

THE SPRING TRUST

Elmstead Wood Primary School Parent Council Notes of meeting held on Friday 19th September 2025 at 2pm at Elmstead Wood Primary School

Present:

Mrs C Lewis (Headteacher & Chair) (CL)
Charlene Andrews (yr 1) (CA)
Rochelle Wright (yr 1) (RW)
James Newby (yr 2) (JN)

Apologies:

Michelle Bond (yr 5) (MB)

Also present:

Lucy Bodycombe, Clerk (LB)

1. Welcome and Apologies

- CL opened the meeting by welcoming all attendees.
- Apologies were received from MB.
- CL informed the council that more parents are coming forward and expressing interest in joining the Parent Council and hopefully there will be 2 new joiners in the next meeting.
- Actions from the last meeting:

Meeting date	Action	
14.5.25	CL will look at the feasibility of mini bus hire with Eltham College and Kemnal Technical College - <i>CL has a meeting with the Deputy Headteacher at Eltham College on the 25th September 2025 and she will discuss the option of using mini buses. Kemnal Technical College who confirmed that they do not share their mini buses externally due to insurance complications.</i>	Open
14.5.25	CL agreed to speak with the Headteacher at Coopers Primary to understand the logistics of chartering a train to Broadstairs, and if it would be financially viable - <i>the only way the school could charter a train would be if everyone contributed £30 which is a significant amount for parents. However, the most problematic issue is getting the children to a station with a train which goes to the coast, therefore the additional cost of coach hire would increase the cost further.</i>	Closed
14.5.25	The PC to look into sponsorship opportunities with local businesses - <i>outstanding. An update will be given at the next meeting.</i>	Open
14.5.25	CL proposed showcasing student work such as art displays in the local community to raise the school's profile, for example, in train stations. CL requested that the PC ask if parents and carers would be open to this idea. MB will explore the option of exhibiting artwork at the Phoenix Children's Resource Centre in Bromley. - <i>Outstanding, MB to report back at the next meeting.</i>	Open
14.5.25	CA and RW reported that some reception parents have expressed concerns about the transition from play-based learning to a more structured format. CL will liaise directly with reception parents to support a smooth transition and address concerns - <i>completed.</i>	Closed

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14.5.25	CL will send a communication via Arbor and dojo to inform parents and carers who the PC members are, and confirm that the first meeting has taken place - <i>completed</i>	Closed
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2. Reminder of the Purpose and Vision of the Parent Council

- The updated terms and conditions were circulated to the PC in advance of the meeting.
- All PC members were asked to sign the 2025/26 code of conduct form.
- CL informed the PC that their role is to promote the school and increase awareness within the community, as well as serve as the parent voice.

3. Key priorities for the year ahead

- To help achieve the school's awareness CL suggested asking questions at school evenings, engaging with parents at the school gate or conduct a short survey. CL explained that if patterns or trends are identified from the parent feedback, the school will be able to use this information to make improvements.
- LB informed the PC that the Hayes Primary School (HPS) PTA had raised £1,500 by asking parents to host advertising boards outside their homes for 2 weeks. The boards displayed information about the school's upcoming fireworks event, but they can be used for wider promotions for the school. **Action LB**
- The PC was informed that HPS carried out a parent survey in July. LB will share the Google Form which was used for the survey with CL. **Action LB**

4. Open discussion

- CL was asked why the summer fair was held on a Friday. CL explained that the school closes early for the summer fair, meaning that staff are available to provide support; Saturday events are harder for staff to attend. Holding the fair on a Friday also ensures that all children can enjoy it.
- It was confirmed that the Christmas Fair will take place on Saturday 29th November 2025.
- Open days will be held at the end of September, November and January. Leaflets are available in the school's reception and dates are also advertised on the website. The PC proposed distributing leaflets to local nurseries and houses in the community. The PC agreed to organise. **Action PC**
- A Halloween colouring competition was proposed, with the possibility of displaying winning entries at the local library. The school could also use the opening of the new library as an advertising opportunity, involving the children in the photos. The PC agreed to investigate options, including contacting the local councillor for support. **Action PC**
- CL highlighted the benefit of external speakers visiting school assemblies. Examples already scheduled include a representative from the Keston Mosque and an assembly about Harvest Festival. CL asked the PC to explore further opportunities for guest speakers. **Action PC**

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- JN asked if the Trust could create a YouTube channel featuring school tours and children sharing experiences. CL responded that the Trust's new website will feature short videos, there is also a LinkedIn page about the Trust. The main challenge with the suggestion is securing parental permissions for filming children. CL agreed to raise the idea with the Co-CEOs. **Action CL**
- The PC asked about the date of the school's anniversary, which could provide a good publicity opportunity. CL will confirm the school's anniversary date. **Action CL**
- CL was informed that a parent has raised concerns about rough play during lunchtimes. CL confirmed that there are 7 staff on duty daily, including 1 SLT member, 2 in the lunch hall and 4 in the Playground. The school follows the Outdoor Play and Learning (OPAL) programme which encourages children to manage risk with adult support.
- Another concern raised was that children were not finishing their lunch. CL explained that children may remain in the lunch hall for the whole break if needed. Reception, year 1 and year 2 eat first and Key Stage 2 follows a rotation schedule. A quiet lunch option is available in the Lodge which is supervised by Miss Rochell and Mrs Arnold. Children may go outside once they have finished eating; they are not made to wait for others. CL will send a communication to parents explaining lunchtime routines. **Action CL**
- JN raised concerns regarding the Labubu dolls which are marketed for ages 15+. CL confirmed it is a parental decision what children bring to school, and the school can only provide advice and guidance. CL will highlight this issue in a safeguarding newsletter. **Action CL**
- JN expressed his concern about the Labub doll and the meaning behind what they stand for, the recommended age is 15+. CL confirmed that it is a parental decision with what the children bring into school and the school cannot take responsibility or dictate to parents, only advice can be given. CL agreed to highlight the issue on a safeguarding newsletter so parents are aware. **Action CL**
- Bromley Council has asked for parental input on the SEN report to ensure it is in ligament with the Council's expectations. The PC will review the SEN report once circulated by LB and provide feedback. **Action PC**
- The Glades has launched a 'Love Uniform' pop-up shop offering 4 pieces of pre-owned uniform for free to families. The PC will contact Love Uniform to explore collaborative opportunities. **Action PC**
- JN asked whether the Trust has an official PC representative. CL confirmed that the Trust does not have governors but is overseen by Trustees. The Trustees specialise in areas and visit schools, they are not parents. The PC was therefore formed to represent parents' voices. CL will check with the Co-CEOs if there can be a PC Trustee representative. **Action CL**
- CL confirmed that a communication will be issued to parents introducing the PC members and explaining their role. **Action CL**

5. Next Steps and AOB (Any Other Business)

- The date of the next meeting was confirmed as being:
- The meeting ended at 5.17pm

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14.5.25	The PC suggested exploring the possibility of sponsorship from local estate agents and shops to help raise money for school trips. CL informed the PC that Clarion Housing has many residents in the local area, and in the past the school has received grants. Mottingham Big Local Refocused is a lottery funded project who have sponsored science workshops and they funded the nursery floor, but the lottery funding comes to an end in 2026. Mrs Arnold is applying for a grant from them for nappy changing facilities in the school. The PC could look into sponsorship opportunities with local businesses - <i>carried forward</i>	PC
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