

Parental Engagement Person (PEP) Meeting (KS2)

Wednesday 14th November 2018 9:00am-9:30am

Attendees

Ellie Linton (EL)- Communications & Marketing Manager

Kym Harman- Parental Links Team Member/ Teaching Assistant

Dianna Taylor- PEP for 3CM

Magdalena Haener- PEP for 3KB

Zoe Papageorgiou- PEP for 4PS

Shelley Garrett- PEP for 4BC

Michelle Dennell- PEP for 6KR

Géraldine Garrabet- PEP for 6NG

Minutes

1. Everyone was asked to introduce themselves and say which class they were representing in school.
2. EL reminded PEPs that the role was set up to help encourage greater parental engagement with school events.
3. EL went through upcoming events that parents have been invited to this term:
 - Parents Evenings (those who have not got an appointment yet should speak to their child's teacher or the office)
 - Evening Parent Forum- Tuesday 27th November at 6:00pm
 - Winter Fair- Saturday 1st December 11:00am-2:00pm
 - Christmas Performances- w/c 3rd December and w/c 10th December
4. EL explained the PTA we have at Oswald Road and how parents can get involved, particularly with the upcoming Winter Fair. She also explained that the current Chair will be stepping down, so this vacancy is open for any parents wishing to get involved. Anyone who would like to know more, or knows of a parent in their child's class who may want to know more, they should email oswaldPTAchair@gmail.com
5. Michelle (PEP for 6KR and also Secretary for the PTA) explained how parents could help out in the lead up to the Fair:
 - Bring in clean, empty milk bottles for us to use to make the igloos for the Fair
 - Sell the raffle tickets that will be going home in their child's book bag at the end of the week
 - Book on for their children to see Santa in Santa's Grotto
 - Donate prizes for the tombola

- Put your name down to help out on a stall at the Fair on 1st December (even if just for an hour!) We currently have vacancies for the craft room, facepainting, the nail bar as well as various other Christmas related stalls)
- 6. EL explained that one of the elements of the PEP role is that we encourage PEPs to plan a parent social event outside of school that is inclusive (ie. No alcohol, low cost or free of charge to attend, at a place where children are able to come so parents do not need to arrange childcare to attend). To give an idea, EL suggested that planning something straight after the Christmas Performance could be a good way to encourage parents to attend that may not have had the confidence to come along on a weekend etc.
- 7. EL asked PEPs to give examples of parent socials they had attended or planned in the past that had gone well. One parent explained that she was thinking of suggesting an afternoon tea / tea and cake type event for parents in her child's class.
- 8. EL explained that each year group has their own parent Facebook group, which can be used to plan social events outside of school, or for parents to help promote events in school to encourage more parents to attend.
- 9. Some PEPs have also set up Whatsapp groups for their class, as not all parents have a Facebook account. EL explained that if any other PEPs wanted to set up a group for their class, they can send the link to her in an email so that we can text the link out to the whole class (that way everyone has the option to join if they'd like to). EL explained that setting up a Whatsapp group is completely optional and not a requirement for the PEP role.
 - Geraldine (PEP for 6NG) asked if the link to her class Whatsapp group could be text out again as not all parents had joined.
 - Parents said that the issue with Whatsapp is that sometimes there are just too many messages being sent each day, particularly if there is something that parents are annoyed about, leading to some parents 'muting' notifications from that chat group.
 - It was agreed, however, that Whatsapp worked particularly well for class bids for the Auction of Promises.
- 10. EL mentioned that there would be a bake sale on Thursday after school for Children in Need, run by Michelle (PEP for 6KR) and her daughters.
- 11. EL asked parents to share any thoughts they had on the PEP role and the PEP meetings so that we can ensure in future that we make the most of the short time they meet each term.
 - It was suggested that having a Whatsapp group just for the PEPs might be a better way of increasing attendance and maintaining communication in between meetings than emails.
 - It could also be good to use the role to share 'top tips' with parents in the year below- for example, 'what to expect in Year 4'. It'd be written by parents for parents, so would include things that the teachers might not think to share (eg. Should I send my child to school with their swimming costume on under their clothes on a swimming day when they're in Year 4?)
- 12. Any other business:
 - There seems to be a big issue with the amount of lost property and items that are getting lost, particularly coats. Could we reiterate to parents the importance of putting names in coats, as that way they can be reunited with the owner once they make their way to lost property?

- One parent suggested seeking out the details of a labelling company that gives a share of the profits to the PTA.
- With regards to PTA fundraising, it really helps if parents know where we're at in terms of reaching our target for specific projects as can encourage that extra squeeze for donations/funds. EL to feed this back to PTA.