



Felsted

Felsted Parents' Group Minutes

Items raised at House Parents Group meetings will be brought forward by the respective HM to their next meeting

**5.00pm - 6.30pm on Tuesday 23 May 2023
Coffee Shop, Felsted School**

(Refreshments available during the meeting)

1. Attendance/apologies
 - Mont's x 3
 - Deacon's x 3
 - Thorne x 1
 - Gepp's x 3
 - Elwyn x 2
 - Manor x 3
 - Stocks's x 2
 - Follies x 2
 - Garnetts x 4
 - Windsor's x 1

2. Minutes from previous meeting and matters arising
 - Coffee shop: see agenda item below
 - 2nd hand clothing shop: see agenda item below
 - Staff have been reminded as regards the email protocols (including hours when staff and pupils are not routinely expected to send/respond to emails). Further work is planned to help the pupils understand email protocols and expectations.

3. **Felsted food committee** (Rene Hauret - RHA)
 - Menu currently not visible to parents on iSAMS. **Catering department to ensure that the menu is visible to parents going forwards.**
 - Looking at the potential for installing an anaerobic digester for food waste.
 - Questions around monitoring of pupil attendance at meals: based on the tray count, approx 95% of pupils tend to attend lunch.

4. **Update from Felsted Development** (Kate Love - CNL)
 - Disbursement panel has contributed to some of the equipment mentioned in RJP's co-curricular update (below) plus:
 - Chapel sound system
 - Musical equipment (drums)
 - rewilding activity (sampling newt DNA)
 - Prep school Ross Hall equipment
 - Telethon

- Number of donors tripled for the school's bursary fund (c. £50k)
- Comment from a parent over the timing around the telethon and fee bills
- 10 year anniversary event for the class of 2013 was a great success
- Giving Day 2024 (460th anniversary foundation of the school)
 - plan for an in-school, community-wide, digitally-driven 36 hour Giving event.
 - challenges for groups within the school e.g. houses

Action (All) - anyone wanting to get involved or find out more, please contact Kate directly (cni@felsted.org)

5. Felsted's reporting system (Richard Williams - RLW)

- RLW gave a summary of the recent changes to the reporting summary, which focuses on positive and encouraging ways of reporting for the benefit of the pupils.
- Currently working on better infographics for the reporting next academic year.
- Question over the timing of recent Year 11 reports (just before the start of exams). [RLW will have another look at the timing of that report or potentially scrap it, especially if it is disincentivising]
- Concern over the potentially impersonal nature of the stock phrases. Aim is to look for the trends so that parents and tutors can point them out. Recommendation for parents to discuss with tutors and HMs (in person or over the phone).
- Request for a(nother) separate communication to parents to explain the new reporting system and talks for parents at the start of next academic year. To include guidance for parents as to how to support their children.
- Parents commented on the really good relationship with tutors who know how their tutees are doing and reach out to parents when necessary. One parent commented on the importance of consistency of tutoring across the whole school.
- Question asked over the ability to report in real-time rather than consolidated report e.g. twice per term. RLW explained the difficulty of this in terms of gathering data but also concern over staff spending too much time on data rather than feeding back to and engaging with the pupils.

Action (school) - RLW will present to each year group (pupils and parents) as part of the induction in September

6. Co-Curricular Activity programme (Rebecca Purdy - RJP)

- RJP gave an update on the activities that have been on offer this year through the co-curricular programme. Use of academic societies to stretch and challenge, focus on STEAM, e-sports.
- RJP spoke of lessons learned from the start of this academic year: particularly making sure that tutors are ensuring all pupils are signing up for and engaging in the co-curricular activities programme. Choices for the Autumn Term will be made in the second half of the summer term.

Year 9 start with a more rigid programme so will make their choices at the start of next term.

- The slots available for co-curricular activities (beyond academic lessons and the main sports slots) are 4.15-5.00 and 5.00-5.45pm (sometimes activities will run across both).
- Parents can check what their children have signed up to and are timetabled into on iSAMS.
- Years 9 and 10 pupils who do not engage in DofE / CCF will have a service activity instead.

7. **Second hand clothes shop** (George Masters - GWSM)

- Sustainability principle is really important to us as a school so reps asked to encourage donations, particularly Senior uniform/kit; suggestion to send an email out to the U6 leavers. Also to make it clear that the money goes into the disbursement committee's fund for reinvestment.
- Corporate sign not yet in place but has been requested;
- Drop box in place;
- Newsletter updates planned monthly;
- Raised over £3,350 so far since September;
- The shop will be open before the Autumn Term from 29 August onwards.
- Pre-loved ski clothes: maybe a Prep fashion show in September/October (plus a Safi stand to raise money)
- Sports kit: cricket bats, pads, hockey sticks (in good condition) all encouraged
- Christmas jumpers will continue and the intention also potentially to redistribute
- Also a suggestion to please consider scientific calculators (as part of the sustainable approach).

Action (school) - communication to go out to all leavers to encourage donations, and communication to go to all (newsletter) updating on money being raised and its use

8. **Positive masculinity** (Chris Townsend)

- proposal to rename as "Healthy Masculinity"

9. **Felsted Coffee Shop update** (Chris Townsend)

- Delighted to welcome the parents into the updated coffee shop with the new furniture.
- The Senior Leadership Team are working on the plans for potentially welcoming parents back into the Coffee Shop on a regular basis while also ensuring that safeguarding regulations are adhered to.

Action (school) - opening details for Coffee Shop to be shared with parents in coming weeks.

10. **AOB**

- Revision 'education' - there was not time to discuss this item, but pupils are given guidance on how best to revise, and are also encouraged to talk to Tutors about planning revision

- Sports' development
 - We are looking at setting up a formalised strength and conditioning programme, with appropriate staffing, to be in place from the start of the Autumn Term.
- Preferred time for the meeting? **Email to be sent round by HMPA to ask all reps for their views on 5.00 pm vs. 7.00 pm**
- Date of next meeting: Monday 9 October 2023 (Time and venue to be confirmed)

GWSM
24.05.23

Felsted Prep School
Ages 4-12
Felsted, Essex, CM6 3JL
+44 (0)1371 822610

www.felsted.org

Felsted School
Ages 13-18
Felsted, Essex, CM6 3LL
+44 (0)1371 822600

info@felsted.org



Felsted School is a Registered Charity No. 310870 of which Felsted School Trustee Ltd., a company registered in England and Wales Registration No. 3548755, is the sole Trustee.