

## SPRING TRUST

Elmstead Wood Primary School Parent Council  
Notes of meeting held on Friday 12th December 2025 at 5pm  
at Elmstead Wood Primary School

Present:  
Mrs C Lewis (Headteacher & Chair) (CL)  
Michelle Bond (yr 5) (MB)  
April Brown (R & yr 3) (AB)  
Heidi Dodgson (R)  
Rochelle Wright (yr 1) (RW)

Apologies:  
Charlene Andrews (yr 1) (CA)  
James Newby (yr 2) (JN)  
  
Also present:  
Lucy Bodycombe, Secretary to the PC (LB)

### 1. Welcome and Apologies

- CL opened the meeting by welcoming all attendees and introduced the new PC members, Heidi Dodgson (HD) and April Brown (AB). AB and RW joined remotely.
- Apologies were received from CA and JN
- Closed actions from the previous meetings:

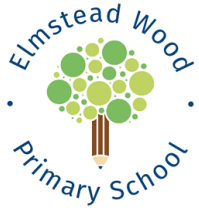
Meeting date	Action	
14.5.25	CL will look at the feasibility of mini bus hire with Eltham College and Kemnal Technical College - <i>Kemnal Technical College who confirmed that they do not share their mini buses externally due to insurance complications.</i>	Closed
14.5.25	The PC to look into sponsorship opportunities with local businesses such as Estate Agents	Closed
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>An updated discussion took place.</i>	Closed
19.9.25	Opportunity for advertising boards to raise money for the school - <i>the Boards were displayed and money raised for the school.</i>	Closed
19.9.25	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 - <i>the survey was shared</i>	Closed
19.9.25	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 - <i>complete.</i>	Closed



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19.9.25	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 - <i>the Halloween colouring did not take place, but Xmas colouring was available at the local Co-op with the school's Instagram QR code and promotion for the Christmas fair.</i>	Closed
19.9.25	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. <i>New ideas were discussed</i>	Closed
19.9.25	A 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 - <i>complete</i>	Closed
19.9.25	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 - <i>complete</i>	Closed
19.9.25	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 - <i>complete</i>	Closed
19.9.25	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 - <i>it was decided to keep the preowned uniform at the school</i>	Closed
19.9.25	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 - <i>there will not be a PC Trustee representative</i>	Closed
19.9.25	CL confirmed that a communication will be issued to parents introducing the PC members and explaining their role - <i>complete</i>	Closed



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### 2. Reminder of the Purpose and Vision of the Parent Council

- 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

- The Committee discussed a range of ways to raise the profile of the school. In addition to reaching out to the Phoenix Centre, other venues such as the local library, a local playgroup and the family centre adjacent to the school were suggested, with the possibility of pupils creating a mural at the family centre. The idea of displaying pupils' artwork on the London Underground was also proposed. The PC will research the possibilities. Action PC
- Parent survey: CL requested that the PC assist with the upcoming parent survey. The survey will be conducted electronically, with paper copies available. It was proposed that the PC collect responses in person to help maximise participation. CL will liaise with the PC. Action CL/PC
- A parent handbook will be created for EWPS, bringing together all relevant school information in one accessible place. The PC suggested that the handbook should:
  - Be available in translated versions
  - Be colourful and engaging
  - Include photographs
  - Be clear and simple in format
  - Be available digitally
  - Include a QR code for access
  - Include the school's Instagram details

### 4. Open discussion

- Instagram: The PC asked whether a QR code linking to the school's Instagram page could be added to the admin email signature and a QR code/hyperlink also shared via Dojo. Action CL
- Pre-loved uniform: A wardrobe has been sourced for pre-loved uniform, and the proposal is to open it at a specific time. The PC suggested adding a donation box in exchange for items taken. HD confirmed she is available to assist once a week.
- External speakers: The possibility of inviting external speakers was discussed. The school's RE lead has contacted some individuals, though some have requested a fee of £50 to deliver an assembly. The police previously visited the school during citizen week. It was agreed that parents could be asked whether they work in roles that could be shared during assemblies. Authors will also be contacted, and companies or individuals advertised in local magazines will be approached by the PC. Action PC
- Year 2 performance: The PC reported feedback received from parents following a year 2 performance, noting that a small number of children appeared less engaged than others. CL explained that it can be challenging to involve all children equally, but agreed to pass on the feedback. Action CL



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- **Lighting:** It was highlighted that the area used for after school club pick-up is very dark. Since this was raised some lights have been switched on, which has helped. CL is investigating whether the other lights on the site can be repaired so the entire area outside the school is lit.
- **After school clubs:** The popularity of the after schools clubs was discussed. A new cross-country club is due to start in January 2026, and CL is exploring options to recruit additional staff to support the £1 clubs.

### 5. Next Steps and AOB (Any Other Business)

- The date of the next meeting will be scheduled after February half term.
- The meeting ended at 6.27pm

### **Actions:**

Date	Action	Who
19.9.25	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 - <i>outstanding</i>	PC
12.12.25	<ul style="list-style-type: none"> <li>• The Committee discussed a range of ways to raise the profile of the school. In addition to reaching out to the Phoenix Centre, other venues such as the local library, a local playgroup and the family centre adjacent to the school were suggested, with the possibility of pupils creating a mural at the family centre. The idea of displaying pupils' artwork on the London Underground was also proposed. The PC will research the possibilities.</li> </ul>	PC
12.12.25	<ul style="list-style-type: none"> <li>• <b>Parent survey:</b> CL requested that the PC assist with the upcoming parent survey. The survey will be conducted electronically, with paper copies available. It was proposed that the PC collect responses in person to help maximise participation. CL will liaise with the PC.</li> </ul>	CL/P C
12.12.25	<ul style="list-style-type: none"> <li>• <b>Instagram:</b> The PC asked whether a QR code linking to the school's Instagram page could be added to the admin email signature and a QR code/hyperlink also shared via Dojo.</li> </ul>	CL
12.12.25	<ul style="list-style-type: none"> <li>• <b>External speakers:</b> The possibility of inviting external speakers was discussed. The school's RE lead has contacted some individuals, though some have requested a fee of £50 to deliver an assembly. The police previously visited the school during citizen week. It was agreed that parents could be asked whether they work in roles that could be shared during assemblies. Authors will also be contacted, and companies or individuals advertised in local magazines will be approached by the PC.</li> </ul>	PC



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12.12.25	<ul style="list-style-type: none"><li>Year 2 performance feedback: The PC reported feedback received from parents following a year 2 performance, noting that a small number of children appeared less engaged than others. CL explained that it can be challenging to involve all children equally, but agreed to pass on the feedback.</li></ul>	CL
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