

Parent Forum Meeting Minutes
Monday 23rd June 2025 – 9.30am to 10.30am

	Item	Action
	Attendees: Mrs Aldous, Mrs Lee, Mrs Kazzaz, Mr Connell, Miss Panayi, Mr Connell, Mrs Grattan, Mr Maynard and Mrs Richards.	
1.	Apologies for Absence: Mrs Green	
2.	<p>Minutes: Mrs Grattan started the meeting by advising the group of Mrs Green’s absence. Mrs Grattan also thanked the group for attending, acknowledging that it has been a while since we have all met due to her absence from school.</p> <p><u>School Redecoration:</u></p> <p>We were wondering as a school whether parents would be willing to volunteer some of their time during the school holidays (WC 28/07/25 and WC 18/08/25) to come into school and help with some painting- i.e. classrooms, corridors. Mr Walton has limited time during the holidays in which he has to get whole school maintenance, testing plugs, ground maintenance etc so this would be an incredible for us a school. If parents have time to volunteer and have their own painting equipment they would be willing to bring in to use, this would be amazing. Obviously, school would provide the paint required. Mr Maynard advised parents that we had seen this done by another school and it proved to be a success- the school offered refreshments such as bacon sandwiches in return. Parents to put a message out on the groups to parents and collate any volunteers’ names ready to pass on to Mrs Grattan.</p> <p><u>Year 3 Fridge:</u></p> <p>If a fridge was put for snacks in Year 3, we would need one across the whole school. There would be the costing to consider and the maintenance/cleaning of them which we are currently unable to do. School is unable to fund so would need to reach out to PTA for help. Mrs Grattan advised we could look into what could be done for next academic year. Miss Panayi suggested getting picnic cooler boxes for each class which would only be used in weather like this. Mrs Grattan and parents agreed this was an idea to look into. Mrs Grattan did advise it would be dependant on being cost effective, particularly if there is something else at the time which would be more of a benefit to school. Mrs Kazzaz suggested she adds in a little ice pack if possible or simply freezes their fruit and sends it in knowing it would have defrosted in time for snack. Mrs Grattan clarified that snack time is 10.30am. Agreed we will look at ice pack/freezing solution for now and if no success, we will revisit this topic at a later date.</p> <p><u>Year 6 Homework:</u></p> <p>Mrs Grattan hasn’t looked into this much due to not being in school much and Mrs Levy has been doing two jobs. Mr Connell is aware the policy states there is no requirement to do homework however, he feels it would be nice to have some recognition for the children who do choose to do the homework. Mrs Grattan clarified that we do recognise children’s efforts by our current reward systems- house points, wow work, smiley book assembly on Friday. Mr Connell feels even a tick, signature, ‘well done’ or sticker would make children happy and excited to come home and show their parent. Mrs Grattan agreed to speak with the teachers to see what can be done.</p> <p><u>Year 6 SATS:</u></p> <p>Mrs Grattan passed on the thanks from parents to Miss Davey for running the SATS breakfast. Miss Davey had to jiggle things around a bit due to changes to TA’s. Everything that needed to be covered was fitted in so children didn’t miss anything they needed. Mr Connell feels it would be useful for parents to be aware of any</p>	

	<p>changes around this time. Mrs Grattan explained that the children were made aware of changes and as children about to start secondary school, we would hope they would be responsible enough to advise/communicate with parents. Mr Connell feels it would be very helpful for parents to know of any changes coming up opposed to his child coming home and saying 'we haven't done computing for x amount of time' or 'we haven't done humanities for x amount of time'. Mrs Grattan is going to look back through the class newsletters to see what information did go out to parents and will then speak with teachers to ask if parents can be made aware of any possible changes.</p> <p><u>Notice for payments:</u></p> <p>Parents felt the deadline for PGL payments could have been better- Mrs Lee asked whether the payment deadline could be moved to 1st of the month rather than right on top of pay day. Mrs Richards had spoken with Miss Mills (Finance Officer) prior to the meeting to ask about this and Miss Mills advised that PGL set the dates and due to the nature of the trip, payment deadlines are when the company set them and they have to be followed. With trips such as Legoland, we give as much notice as possible however, this part of the term is near the end of the financial year which means that all monies must be allocated- we cannot get payments in and have them just sitting there. Prices given to parents have to always be based on 'worst case scenario' and then refunds can be later arranged if price varies and circumstances change.</p> <p><u>School alerts:</u></p> <p>Mrs Lee mentioned that when school had to close due to loss of water, there were some parents who didn't see the message until later. This is due to them working in a bad signal area and/or not being able to check messages until after 5pm. We currently do not have the text message function due to extra cost, only the email function. Miss Mills and Mrs Richards have looked into other options and the other alternative is that we can set urgent messages to go as an announcement. Parent reps suggested setting up a 'parent forum' Whatsapp group with only the parent rep members added and school in which messages like a school closure can be added straight on and circulated to parents. Mrs Grattan was happy with this idea and we would look into it.</p> <p><u>Photographs:</u></p> <p>Mrs Grattan explained that due to the new GDPR rules, we will be sending out a new photo permission request form which we require. This form will allow the school to continue to keep and use photographs held by school for up to 15 years. Without this consent, all photo displays would need to be removed, photos from the website etc which is what showcases our school to visitors and future pupils. Mr Connell has put a message out on the class Whatsapp group for Mrs Grattan.</p> <p><u>Parent Reps for Sept 2025:</u></p> <p>All parents agreed to put a message out to all classes to see if any new parents would like the role of parent rep for the next academic year or if classes are happy for current parent reps to continue with their class into the new academic year.</p>	
3.	<p><u>Any other business:</u></p> <p>Mr Maynard referenced an email sent in with a few last-minute agenda items on behalf of Mrs Green who represents Year 1. One point raised was Year 1 children not being allowed to go to the toilet when they need to go. Mrs Grattan clarified that the only time a child would be asked to wait a few minutes is in circumstances where the toilet is busy or the teacher is mid-way through delivering the input of the lesson and therefore not wanting them to miss what they do. We are also mindful as to the number of children going to the toilet together, certain groups of children who always wish to go at the same time and are simply mindful as to the space. Year 1 & Year 2 share toilets so space can be often tight. No child would ever be denied the toilet.</p> <p>Mr Connell asked about the procedure for sun cream during the school day. Are children reminded to reapply as some parents have noticed children coming out red.</p>	

	<p>Mrs Grattan confirmed that children are reminded to put it on if required and teachers/dinner ladies also encourage children to stay in the shadier areas if the weather is too hot.</p> <p>Mrs Aldous asked about the schools' perspective on Hedgehogs children bringing in backpacks instead of the bookbags. She has expressed how for her personally, they aren't long lasting and don't seem made for putting in books, water bottle and snack pot. Her current Year R child has one and the bag has started to break after only having short of a year. Mr Maynard suggested this be discussed with the company so they are aware of this. School time do offer an alternative. Mrs Grattan will have a look and speak with KS1 team to gather their views. Currently from September all children in Year R, 1 and 2 will be expected to have the bookbag not a backpack.</p>	
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Meeting ended at 10:15am

Meeting Action Points Summary

Item	Person Actioning	Action	Action completed