible learning environment for all pupils.
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| **SUMMER FAIR** |
| * KT informs the need to try and get as many volunteers on board as possible as the more volunteers the more stalls the school can provide.
* HM mentions there is a planning meeting being held at Centenary hall on 22nd May at 9am if anyone would like to attend there will be FREE coffee and cake.
* FOBS looking out for food stalls, and companies that would like to run a stall at the summer fair.
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| AOB |
| * Clarify absence procedure when child is sick, is it 48 hours?
* There is no plan for ASC hours/ prices to change
* Reading in Year 1 – how often are children reading with 1-1 and how often are their books being changed. More communication with reading books
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| **Meeting ended at 3pm.** |