

Hayes Primary School Parent Council
Notes of meeting held on Monday 22nd September 2005
at 2pm at Hayes Primary School

Present:

Mrs Howell (Chair) (MH)
Laura Edwards (yr1) (LE)
Eleanor Leedham-Isted (yr 2) (ELI)
Binda Patel (yr 3) (BP)
John Toomey (yr 4) (JT)
Nivedita Kamath (yr 5) (NK)
James Grey (yr 6) (JG)

Apologies:

Rev. Amanda Spence (AS)

Also present:

Lucy Bodycombe, Clerk (LB)

1. Welcome, Apologies, introductions and minutes of the previous meeting

- The Chair opened the meeting and welcomed all attendees. Apologies were received from AS. LE joined the meeting remotely. Due to technical difficulties JG was unable to join the meeting remotely.
- Review of actions from 19th May 2025 meeting
 - Clarification of Terms of Reference (2.6) was confirmed. - *there will be an annual opportunity for parents/carers to join at the end of the academic year via an election. Action closed*
 - The Chair agreed to share the new plan with the PC in September - *this was shared at the September meeting. Action closed*
 - The handwriting initiative was not progressed, priority was given to the parent survey. *Action closed*
 - 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 - *this has been implemented successfully. Action closed*
 - PC survey - *parent survey completed and outcomes will inform future agendas. Action closed*
 - Introduction of the PC members - *this was included in the school bulletin. Action closed*
- It was confirmed that the PC will meet twice during this autumn term.
- No reception parent representative has yet been appointed; this will be re-advertised in the school bulletin.

2. Purpose and Vision of the Parent Council

- The Code of Conduct documentation was signed by members present at the meeting. Outstanding signatures to be submitted. **Action LE/JT**

3. Key priorities for the year ahead

- The school identified increasing pupil numbers as a priority. Factors affecting applications and feedback from an external marketing company were considered. The PC discussed its role in supporting improved relationships and communication between families and staff.
- The PC were informed that the open day arrangements had been revised. The PC suggested incorporating pupil and parent voices into the open day presentation. It was agreed that there will be attendance by Parent Council representatives. **Action MH/EL/JG**

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4. Open discussion

- A request was made to try to obtain demographic and locality data relating to school applications. **Action BP**
- Promotion of the school was discussed, for example the choir performing at the Hayes Lights switch-on event; the PTA are also hosting a stall at Hayes Lights. Information about the school and PTA Instagram accounts will be included in the newsletter.
- SLT visibility and approachability was discussed. The idea of coffee mornings with SLT will be explored.
- The PC suggested that children should be more widely involved in school events and greater pupil inclusion in school events was recommended to ensure all children have an opportunity to take part. This was noted and will be explored further.
- The PC was informed that they will receive the LBB's SEN Information Report. The school requested that the PC to confirm that its own school SEN Information Report meets the requirements set by the LBB. **Action PC**
- The parent survey conducted in July 2025 findings were discussed. The participation rate was 13% with the hope that the feedback in July 2026 will be higher.
- The PC was informed that sports day will be different next year. The PCs were asked to provide input and suggestions for the sports day planning. **Action PC**
- Parents had feedback that 'give back time' emails often lacked context. It was confirmed that this has now been addressed.
- The following feedback from the survey was identified as matters that could be addressed immediately:
 - Reducing the volume of emails
 - Replace attachments with embedded links
 - Revising newsletter content
 - Increase SLT visibility
 - Clarify breakfast and after school club availability and the application process
- Further areas for review or development:
 - Expansion of breakfast and after school club availability: explore whether alternatives can be offered, or additional clubs could be introduced to accommodate demand.
 - Extending after school club timings
 - Improve clarity in medical communication emails

5. Next steps and AOB

- MH requested that the PC members take responsibility for specific survey areas and develop actionable next steps. **Action PC**
- Date of next meeting: Friday 10th October 2025 at 2pm, HPS