

# Minutes of Parent Forum

Held on: Friday 27<sup>th</sup> January 2017



<p><b><u>Present:</u></b></p> <p>Karen Roberts (Headteacher)</p> <p>Sonia Cheal Amie Morgan Yvonne Kinson Mary Edge Tracy Baldwin-Jackson Kathie Vickers</p>	<p><b><u>Apologies:</u></b></p> <p>Lorna Jones (Vice-Chair of Governors)</p>
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Agenda Item	Discussion	Action By whom
<p>Welcome</p> <p>Outline Purpose</p>	<p>Miss Roberts shared the terms of reference with the new group members.</p> <p>Everyone agreed with the terms of reference.</p> <p>We have now recruited a Y4 representative, Kathie Vickers, and Yvonne Kinson has taken over from Joanne Cole as the Y1 representative.</p>	<p>Remind parents on the next newsletter who the class representatives are so that they are aware of the change in Y1.</p> <p>KR</p>
<p>Actions from Previous Meeting</p>	<p>Home/school agreements</p> <p>Lists of websites for parents to use to help to support their children at home have not yet been sent out.</p> <p>Community Days - Lloyds have not received the</p>	<p>KR to the ask the office to send these out</p> <p>KR to ask teachers to send these before half term</p> <p>KR to resend and copy in Yvonne Kinson.</p>

	<p>request form</p> <p>Ground Force Day - request from school for parents/grandparents who could help with creating a new planting garden/allotment for the Nursery/Reception children, and a multi-sensory spiritual garden for the children to use in the quad</p>	<p>Yvonne Kinson to contact Lloyds to see if they can help with this.</p> <p>KR asked parent reps if they could ask for local volunteers who might be able to help with both projects.</p>
Ofsted Feedback	<p>Parent reps said that the feedback from Ofsted had been positive.</p> <p>Parents and other members of the community were really happy with the way the school has improved.</p>	<p>KR to regularly remind parents that we have an open door policy and that parents are welcome to make an appointment to come into school to discuss concerns.</p>
Communication between school and home	<p>Parent reps felt that communication between school and home was good. The newsletter is informative and the web site is updated regularly.</p> <p>School trips - a discussion was had about giving parents more notice for trips in the future, especially for residential trips that have a higher cost.</p> <p>ParentPay - some parents felt that they would like instructions on how to use ParentPay. A discussion was held on having a workshop for parents but most parent reps felt this was unnecessary. Some parents have raised concerns that minimum</p>	<p>KR to ask the teachers and the office staff to send trip letters out well in advance to give parents more time to pay. Plans are in place for next year's Laches Wood trip for Y4 and KR is going to ask the office to set up the payment on ParentPay in July so that parents can start paying sooner.</p> <p>KR to speak to office staff to ask them to send out ParentPay instruction sheets for new users and</p>

	<p>amounts set on ParentPay have not enabled them to make regular payments for trips and a request was made to set the minimum amount as £1.</p> <p>Communication regarding spelling and handwriting pens was discussed. Some parents felt that they were unclear on the criteria for their child receiving a handwriting pen. Some children take home spellings to learn and others don't. KR explained how the school's spelling scheme works and what the criteria for pen licences are.</p>	<p>to set the minimum payment amount to £1 for trips.</p> <p>KR to speak to Mrs Richards to ask her to include a slot in the newsletter explaining how children can work towards a handwriting pen. Plans are in place for a spelling workshop this term and again, Mrs Richards will be asked to include some information in the newsletter about how the spelling scheme works.</p>
<p>What is working well in the school?</p>	<p>The children have settled well into Nursery and their new room.</p> <p>All parents enjoyed the Christmas productions and the DVDs.</p> <p>Y4 parents enjoyed the Young Voices concert and the experience it provided.</p> <p>The whole school panto trip was fantastic!</p> <p>Communication - parents feel that they can approach the school with concerns.</p>	<p>KR to look into selling photographs of the children at next year's shows.</p> <p>KR/ME to organise the panto earlier next year to give parents more notice to pay and to avoid buying family tickets.</p>
<p>What improvements could be made?</p>	<p>Clubs - the following issues were discussed:</p> <ul style="list-style-type: none"> <li>- A wider range of after-school clubs.</li> <li>- More clubs for Reception.</li> <li>- The possibility of a gymnastics club for</li> </ul>	<p>Information in newsletter on 27<sup>th</sup> Jan regarding clubs for Y3/4. Clubs will be repeated for Y1/2 after Easter.</p> <ul style="list-style-type: none"> <li>- Clubs for</li> </ul>

	<p>Y3/4.</p> <p>Hand washing - parents asked if the teachers could regularly remind the children to wash their hands. KR explained that all teachers and lunchtime staff do this regularly. Mrs Vickers explained about a hand washing experiment she had read about.</p> <p>Parents have asked if the EYFS gate can be unlocked promptly at 8:45am.</p> <p>Nursery parents have asked if the staff can ensure that the children's coats are fastened up when they are playing outside and when they are dismissed at the end of the morning.</p>	<p>Reception tend to start around February half term as the children find it too overwhelming earlier on in the year to stay for an an extra hour. An art club is starting in March and there are plans for a multi-skills club in May.</p> <ul style="list-style-type: none"> <li>- There are no plans for a Y3/4 gymnastics club this academic year but we can look into this for September.</li> </ul> <p>Mrs Vickers to email the details to KR about the hand washing campaign and KR will ask the teachers to look at this with their children.</p> <p>KR to speak to EYFS staff and ask for the gate to be unlocked on time.</p> <p>KR to ask the Nursery staff to ensure that this is done.</p>
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AOB	<p>Homework - the homework being set is inconsistent in some year groups and does not fit the expectations set out in the home-school agreement in the front of the homework books.</p> <p>KR explained that there should be:</p> <ul style="list-style-type: none"><li>- Reading each night</li><li>- Weekly English task and weekly Maths task</li><li>- Half-termly project which the children have several weeks to complete</li><li>- No homework over school holidays</li></ul>	<p>KR will speak to all staff to ensure that homework is set consistently across all year groups.</p>
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