

Ramsgate Free School

## **Parent Representatives Meeting, Monday 9 November, 5.30-6.40pm**

### **Present**

Abigail Holden, Agnes Simon, Aimee Trevelyan, Cheryl Southern (RFS), Emma Jackson, Nicholas Budge (RFS), Portia Sharpin, Sabrina Littlewood, Stacey Abbott

Minutes also sent to Heather Burke, Helen Sears-Stewart, Jordan Nicholson

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Meeting started with a review of actions -

New open parents group on Facebook - **Ramsgate Free School Mummies & Daddies & Carers**. 23 members so far. Positive feedback. Range of educational, practical and social posts. All RFS parents/carers welcome to join.

Please direct any families asking about RFS to our website.

Parent Council notes on **School website**, list of Reps and photos to be added.

No replies from school newsletter asking of any known **links to support the education and welfare of our children within our school community**. Newsletter could be more summarised and items with reply slips sent out separately or a text sent out with it.

Aimee offered to write an **introduction to Parent Reps for the next whole school newsletter** to include key issues (group objectives?) and how to contact them if they have any comments or feedback (Parent Reps, email, Facebook, website).

Monthly updates to be prepared for the school newsletter after the notes to the meeting are received.

Few parents present had seen the complete **school newsletter**.

Teachers publish weekly letters (what they'll be doing, key things to do and play etc) and school publish a monthly newsletter.

Parents suggested a weekly reminder text that newsletters are on-line.

**Joint meeting with Chilton Parent Reps** every other term was agreed. Dates to follow (Terms 3 & 5).

A5 **Parent Case Studies** to be drafted in-house. Case studies to be anonymous. Meeting with Parent Reps Monday after school drop off and before school pick up.

Parent Reps suggested they introduce the Parent Rep group and it's aims to parents after an assembly. To be arranged.

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Nick Budge asked if anyone could help with tea/coffee/informal chats to parents at the **Open Evenings** (25<sup>th</sup> November, 2<sup>nd</sup> December and 6<sup>th</sup> January). Anyone willing should email [enquiries@ramsgatefreeschool.co.uk](mailto:enquiries@ramsgatefreeschool.co.uk) to confirm when you can help.

Parents were given copies of and updated on the **School Travel Plan** including Walk on Wednesdays (monitored by class). Group happy to consult and work together on this.

McAvoy's been appointed as contractors on the **new build**, plans are being formulated (all DDA compliant).

Plan to use as much space as possible, having additional, usable break out spaces instead of corridors.

RFS have to leave Chilton site by Sep 2016. Education Funding Agency (EFA) has assured RFS that the children will be on the new site for the next school year. EFA is now buying the Land (not subject to planning) to facilitate a much quicker process.

**Harvest Festival** was too busy!

As a small school, the plan was for RFS to enjoy a greater sense of occasion.... **Christmas activities** will remain joint events as the events will cater for smaller groups and parents have arranged time off work. For the future, individual events are preferred.

**AOB**

Parents asked what the **Policy for taking children out of school during term time.**

The Chilton Academy Trust Policy states that holidays are not permitted during term time. It is the Governors decisions and they have been known to fine.

Cases will be looked at individually and anyone with exceptional circumstances should contact Nick Budge.

If your child has a **medical appointment**, let the school know when you will be picking them up. Children will be signed 'out' and 'in' again on return.

Some Chilton parents seem concerned that RFS is taking up too much space. Chilton parents to be updated on RFS plans and any practical problems for parents identified.

**Actions**

Feedback to Chilton HT that parents seem concerned that RFS is taking up too much space. Update on RFS plans and identify any practical problems for parents?		Nick Budge	
Aimee to draft Parent Rep introduction for Whole school newsletter and send to Cheryl.	By 20 Nov	Aimee	School newsletter
Meet to gather information for anonymous, A5 Parent case studies for RFS.	Contact ASAP. Text to Nick to design & print by 25 November	Cheryl & Sabrina, Aimee Cheryl & Portia	Case study
Weekly reminder text when newsletters put on-line. Post out items with reply slips separately or send a text out with it.	weekly	Office	Text
<b>Email your photo</b> to identify you as a Parent Rep to <a href="mailto:enquiries@ramsgatefreeschool.co.uk">enquiries@ramsgatefreeschool.co.uk</a> for school website	By 20 November	All Parent Reps	Email photo

Those willing and able to help with tea/coffee/informal chats to parents at the <b>Open Evenings</b> (25 <sup>th</sup> November, 2 <sup>nd</sup> December and 6 <sup>th</sup> January) <b>please email</b> <a href="mailto:enquiries@ramsgatefreeschool.co.uk">enquiries@ramsgatefreeschool.co.uk</a> to let them know which dates you can definitely help.	By 19 November	All Parent Reps	Email
List of Parent Reps and photos to be added to website	Next meeting	NB	School website
Joint meeting with Chilton Parent Reps every other term was agreed. Dates to follow (Term 3 and 5).	Terms 3 & 5 Dates TBC	CLS	Chilton & RFS Parent Rep meeting
Parent Reps to present to parents after an assembly to communicate the group's aims etc.	To be arranged		

**Next meeting 5.30pm, Monday 11 January 2016**

Next agenda to include

who to draft next whole school Parent Rep update?