

Coffee Morning Parent Staff Association (PSA) Minutes

Date 14 May 2021

Host: Marie Quetant (Pastoral Care)

Attendees: 5

Apologies: 2

Agenda:

1. Presentation from Woodside High Secondary School
2. Funding raised
3. Felix Project

ITEM	NOTES	ACTION BY
1	Woodside High	
	<p>We welcomed Assistant Headteacher Djamila Boothman and Head teacher Angela Wallace</p> <p>The key points of their 'Why Woodside?' talk was:</p> <ul style="list-style-type: none"> - The school promotes inclusion and diversity throughout all parts of the school - They have a wellbeing room which is supported by counsellors, mentor, pastoral support and form teachers -They map and plan the success journey of each of their pupils -They are strong on supporting literacy and they have a team which promotes this as well as supporting children with a second language -To promote diversity they visit a mosque and a church in the academic year and previously took part in the Windrush festival. -They have two transition days and their SEN children have an additional 2 days. They also have a day welcoming Year 5 pupils to have a look around the school. (more details can be found on their website) -They provide a week of extra lessons over the summer -They have an Open Day in October - see their website for further information: https://www.woodsidehighschool.co.uk/. -Djamila welcomes emails from parents to discuss the transition from primary to secondary school further (mail@woodsidehighschool.co.uk). <p>Parents had the opportunity to ask questions afterwards. The questions centred around their school uniform and support for children with autism.</p>	
2	Funding raised	
	It was discussed that the funds raised (£700) for the school could be spent on an external mural and/or colourful plants and flowers.	
3	Felix Project	
	Anthea and Ola will be helping Marie to pack the food bags on Wednesdays at 2pm.	

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning Parent Staff Association (PSA) Minutes

Date 12 March 2021

Host: Marie Quetant (Pastoral Care) **Attendees:** 5 **Apologies:** 0

Agenda:

- 1 Felix Project feedback
- 2 Themes for forthcoming Coffee mornings
- 3 Dropping off and Collection time
- 4 Welcoming in the summer coffee morning

ITEM	AGENDA	ACTION BY
1	Felix Project feedback	
	Parents have welcomed the donations of the food bags and feel that it's good to know that help is out there.	
2	Themes for forthcoming Coffee mornings	
	The following was agreed : Fri 19 Health benefits of spring cleaning, Fri 26 March Mindfulness Fri 23 April General catch up Fri 30 Managing children's behaviour (trailblazer presentation), Fri 07 May General catch up	MQ
3	Dropping off and Collection time	
	Some parents are concerned about the amount of parents who gather at the main gate in the morning at dropping off time. Some parents are finding it stressful. The following suggestions were made: <ul style="list-style-type: none"> - The main gates be open before 09:00 using different gates/entrances for different year groups - Clear markings on the floor and/or large signage to mark out the entrances for year groups and drop off times (Risley Ave school was given as an example) - Parents seem to not be aware of drop off time irrespective of notification going out on Parentmail and Ms D'Abreu constantly reminding parents in the morning - Verbal reminders of the rules need to continue as not all parents look at Parentmail - Priority should be given to children with special needs (the practicalities of this was discussed). - -The issue of parents wanting to stand around watching their children walk into the school needs to be addressed as it was felt that this causes unnecessary gathering around the entrance. - Parents to be able to drop their children off early by 2-3 minutes as they are used to dropping their children early. - The school to send out a text message reminding parents to check Parentmail It was noted that parents seem to not be aware of drop off time irrespective of notification going out on Parentmail and Ms D'Abreu constantly reminding parents in the morning.	MQ/SLT
4	Welcome summer coffee morning	
	If the rules relating to Covid relaxes, parents would like the last coffee morning of the academic year to be held under the gazebo.	SLT

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning Parent Staff Association (PSA) Minutes

Date 26 February 2021

Host: Marie Quetant (Pastoral Care)

Attendees: 3

Apologies: 0

Agenda:

1 Update on workshops from Trailblazers

ITEM	AGENDA	ACTION BY
1	Managing children's behaviour – presentation by Trailblazers	
	Matt delivered a presentation that explored managing behaviour in children. The following was covered: -an introduction to the law -what is parental responsibility -managing behaviour: understanding behaviour/building on positive behaviour & removing negative behaviour -exploring behaviour: validating and reflecting -promoting good behaviour: meeting the child's needs and choices -building positive behaviour: rewarding good behaviour -managing negative behaviour -solo time:giving yourself 10-20 minutes of doing something you enjoy. Praising your child for not disturbing you during this time. Finding coping and calming strategies that help you to relax.	ALL

Next meeting in one week's time - Every Friday at 10:00 – 11:00
virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

**Coffee Morning
Parent Staff Association (PSA) Minutes**



Date 12 February 2021

Host: Marie Quetant (Pastoral Care)

Attendees:

Apologies:

Next meeting in one week's time - Every Friday at 10:00 – 11:00
virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning
Parent Staff Association (PSA) Minutes
Date 29 January 2021

Host: Marie Quetant (Pastoral Care) **Attendees:** 5 **Apologies:** 3

Agenda:

- 1 Ideas for workshops from Trailblazers
- 2 Home Learning
- 3 Guest speaker: Pokuaa Osei Early Help
- 4 Next week's guest speaker

ITEM	AGENDA	ACTION BY
1	Ideas for workshops from Trailblazers	
	<p>Following on from Matt & Siobhan's (Trailblazer) talk last week, discussion was held about what type of possible workshops parents would like to be involved in. It was noted that parents felt workshops and presentations are a way of receiving information and sharing ideas.</p> <p>One suggestion was given and discussed around supporting behaviour managing behaviour – in the context of:</p> <ul style="list-style-type: none"> - there are cultural difference to how as children parents were raised to how they raise their children in the UK. - sharing your time evenly between child and parent needs - how to be in control of your child's behaviour - what are the UK rules regarding what we can/cannot do with our children <p>MQ to talk over the workshop suggestion with Matt.</p>	MQ
2	Home Learning	
	<p>A lengthy discussion was had which parents wish to have on the agenda on a regular basis (proposal for fortnightly)</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> - Teachers to video call their children as a way to see how they are - When teachers call to speak to the parents they should also speak with the children as well. - Some parents are finding home learning stressful whilst juggling looking after the home - Parents are finding that some of the words teachers use to explain a task 'are too advanced, for example <i>provide supportive evidence</i>' for their child (7 years old) so they had to find substitute words to explain what is being asked - Parents are finding other ways to educate their children so they have a mixture of learning like television programmes - Other primary schools are using Zoom to teach. Can Devonshirehill do this? <p>MQ will explore this with SLT but noted that some education providers have had safeguarding incidences because it is not end to end encrypted people which has led to people hacking into the Zoom sessions.</p>	MQ
3	Guest speaker: Pokuaa Osei Early Help	
	Unfortunately, due to IT problems, Pokuaa was not able to join us and another date will be arranged.	
4	Next week's Guest speaker	
	Ms Letitia –practical tips to support parents using Google classroom	

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning Parent Staff Association (PSA) Minutes

Date 22 January 2021

Attendees: 8 **Apologies:** 2
Guest Speaker: Matt and Siobhan from Trailblazers

Agenda:

1. Presentation on mental wellbeing
2. Guest speakers: Matt Finch & Siobhan Baker from Trailblazers
3. School's website and Coffee Mornings
4. Next week's themed presentation

ITEM	AGENDA	ACTION BY
1	Presentation on mental wellbeing	
	<p>The presentation raised discussions around:</p> <ul style="list-style-type: none"> ● What is mental wellbeing ● What does it mean for children and for parents/carers ● Factors that influence our mental wellbeing <p>A discussion was then held to note that:</p> <ul style="list-style-type: none"> ● Social issues like the Covid-19 pandemic can have an impact on children which parents have to be mindful of ● This has created a greater awareness around mental wellbeing for children and adults ● Parents have to keep well in order for our children to be well ● 'A problem shared is a problem halved' and that is why parents enjoy attending Coffee Morning to stay in contact and have a chat with other adults. ● Parents' own experience of mental ill-health 	
2	Guest speakers: Matt Finch & Siobhan Baker from Trailblazers	
	<p><i>Matt and Siobhan delivered a presentation:</i></p> <ul style="list-style-type: none"> ● To provide information about their service – parents got a 'taster' of some of the activities they work with children on ● To discuss their partnership work with other organisations including Tottenham Hotspurs who provide a timetable of activities such as yoga ● To share information about the workshops that they have developed for parents; such as 'Sleep, Hygiene and Routine', 'Helping your child cope with anxious feelings and worries'. They can create bespoke workshops if requested too. ● Parents to discuss what workshop they would like to be delivered <p>Feedback from parents on Trailblazers presentation was:</p> <ul style="list-style-type: none"> ● It was informative and interesting ● Did not realise that Trailblazers worked in our school ● It was good to know this as a resource as it is needed 	PARENTS /MQ
3	School's website and Coffee Mornings	
	<p>The school will be uploading the minutes from our Coffee Morning meetings to the school website, along with useful information/resources.</p> <p>You will also see a recent photo of the parents who attended our virtual online Coffee Mornings.</p> <p>Type in 'Coffee Morning' in the search bar on the school's website for further information.</p>	
4	Next week's themed presentation	
	<p>Brainstorming on what workshops we would like Trailblazers to deliver to parents.</p> <p>Guest speaker: Family Support Worker from Haringey Early Help service</p>	

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning Parent Staff Association (PSA) Minutes

Friday 15 January 2021

Attendees: 4

Apologies: 2

Agenda:

- 1 Google classroom and home learning
- 2 Presentation on online safety
- 3 Next week's themed presentation

ITEM	AGENDA	ACTION BY
1	Google classroom and home learning	
	<p>-Accessing Google classroom has been OK. Some parents were having difficulty in downloading the work.</p> <p>-One of the biggest challenges is that some children think they are on holiday because they are at home and parents are having to try and get their children to focus.</p> <p>-Parents asked if a member of staff could attend a Coffee Morning to answer questions like: do the children's homework need to be printed off and how does downloading work?</p>	MQ
2	Presentation on online safety	
	<p>-The presentation explained some of the online apps parents need to be aware of.</p> <p>-Information was also given on where to source more information about this subject matter and where parents and their children can get advice/help on the matter.</p> <p>-Parents found the presentation informative stating that they were not aware there were so many apps out there and being aware of some of the apps symbols was helpful.</p> <p>-The parents asked if some of the information in the presentation could be shared with other parents via Parent Mail.</p>	MQ
3	Next week's themed presentation	
	Mental wellbeing with a guest speaker from Trailblazers. This is an organisation which works with schools (including parents) to support children with early intervention on mental health and emotional wellbeing.	

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning Parent Staff Association (PSA) Minutes

Friday 8th January 2021

Attendees: 7

Apologies: 2

Agenda:

- 1 Welcome and introductions
- 2 Presentation on help and support for families in Haringey
- 3 Parent feedback
- 4 Home schooling: the experience
- 5 Next week's themed presentation

ITEM	AGENDA	ACTION BY
	<p>We welcomed Tobi and Anthea who joined us today. All parents and MQ introduced themselves to one another.</p> <p>-An overview of how these meetings are run was given, that is, there is an agenda, a themed presentation will be given with relevant information will also be shared through, and parents will be given a chance to share their views and comments throughout the meeting.</p>	ALL
2	Presentation on help and support for families in Haringey	
	<p>Details of the various types of support and details of organisations will be shared separately from the minutes.</p> <p>-Parents shared their experience of accessing services such as Family Fund and Markfield. It was acknowledged that because funds are finite, amounts may differ per households and some funds may not be accessible all year round.</p>	MQ
3	Parent feedback	
	<p>-Parents felt the Christmas celebrations towards the end of term were really enjoyable for the reception cohort. Parents commented that they were watching the performance over and over. Gratitude was also expressed for the staff organising the class parties.</p> <p>-The recent information about the ingredients of the Bagel's was also welcomed and was found to be useful information.</p> <p>- A parent wanted to share this link to the government's website. It talks about how families can Increasing data allowances on mobile devices to support disadvantaged children:</p> <p>https://get-help-with-tech.education.gov.uk/about-increasing-mobile-data</p>	
4	Home schooling: the experience	
	<p>The challenges that some parents were facing were: Separating the role of parent and them someone who helps with learning can be difficult at times -Having an autistic child at home can be challenging</p> <p>It was acknowledged that parents cannot be hard on themselves – they need to try. Parents ended this item by saying how much they appreciate the role of the school in their child's education. If a parents finds any part of home schooling difficult, please contact the school for support</p>	
5	Next week's themed presentation	
	E-Safety: how to keep the family safe online	MQ

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning Parent Staff Association (PSA) Minutes

Friday 4 December 2020

Attendees: 3

Apologies: 4

Agenda:

- 1 Update: fundraising
- 2 Proposed new name
- 3 What is a gift? (Challenge)
- 4 Presentation: Support for parents and their children
- 5 AOB

ITEM	AGENDA	ACTION BY
1	Update: fundraising	
	Awaiting further update	
2	Proposed new name	
	Awaiting further update on whether the group can use the new name	
3	What is a gift? (challenge)	
	Contacting a friend was good because I was able to show them video call Cooking for my friend was a challenge Outcome: fulfilling rewarding tasks which will be repeated	
4	Presentation: Support for parents and their children	
	Parents have requested for this to be postponed until next week because there will hopefully be more parents attending	
5	AOB	
	Jas has a 6 foot artificial tree that she would like to donate to the school	MQ
	Parents commented that the Felix food parcels are great and most parents have been using all the food items that have been given	
	Last day of school is Fri 18 December. The last PSA /coffee morning of 2020 will be next week (11 December)	

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning Parent Staff Association (PSA) Minutes

Friday 27 November 2020

Attendees: 5

Apologies: 1

Agenda:

- 1 Update: fundraising
- 2 Felix project
- 3 Proposed new name
- 4 Christmas school performance
- 5 Themed presentations
- 6 What is a gift? (challenge)
- 7 Parent participation
- 6 AOB

ITEM	AGENDA	ACTION BY
1	Update: fundraising	
	It's great news to hear that SLT have welcomed the fundraising idea and the PSA look forward to the next phase.	
2	Felix project	
	Parents like the way that food is being distributed – the contents of the bag have been well received too. The parents would like to congratulate the school on the way it is being organised as food is now being evenly distributed.	
3	Proposed new name	
	Request for SLT to confirm whether we can use our new proposed name of 'United Supporters of Devonshire Hill' or 'Supporters of Devonshire Hill' or do we need to give our new name some more thought?	SLT
4	Christmas school performance	
	Discussion held around should the performance still go ahead in light of the restrictions. It was agreed that is was a good idea for the children to perform in their bubbles as it encourages and develops public speaking, confidence and cognitive skills. It was then agreed that the performances should not be streamed due to the safeguarding issues around this.	
5	Themed presentations	
	The group would like some time set aside in the meeting for a presentation on 'Support for parents (including parents of SEN children)'	MQ
6	What is a gift ? (challenge)	
	Parents wanted to challenge themselves by giving a gift (that you do not need to buy) to someone over the next coming week. Gifts that are going to be given: -A smile to someone -A smile to someone in the shopping queue -A call to a family member -Cooking jollof rice for a friend who doesn't know how to cook it -A wave to an elderly someone I see on my morning journey	
7	Parent participation	
	Parents of PSA will continue to talk and encourage other parents to join the group during drop off and collection time.	

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning Parent Staff Association (PSA) Minutes

Friday 20 November 2020

Attendees: 4

Apologies: 2

Agenda:

- 1 Update: fundraising
- 2 Encouraging parent participation
- 3 New meeting name
- 4 What is a gift?
- 5 Forest School
- 6 AOB

ITEM	AGENDA	ACTION BY
1	Update: fundraising	
	The group agreed that they would like to set up a -establish a dedicated fundraising website link for parents/staff to use, who shop online just like the example given from St. Paul's C of E. https://www.easyfundraising.org.uk/causes/stpaulswinchmorehill/ Would like this proposal to go to the attention of SLT.	SLT
2	Encouraging parent participation	
	A notification will be going out on Parent Mail to encourage participation. Ola talked about how she has been talking to parents in the playground at collection time to encourage them to join our meetings – as some had issues with using IT she has suggested that they contact Ms Marie via the office	PSA and MQ
3	New meeting name	
	Two names were suggested: -PSA coffee break -United supporters of Devonshire Hill It was agreed that we would like all future meetings to be called United supporters of Devonshire Hill	
4	What is a gift?	
	Suggestions put forward was: -A Smile -Your time -Unwanted school uniform donated to the school -Junk to one person maybe useful to others (noted that this would be difficult to facilitate at this present time)	
5	Forest School	
	Parents asked whether children were having access to this. Examples of how the children were accessing this space was given. It was also noted that the area has now become established with clear defined areas/spaces to use.	
6	AOB	
	Agreed that we look forward to meeting other parents to this new group	

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.

Coffee Morning Parent Staff Association (PSA) Minutes

Friday 13 November 2020

Attendees: 4

Apologies: 3

Agenda:

1. Fundraising ideas
2. Parent involvement to PSA meetings
3. Felix project
4. RSE
5. New name of our meetings

ITEM	AGENDA	ACTION BY
1	Fundraising ideas	
	<p>The following ideas were discussed:</p> <ul style="list-style-type: none"> -could the school access funds from the National Lottery? -could we ask private companies to donate their old laptops. -establish a dedicated fundraising website link for parents/staff to use, who shop online. So when we shop for groceries, we know that we will be raising money for Devonshire Hill. <p>An example- given (please see the link below of St. Paul's. https://www.easyfundraising.org.uk/causes/stpaulswinchmorehill/</p>	MQ
2	Parent involvement to PSA meetings	
	<p>Barriers to parents getting involved are the language barrier (English not being their first language) Parents not confident with using IT The meeting invite for Goggle meet is not sent via blind copy so some parents may not want others to see their email address Currently meetings are not face to face and this is what parents have said that they miss about are coffee mornings/PSA meetings We will continue to encourage and support parents to join</p> <p>If parents express that they are unsure of how to access Google meet they can contact the school and will be guided through the process</p>	PSA and MQ MQ
3	Felix Project	
	The school is agreeing a plan to how the food will be distributed. This should commence with the next few weeks and parents will be informed via Parent Mail.	
4	RSE	
	Parents felt that this programme will be beneficial to the children. The school's presentation on what the programmes will entail was very informative.	
5	New name of our meetings	
	As we are combining our coffee mornings with our Parent and Staff meetings, we will need to think of a new name for our meetings. We will use the week to have a think and discuss at our next meeting on 20 th .	

Next meeting in one week's time - Every Friday at 10:00 – 11:00
 virtually (link will be sent out on Friday by 09:30). Excluding school holidays.