

Parent Forum Meeting Minutes

Monday 27th January 2025 – 9.30am to 10.30am

	Item	Action
	<u>Attendees:</u> <i>Mrs Grattan, Mr Maynard, Miss Panayi, Mr Connell, Mrs Lee, Mrs Kazzaz, Mrs Aldous, Mrs Richards.</i>	
1.	<u>Apologies for Absence:</u> <i>Mrs Green and Mr Whiffin</i>	
2.	<p><u>Minutes:</u></p> <p>(2) Swimming- Parents asked for pupils to wear PE kit to make changing for swimming easier. Mrs Grattan has spoken with Mrs Driscoll and we feel this can be done however, details and confirmation will be sent out to parents closer to the time.</p> <p>(3) Music at drop off/pick up- We know it was agreed that we would start with music being played for pupils when coming into/leaving school but we have found that it is not viable for Mr Walton to do this as he would have to leave his personal phone with the sound system which obviously being on call for staff, he couldn't just walk away and leave the phone there unattended.</p> <p>Mr Connell kindly offered a CD player to the school in the chance that this may help. Mrs Grattan agreed to speak with Mr Walton and see what we can do, if this is an option. If not, we will make use of the CD player for Christmas or something else.</p> <p>(4) Spellings- Year 3 spellings are done in the same way as Year 4, uploaded to the class page, an overview of the terms spellings are sent out to parents and added to the class page, homework sheets are sent out which do not need to be returned unless the child would like to do it and bring it back in but this sheet also contains the weekly spellings. The spellings are also incorporated in the weeks work so this is another opportunity for the spellings to be practiced. Always check the school class page on the website.</p> <p>Parents can contact the office if they require a printed copy. Mr Connell suggested staff offering a small reward in the form of house points or something like this for the children as an incentive for bringing the sheet back to school and showing they have clearly made effort with it.</p> <p>(5) Assessments- Giving classes notice as to when assessments will take place can often be tricky as we need to take into consideration that staff may be absent. In this situation, we wouldn't want to children to be all prepared for tests to then not have them due to absence or another reason and then cause further worries or anxiety. Mrs Grattan has agreed that going forward we could put a message out to classes advising that we plan to hold assessments between xxx period of time. Assessments would take place within this time frame.</p> <p>(6) Settling in days YR R- We provide transition session dates to parents as in advance as we can however, with the whole process there are deadlines and timescales that need to be followed correctly. Because of this process, we would be unable to change the notice period to make it any earlier than it is. June/July is pretty early for September dates.</p> <p>(7) Funding for trips- For all money logged on Bromcom, it must be allocated correctly. We cannot have 'pots' of money just sitting on the system due to finance and auditing purposes. We do currently offer to parents the option of paying for things in full or over a staggered period of time. Certainly, at this time, we cannot agree to this.</p> <p>(8) Clubs- Science club normally comes in when possible however, this term they haven't contacted us so we can only assume they may be fully booked currently. Running free clubs currently depends on our teaching staff and with current workloads, they are unable to do so. Mrs Driscoll has recently had an operation on her knee so is unable to run one until next term. Miss Hipkiss has run a club in Term 1 & 2 so at</p>	

current is having time for herself but may be able to start another one in Term 4. Winter months make running clubs harder as we are limited to what we can offer in terms of a club and we can't always rely on staff to give up the spare time they have. We do offer as much as we can. Miss Panayi suggested maybe reaching out to local people/community and seeing if they are able to run any free clubs. Mrs Grattan was okay with looking into the idea however as a school we do also have to consider insurance and liability and having a member of staff to be on hand in case help etc is needed. As a school we are happy to have parent volunteers however, they would need to run the whole club and be solely responsible for everything- payments etc. They would need to consider the first aid element, cover for using our equipment etc. Mrs Lee mentioned that within her line of work, she works with computer packages like photoshop which she would be happy to come in and work with our Year 6's- showing life skills which could be handy to them later on. Mrs Lee also advised she recently completed first aid for her job role and the tutor also offers first aid training for children 7+. Mrs Grattan advised we have taken part in something similar to this a few years ago.

(9) Fundraising for computers- Mrs Grattan handed this over to Miss Panayi.

Miss Panayi advised we have reached the target we set. Mr Walton received a quote which was lower than the original £10,000 which was £8,790. This didn't include new mice or keyboards which brought the price down however, we had a donation of some and Mr Walton is happy he has ones still perfect to use. We have also looked into the warranty for the computers which will cover them for the next 5 years which will cost around £2,100 which the PTA are looking at covering. Year 2 has got a parent who currently works in a bank and we will hopefully get match funding. Currently need approx £1000 to have enough money for the warranty so will look at options to fundraise for this. If parents would like to do fundraising events like street cake sales, this would be perfect.

(10) Communication- Reviewed after covid, way we do it now ensures safety of all children, we know which child has gone with which adult, we still have an 'open door' policy- parents can always speak with teachers privately at request. Mrs Aldous wanted to know if there is any way that Year 3 come out at the same time as KS1 so KS1 siblings are not having to wait around too long. Mrs Kazzaz pointed out that she feels it is safer in the current way we are doing things as quite often KS2 children come rushing out/rushing at the front of school- Mrs Grattan will remind all pupils of conduct outside/around school.

Mr Connell shared as a teacher himself, it possibly will never feel like teachers can be approached as it is like a 'conveyor belt'- teachers having a queue of 25-30 children behind them waiting for their parent and teachers are solely focused on ensuring the child has gone with the correct person. Mrs Grattan asked for parent reps to remind all parents that staff can be approached and if they feel they need a more in-person chat, they can contact the teacher privately through the school office, speak with the DSL on the gate or simply wait at the very end of the line and then speak with class teacher. In no way, do we wish for parents to feel they cannot speak to us however, we also know we are never going to be able to please everyone whichever way we do it.

(11) General Fundraising- All fundraising as it currently stands simply goes in one main pot. We don't ever want to put expectations on parents. As a school we wouldn't want to set a 'class target' as we are aware and always take into consideration that some families have more available spare money than others may have. Mr Connell suggested an overall school target however again concerns around putting pressure on parents. Mrs Kazzaz asked about the amazon wishlists and if these proved to be a success. Mrs Grattan confirmed we ran one in the summer and we did get things from the list. This time, we done it as a general and all items received were all put in the staffroom and staff simply came and took the items required for their class. Parents have mentioned

	<p>how the wishlists weren't specific to their child's class and feel that if this was run again but changed back to class specific items, parents may be more inclined to purchase items if they knew their child's class would benefit from the items. Even if items were kept until the September and used for their class at that time.</p> <p>Mr Maynard feels a 'school target' would be perfect in an ideal world however, as stated we do not want any parent to feel pressured or uncomfortable and we wouldn't want them supporting us to affect their own living. A parent donating £1 is still just as valuable to us as is a parent donating £100 and we are grateful to all parents for all donations no matter how small or how big it is. We always want parents to know there is never any expectation or pressure to give a donation but if you can or you do, it is always gratefully received. Parents mentioned putting targets on set PTA events. Miss Panayi explained that the colour run for example is one of the most popular events run by the PTA and one that turns out a massive profit for the school. We wouldn't want to set a 'target' on this as we never know the total we are going to raise for the event and all monies raised goes into the one main pot. Parents feel transparency is key for fundraising as they like to know what we are raising money for and what the funds raised are being spent on/what has been purchased.</p> <p>Next meeting: Monday 17th March 2025 @ 9.30am Agenda items sent by: Monday 3rd March 2025</p>	
3.	<p>Any other business:</p> <p>Mrs Grattan wanted to remind all parent reps that if there are individual items they wish to raise or have a query about, these can be sent directly to her and do not need to wait to be raised in the next meeting.</p> <p>Mrs Lee mentioned that parents within school have mentioned that snacks are coming home and children do not always seem to be eating their snacks due to the cold weather. Children complain it is too cold outside to eat their snack. Mrs Grattan advised we do what we can and we do have shelter outside which children could use to give them a bit of shelter from the cold but other than this we are limited on what else we could do. There is a timescale for break time fitting in with the new 'white paper' and stresses on the curriculum so we need to be finishing lessons for break and lunch times at the correct times.</p> <p>Mrs Grattan advised the parent reps that there will be changes coming into force regarding snacks linked to the upcoming changes to our bins. We will let parents know details closer to the time of these required changes.</p> <p>Mrs Lee also wanted to clarify arrangements for packed lunches and wrappers being sent in as it has become apparent parents are sending items still in lunch boxes with wrappers on. Mrs Grattan confirmed that we do generally ask where possible for items not to be in wrappers as helps with waste however we know that this also helps parents know what their child has or hasn't eaten as items/wrappers can be sent back home to parents.</p>	

Meeting ended at 10.20am

Meeting Action Points Summary

Item	Person Actioning	Action	Action completed