

Parent Forum Minutes – 4.10.19

Present – NW, CD, CA, MT, KS, RR, CM **Apologies** – PD, RM

Matters Arising – there were concerns that the matter of the school playground equipment was missed off the minutes of the last meeting. This matter was not included in the parent forum minutes as a separate email was sent out to all the parents.

1. **Website & Class Page** – The school previously had a ‘meet the teacher’ session but this was replaced with an parents evening early on in the term and an A3 booklet containing information about the particular school year. This booklet has now been replaced by a ‘Class Page’ on the school website which contains information regarding topics that will be covered and updated each term. Sometimes this may contain information that the teacher / school is keeping a surprise from the children such as upcoming topics and trips. Please do not share these with the children and spoil the surprises!
2. **Woodland Trust, free trees** – There is a possibility of the school being given trees (to be planted on or off site), Mrs Terry and Mrs Reed will be looking into this as we have limited space.
3. **Professional Photos for nativity and / DVD** – School are currently seeking advice regarding the taking of photos by parents as not all parents have given consent for images of their children to be taken and shared. It may be possible for photos to be taken by a professional photographer at for example the dress rehearsal of the nativity and these could be sold as fund raising for the school. Mrs Price is investigating and seeking advice from county regarding this.
4. **Leaves & staff names in newsletters** – some parents (especially the little owls) are unaware of the meaning of some of the terms and staff names mentioned in the newsletter. All staff pictures, names and roles are on the school website. Other school terms such as school ‘Leaves’ will be included in the school booklet which is given out to new starters.
5. **Sports Day** – much positive feedback was received from parents regarding the new format of sports days held last summer. It all ran very smoothly, and children were kept busy at the different stations and not much time was spent sitting down and waiting. Some parents have requested a running order sheet for next year however the order of events often has to be changed several times on the day due to loo breaks and injuries and therefore this would not be possible. A suggestion was received that maybe each year group could be easily identified by holding a flag so that parents could spot where their children were. School have agreed to use a class running order display board to help parents identify where their child’s year group may be.
6. **Trip letters and payments requests don’t match** – sometimes emails are sent regarding trips and the payments requests are not open yet therefore please could these be synced so that parents receive the email / information and then pay immediately on the school gateway. Mrs Wilde to discuss this with Miss Hastings.
7. **Twitter updates** – during the Harry Potter trip there were no updates on twitter regarding the day or estimated arrival time. This was because there were problems with twitter, and nothing could be uploaded. It should be assumed by parents that if there is no communication from school then all is well with the trip and the time of arrival will be as previously arranged with parents. If the coach was running late back, and twitter was not working, then the staff would contact the parent forum reps for those classes who would inform the parents of that class via the class email and / or whatsapp group pages. It should be noted that there are very few staff who have access to the school twitter account and therefore a member of staff may not

be on that school trip. All staff that are on the trips have a group of children in their care and therefore the priority is to look after the children and if there are any concerns or problems then the parents will be informed as soon as possible. Where possible pictures and estimated arrival times will be updated on twitter therefore any parents wanting to have access to the school twitter page need to complete a form which can be obtained from the school office and then they need to log onto twitter and ask to follow school. Then school will accept the parent and they will have access to the school twitter page.

8. **Hot meals, dates on menus, reducing plastic waste and quality** – the dates are now on the school menus (rather than the numbered weeks as before) to make it easier to quickly identify which menu corresponds with the current week. There is very little plastic used for school meals. Any plastic bowls are returned to the provider to be washed and little plastic is ever thrown away. One negative comment on the quality of the school food was received – this is regularly monitored by the school and if there is a meal that is poorly received, and therefore much waste generated, this is communicated back to the provider in a communication book. Parent forum in the past have spot checked / taste tested the food and feedback was positive. The school reviews the meal providers at regular intervals.
9. **After school clubs, snacks before, joining in if in night owls, clubs being cancelled** – Mrs Wilde will check if a snack is allowed before a club for example when the class has already had PE and swimming that day. Currently the children who are in Night Owls are joining in with the afterschool clubs until 4.30pm as Miss Knowler who runs Night Owls is doing her teacher training and is in meetings until this time. If clubs are cancelled then the children are sent into Night Owls until they are collected as the school would not want to put a child on the bus that was not meant to be there; therefore if in doubt they keep them at school where they are safe and can be collected at normal time when the club would have finished. School would welcome any parent volunteers to help with cross country as if the children are to leave the school site to run around the fields in the village there need to be more adults present. These parent volunteers would need to be DBS checked by the school.
10. **Holiday Sports Clubs** – school plans in future to give parents a lot of notice so that parents planning school holiday child care can book a place and then the closing date will be far enough in advance that if the school has to cancel the holiday club due to lack of numbers parents have enough time to find alternative arrangements. School will look into sibling discounts.
11. **Newsletters** – it was felt that often the tone of the newsletter can be quite negative and some parents feel is an opportunity to ‘tell off’ parents. This will be fed back to the school. The newsletter is an opportunity to pass information onto parents and sometimes the topics and messages are ones which may not be positive, such as problems with parking around school.
12. **Calendar synced with trip letters** – Mrs Wilde has looked into this however there are concerns over security as the school calendar is on the school website and therefore putting links to school trip letters may not be appropriate especially for example when school trips arrive back at school out of school hours. All information regarding school trips are emailed out to parents and if a school trip is running late back then parents will be made aware via twitter and / or school class forum reps.

AOB: Year 3 swimming – a few weeks ago year 3 missed their class swimming lesson because the pool had not booked in the session. As this was a booking mistake by the pool, the session had not been included in the total number that the parents have paid for therefore no reimbursements or extra sessions are necessary.

Date of next meeting – to be decided.