

Parent Forum Meeting Minutes

Monday 25th November 2024 – 9.30am to 10.10am

	Item	Action
	Attendees: Mrs Grattan, Mr Maynard, Mrs Lee, Mrs Kazzaz, Mrs Aldous, Mr Connell	
1.	Apologies for Absence: Mr Whiffin (4), Mrs Green (1) and Miss Panayi (PTA)	
Minutes:		
2.	Healthier lunch choices update – Year R This agenda item was discussed at the previous meeting on 30-9-24 and that meeting was attended by Mrs Siggers the school cook to discuss this agenda item. All agreed we did not need to discuss this item again. The parent who raised the agenda item has been invited to speak to Mrs Grattan but has at this stage declined. This offer of a meeting with Mrs Grattan to discuss in more detail remains open.	
3.	School Photos - YrR and Yr5 Yr2, Yr4 and Yr6 would also like to discuss this matter. It was mentioned that some schools offer a pay monthly scheme for all individual photos and would this be a possibility for Higham to support parents? Mrs Grattan would discuss with the office team. Some parents are not happy with the format and the quality of the school individual and class photos. There are gaps between the siblings within the photo and gaps within some class photos as well. Mrs Grattan would discuss with Miss Colfer to take up with Kittle. Parents would like us to look at other providers and compare what we get and costs to ensure best value. Mrs Grattan did state that Kittle have a long standing partnership with the school which means we get to have all previous photos stored electronically and this means parents can access previous photos. Mrs Grattan was asked if school gained any money from sales, Mrs Grattan believed this was not the case but would check for clarity. The school do get copies of all class photos each year compiled in one frame to display in school free of charge. Mrs Kazazz and Mrs Lee have some contacts that they will share the details for. Parents requested that Mrs Grattan will also ask Miss Colfer to ask Kittle if they have any packages or deals available to parents.	
4.	Calendar – Yr3 The photo day that took place 2 weeks ago was not on the school calendar. Mrs Grattan apologised for this and would pass back to the office so we can try to ensure everything is on the calendar. It was acknowledged that all key dates are in a section on the school newsletter. Parents said they would like everything in one place. Mrs Grattan explained that the calendar is there for all dates and the newsletter is a good reminder of dates coming up. All parents agreed. It was requested that PTA dates go on the school calendar. Mrs Grattan referred to the new PTA newsletter that is clear and shares dates, fundraising and the aim of the fundraising as well as any other news. The newsletter is well presented, clear and concise and Mrs Grattan thanked the PTA for this new addition. For parents having difficulty with reading the newsletter a condensed version with everything on has been created by another parent. This was shared with the school.	
5.	MCAS Dinner money notifications – Yr3 Mrs Grattan explained that this is controlled by Bromcom and not the school. It is to ensure parents are fully aware of payments required and if they need to top up their account or have outstanding payments. This supports the school budget as there is less outstanding debt. Mrs Grattan was asked if the school were kept aware if a parent was unable to pay and a child was then missing out. Mrs Grattan stated we do keep an eye on	

	<p>the situation and discuss with parents when we are aware as no child should miss out on their only hot meal of the day. Mrs Grattan urged parents to please contact her if they are struggling with school meal payments and we will do what we can to help. All parents agreed it is better to have reminders than to discover you owe lots of money or your account is empty.</p> <p>As an aside to this but linked to Bromcom one parent mentioned that the app messages jump around. Mrs Grattan would talk to Miss Colfer to look into this.</p>	
6.	<p>Tuna and mercury content – YrR</p> <p>This was raised as there has been research by two tabloid newspapers about the amount of mercury in tuna and other fish. This research was inconclusive. Mrs Grattan stated that the school have received no guidance or advice from DfE or food standards and that the amount of tuna on offer is of the correct quantity. The school meets all regulations and requirements in terms of food standards, the food we offer and the quantities served. The parent forum were unanimous in stating that there are plenty of other menu choices if parents are concerned.</p>	
7.	<p>Music at school start time – Yr5</p> <p>It was requested if we could have music playing outside school as the children come into school to start the day positively. There could be different music each week. Mrs Grattan will look at this and talk to Mr Walton about trialling this once a week on a Monday. Our aim if possible is to implement before the end of this term.</p>	
8.	<p>Disco -Timings-Yr6</p> <p>It has been asked ‘can there be a bigger gap between Disco’s?’, this is due to traffic outside the school and a subsequent safety risk for pupils and parents due to congestion. The PTA have already consulted on this and for the next disco will trial the following:</p> <p>Infants 6pm – 7pm Juniors 7.30pm – 8.30pm</p> <p>This will ensure there is no increase in time needed for staff and volunteers attending the disco after their working day. The next disco is the Valentine’s disco on Friday 7th February.</p> <p>Enquiries will be made about whether the memorial hall car park could be available on disco nights to also help ease congestion.</p>	
9.	<p>School Diary – Yr6</p> <p>This item was already covered in item 4. Clarification needed on difference between messages and announcements. Messages are for more detailed information and announcements are reminders of dates.</p>	
3.	<p>Any other business-</p> <ul style="list-style-type: none"> • (Mr Maynard) On Monday 18th November Mrs Grattan, Mr Maynard and Miss Panayi (chair of PTA) attended the Parish council meeting to put in a bid for some funding towards the new computers for the school. The Parish council listened to our bid and will be looking at possible funding in their December budget setting meeting with a view to making a decision at their meeting in January 2025. • (Mr Maynard) As lots of people are aware we, as a school, have been working to reduce traffic speeds outside the school through discussion with the parish council. This is a safety risk for pupils, parents and their siblings at the beginning and end of the school day. We were made aware at the parish council meeting on 18th November that the parish council will be installing 2 flashing speed awareness signs to both approaches to the school (coming up school lane from the station and coming down school lane from the Knowle) are to be installed to make people aware they need to slow down to 20mph as they are approaching the outside of the school. We are not sure on timings for this, we are currently in discussion as to the exact location of these signs for optimum effect. It has been made clear that these signs will not be enforcing a 20mph speed limit just requesting that drivers slow down as they are approaching a school. 	

- (Mrs Kazazz) PGL – Is it Year 5 who go on PGL or Year 6 and when do they go? PGL is for Year 5 pupils as it is the best time for them to go. Year 6 have gone previously as we have been catching up following the lockdowns of covid. We do our best to book the week during April as the weather is better and this is just before the summer price increase so also keeping cost as low as possible. School book PGL two years in advance but it is usually the June prior to that year group trip that PGL request a deposit and actual costs are confirmed. This is then when we go out to parents of the current Year 4 to sign up to their trip for when they are in Year 5.
- (Mrs Lee) Swimming – Parents were asking when Year 4 and Year 5 go swimming and when payment is required. Mrs Grattan confirmed no payment will be required in this term. Swimming is planned for term 5 when the weather is better. Mrs Grattan to ask Mrs Driscoll to send out a notification to make parents aware of the plans and payment plan we can offer to spread payments. Sports premium funding has been used previously to top up swimming for year 5 and therefore the plan is that there will be no cost to Year 5 parents. The DFE and national curriculum requires all pupils to be able to swim at least 25m by the time they leave primary school. By topping up swimming in Year 5 we are aiming to do this. Pupil premium funding is agreed annually and we are only given notification of payments for the coming year. With a change of government there is no guarantee that this funding will continue.
- (Mrs Maynard) As a school we can support pupil premium children with additional costs such as costs towards trips, PGL and swimming. Parents need to register for pupil premium support. We do not want any child to miss out and will support where we can. Please see the school website for more information on how to apply. Mrs Lee has found a quiz that parents can do online to see if they qualify and will send the link to Mrs Grattan who will then add this to the website. Pupil premium funding is there to support those who need it, if you think you may be eligible please apply and if you are struggling please come and talk to us as a school. Mr Maynard requested that parent reps advertise this on the class Whatsapp groups
- (Mr Connell) – Christmas dinner- Do parents need to complete the Microsoft form and the choices on Bromcom? Mrs Grattan believed yes for admin purposes but clarification will be sent out to parents.

Thanks to all parent reps for attending.

Next meeting agreed for- Monday 27th January 2025 9.30am

Agenda points to be sent in by Monday 13 January 2025.

Meeting ended at 10.10am