

Hayes Primary School Parent Council
Notes of meeting held on Monday 19th May 2005
at 2.15pm at Hayes Primary School

Present:

Mrs Howell (Chair)
Laura Edwards (R) (LE)
Eleanor Leedham-Isted (yr 1) (ELI)
Binda Patel (yr 2) (BP)
John Toomey (yr 3) (JT)
James Grey (yr 5) (JG)

Apologies:

Nivedita Kamath (yr 4) (NK)
Rev. Amanda Spence (AS)

Also present:

Lucy Bodycombe, Clerk (LB)

1. Welcome and Apologies

- Mrs Howell opened the meeting and welcomed members to the newly formed Parent Council (PC) for HPS.
- Apologies were received from NK and AS.
- The purpose of the meeting was to introduce members and begin discussions regarding the role and function of the PC. It was noted that a more formal meeting will be held in September.
- Each PC member introduced themselves and shared their aspirations for the PC. It was agreed that the PC should focus on:
 - Finding solutions to problems raised within the school community
 - Raising awareness of common concerns across the school
 - Acting as a voice for parents to strengthen relationships with the school
 - Encouraging open and honest conversations
 - Providing support to one another and the wider parent body

2. Purpose and Vision of the Parent Council

- It was confirmed that the PC is distinct from the Trust's Trust Board and PTA and does not function as a governing body. Its role is to represent parent/carer views, and support the wider school community.

3. How we will work together

- It was confirmed that meetings will take place twice during the autumn term and once per term thereafter.
- The PC members who were present signed the Code of Conduct.
- The Terms of Reference were acknowledged; however, clarification was requested regarding term limits (section 2.6).

4. Key priorities for the year ahead

- Extracts from the 2025/26 School Improvement Plan will be shared in September to inform the PC of the school's priorities to enable the PC to consider key focus areas for the year ahead.

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5. Open discussion: hopes and ideas

- Handwriting: Suggestions were made to encourage handwriting engagement across all year groups during the school during holidays. A proposal was made for a holiday activity involving letters to future year groups, however it was acknowledged that not all parents/carers may be able to support this activity, leaving some children without a letter. An alternative suggestion was to compile letters into a shared resource.
- Communication: the PC highlighted that there had been some confusion across all year groups regarding when children should wear PE kits or school uniforms, particularly during bank holiday weeks when Forest School sessions change. The PC proposed adding a table to the bottom of the weekly bulletin to clearly outline uniform days and other key dates for the week ahead.
- Parent/carer survey: Mrs Howell suggested that the PC consider potential agenda items for the September 2025 meeting, with a particular focus on two key areas: school improvement and school communication. To help determine agenda items, the PC agreed that it would be beneficial to send a survey to parents/carers to gather feedback on what they would like the PC to achieve, and which areas should be prioritised. The survey will note that the PC will be working in alignment with the new School Improvement Plan, which will be available from September 2025. The survey will be distributed early next term via SurveyMonkey or Google Forms to ensure that the results are available in time for the September meeting.
- It was emphasised that the message and expectations in all PC communications must remain consistent.
- At the end of the next academic year, parents will be invited to provide feedback on whether they have felt the benefit of the Parent Council, with adjustments to be made if necessary based on the responses.
- The format for the PC page for the website has not yet been finalised. When it is live, information about the PC, notes from the meeting can be loaded onto the website.
- Information about the PC members will be included in the school bulletin on Friday, 23rd May. The bulletin will also note that PC information will be made available on the school website in the coming weeks.

6. Next Steps and AOB (Any Other Business)

- Some PC members agreed that parents within their year group may have access to their mobile numbers to allow for direct contact.
- The PC created a WhatsApp group, with the intention of establishing communication lines similar to those used by the PTA. Class representatives will be selected, and the PC will use this structure to disseminate information to each class as needed. This will be organised before the end of the school year.
- The PC created a Whatsapp and the intention is to have communications similar to that of the PTA. Class representatives will be selected and the PC can disseminate information to the classes when required. The PC will organise before the end of the school year. Action PC
- The date of the next meeting will be Monday 22nd September 2025 at 2pm. A reception parent will be elected to the Parent Council prior to this meeting.