

Parent Forum Meeting Minutes

Monday 30<sup>th</sup> September 2024 – 9.30am to 10.30am

	Item	Action
	Attendees: Mrs Grattan, Mr Maynard, Mrs Lee, Mrs Kazzaz, Mrs Aldous, Mrs Green, Miss Panayi, Mrs Siggers (Head Cook), Miss Colfer	
1.	Apologies for Absence: Mr Whiffin (4) & Mr Connell (6)	
2.	<p>Minutes: Mrs Grattan began the meeting by welcoming all members and explaining the purpose of the parent forum and what we hope to gain from it for this academic year. Mrs Grattan reiterated how important it is to us a school that we have a good working relationship between parents and school and hope that by running this parent forum, it will be a success in achieving this.</p> <p>Mrs Grattan handed out our parent forum protocol, explained the purpose of this document and all parties signed a copy once happy. It was agreed that forms would be sent home with the children of the two absent parents representatives for them to sign and return to school.</p> <p>Started at agenda item 8 due to Mrs Siggers (Head cook), who attended the meeting for this item, needing to return to the school kitchen to prepare the lunches.</p> <p>8) Mrs Aldous- one Year R parent was questioning when the menu options would change as doesn't believe current options are healthy. Parent provided options she felt would be appropriate via email which were shared with cook. Mrs Siggers explained that the menu is changed when we do feel necessary, we follow the Governments guidelines, we can provide processed food options x1/x2 per week, we are only allowed certain foods, we try our best to balance things, we always offer yoghurts and fruit and we do provide a good variety. We also include the school children on menu decision as we bring this to our school council meetings and whilst some requests are not allowed, we do allow what we can. Parents attending the meeting agreed that we do offer a good variety of food options and that their children are very happy with the options on offer. Mrs Grattan has asked Mrs Aldous to go back to the parent and ask that they arrange a meeting with us to discuss. Miss Panayi wanted to thank Mrs Siggers for catering for all children, in particular her children who have particular dietary needs. She feels very grateful that we are prepared to support this and ensure her children don't go without. Mrs Grattan has advised parents that we will this academic year be holding parent lunches again and has agreed that we will do our best to have Year R lunch as one of the first to take place, this is usually one of the last to take place to support the children being more settled and less upset when parents leave - more information will follow closer to the time.</p> <p>4) 'Meet the teacher meetings'- Mrs Grattan sent her apologies for the lack of notice this term with the 'meet the teacher meetings'. Dates were set for the meetings in term 6, however these dates didn't come out to parents until term 1, a miscommunication at the end of term 6 meant SLT thought the dates had gone out but they had not. We then needed to change the dates for some classes due to a staff bereavement so they were sent out as soon as possible. We send our sincere apologies that these dates were late going out, any dates set are subject to change, but as a school we try to give parents as much notice as possible and will always endeavour to do this.</p> <p>5) After school clubs KS1/ After school club places- Mrs Grattan explained that running after school activity clubs for schools is difficult as we have limited staff members who have the time to run clubs, staff have the option to claim time back in lieu for running a sports club which is paid out of our 'sports premium' funding however we are reliant on staff having the time to do this in addition to their daily workload and class</p>	

responsibilities. Not many staff feel they are able to do this at present and we respect that as the needs of their class has to be a priority The weather can also play a major factor as quite often if clubs are unable to run outside, we have limited places inside the hall to run them ie if two clubs are on at the same time then one club is usually already using the hall. Mrs Grattan has agreed that we would welcome any parent volunteers who wish to run a club, they can contact the school office.

5.1) KS1 children joining the choir- Mrs Grattan advised that currently we have around 30 members of the choir and we have a limited space within the music room. Mrs Cousins only works x2 days per week and already runs two KS2 clubs on a Tues/Wed morning. Mrs Grattan did advise that there was a time previously in which Mrs Cousins ran a 'Year 2 signing' club at lunchtime once a week. Mrs Grattan will have a chat with Mrs Cousins to see if there is anything we can offer; however, this conversation is not a guarantee.

6) Bike rack- Mrs Grattan confirmed that we currently have a bike rack and scooter pod already on the school premises. Whilst we appreciate parents would need to accept full responsibility if there were to be a bike rack on our front forecourt area, the responsibility would still fall with us as it would be on our property with no way of monitoring it full time during school hours. Our current bike rack holds up to 8 bikes along with the scooter pod which holds approximately 6 scooters. If parents/PTA would like to arrange a fundraiser to raise funds for an actual bike shelter which is fully secure (with doors on the front), that could then be securely placed on the top playground, we would be happy to look at this option.

7) Self-Care Yr R- Mrs Grattan assured parents that we already encourage self-care as much as possible for our new Reception children however, we would have no objection if parents did want to provide their child with wipes in their bag for this purpose (if really necessary). Mrs Grattan asked that parents put their trust in us as we will always do what we need to with only the best intentions of the child and we always encourage the children to be independent and take responsibility of what they are able to.

7.1) Water Bottles Yr R- Mrs Grattan assured parents that children are encouraged and allowed during the school day to fill up their water bottles as required. It isn't a case of water not being allowed but that they are being filled up throughout the school day. Each class has drinking water enabling children to refill their water when needed- teachers allow this. We also offer milk and water to all children during their lunch time. Miss Panayi stated that she has bought thermal bottles for her boys as these you can fill with cold water and it remains cold- she also uses this as a way of knowing her children have drunk plenty during the day as if no longer cold, the bottles must have been refilled. One parent mentioned 'Air Up' bottles. Mrs Grattan agreed that 'air up' bottles are allowed if children/parents wish to have these as it simply 'changes' the bottle smell, disguising the water as flavoured as long as there is only water in the bottle.

7.2) ASP- Snacks- Raised by parents who say their child is complaining of still feeling hungry following an after-school session. Mrs Grattan asked Miss Colfer to help answer this being on the members of staff to run BC/ASP. Miss Colfer reassured parents that children are always encouraged in ASP to have food items which are not 'breakfast' such as a sandwich, bagel or wraps. Snacks in ASP have always been considered as an in-between school and going home for tea snack. Once they have eaten their main snack, staff do always encourage the children to have a piece of fruit if they would like one. Mrs Grattan discussed with parents that we will be increasing our fruit on offer and bringing in yoghurts as another snack alternative. If pupils are hungry by the afternoon, we would also encourage parents to encourage children to have a hot school meal which will be more substantial and children may then be not so hungry. In ASP, we offer a variety of different food options, those of which we can prepare in the facilities we have got, the space isn't particularly big in size so we do have our

	<p>limitations however, we are currently looking at the prospect of renovating the BC/ASP space. Milk and water are also available as at lunch time.</p> <p>Mr Maynard explained that we are also looking into the prospect of opening Breakfast club earlier (potential 7.30am start). A parent questionnaire will be coming out to parents to obtain their thoughts, views and requirements to help us determine if this would be sustainable and cost effective. Mr Maynard asked parents reps to all circulate the link on the Whatsapp groups to ensure all parents have access to the form. Once we have the information required, we can decide and will then update parents of the outcome.</p> <p>Mrs Grattan also touched upon pupils whom attend breakfast club but also attend choir. Pupils who attend choir but parents' book and pay for breakfast club, will not also need to pay for choir- there will only be one cost which is for the breakfast club and this will only be due to children receiving breakfast and using the facility so has to be at a charge. These parents will need to contact Miss Wright to ensure Bromcom is updated for the choir charge to be removed.</p> <p>Mrs Grattan also reminded parent reps we are registered as a school on the Asda Cashpot for schools. Money is put in a pot for our school every time a parent shops in store or online and you just need to ensure you have the Asda Rewards app downloaded. Please can parents also circulate this with parents via Whatsapp groups also.</p>	
3.	<p><b>Any other business-</b> Miss Panayi wanted to advise/discuss the latest PTA projects. The computers in the school ICT suite are currently very old (around 18 years old) and have become very slow, software is old and outdated and are not the best for our children. PTA are looking at replacing them and have looked at the options available. Looking at getting refurbished ones which are relatively new rather than new ones as these are much cheaper and PTA are looking at replacing all 30 machines so every child has a new one. The PTA are looking at running a few fundraisers to raise the funds needed for the computers ie an autumn event like pumpkin carving/pumpkin picking. Refurbished computers can be bought for around £10,000 whereas brand new it will cost around £15,000. We want these computers to last around 10 years and we believe from the specs of the machines (Mr Walton has checked them and is happy!), that these refurbished ones should last this long if not slightly beyond this, if we are lucky! Miss Panayi mentioned there will be a termly PTA newsletter which will give parents more information about the events coming up etc. Mrs Green asked if information can be included such as what the PTA are currently raising funds for, how much they require, fund raising target and timeline of fundraising (i.e. we aim to raise £10,000 for the computers by July 2025 etc). Suggestion of having a fundraising total display/poster- something visual which parents can see how well the fundraising is going and how close/far away we are from the target. Mrs Kazzaz asked if we could gain any money back from the recycling the old computers we have. Mrs Grattan explained we may be able to salvage some money back from the screens but Mr Walton is very good at checking this so he will look into what can be done etc.</p> <p>Hedgehogs and Robins class still require a parent PTA member, so if this is something you may be interested in, please get in touch via the school office.</p> <p>Other fundraising plans/events- 'Toys for life'- Miss Panayi explained that we wish for parents to hand in any unwanted toys &amp; clothes which are still in good condition and could be recycled. We have found a company which recycle the toys/give some to 'less fortunate' children and the school then receives money per tonne. Please send</p>	

toys/clothes in on 4<sup>th</sup> and 6<sup>th</sup> November, which are the designated drop off days, more details to follow from the PTA.

The PTA have connected the school with a charity 'ParentKind' which provides coats for those in need. The 'cold coat' campaign allows parents of pupil premium children to purchase a Fat Face child's coat for £10. Communication with eligible parents' has taken place and orders have been placed, we are now awaiting delivery.

We will be holding a Christmas Jumper swap/sale. The date is currently being agreed however, parents are invited to begin sending in any Christmas jumpers that no longer fit or are no longer needed.

There will be no large-scale Christmas Fayre this year, we will be holding an 'in-house' event for pupils during the school day. The afternoon will have stalls and games, parents will be able to purchase tokens for each stall / game to avoid loose cash being lost by children. More information to follow regarding this. We will be holding a non-uniform day on 29<sup>th</sup> November to support this in exchange for sweets or chocolate to be used for this and other fund-raising events.

Mr Maynard wanted to say a few words before the meeting ended. Introduced to the group as Chair of Governors and Pupil premium Governor.

Mr Maynard thanked the PTA for their endless efforts and said how they are all doing a fantastic job. The PTA are always mentioned in his Chair of Governors reports as he would like them to know their efforts are greatly appreciated and their hard work doesn't go unnoticed. The governors like the idea of getting the wider community involved in our events and supporting the school as we are becoming more and more conscious of the fact that we are always asking the same parents for £1 for this, £1 for that.

Parent Reps then came up with ideas to support reaching out to the community such as putting posters up in the club, Mrs Green suggested putting a donation bucket and poster in the club which she will oversee whilst working in there. Mrs Lee remembers a time in which the club used to host events in the club like village discos one per month at a small cost- could speak with club about using the club for this- maybe add 20p or so on top of drinks, arrange food etc- advert to the community what the school is trying to do. As a school we are sending out a pupil premium letter to all parents as circumstances change and so parents may find they are now entitled to help or haven't realised previously they are entitled to help. Pupil premium funds received by school go directly on those children to help fund things such as trips like PGL Venture Week in Year 5 to which the overall cost to parents is drastically cheaper as we help cover some of the cost. Mrs Grattan asked all parent reps to pass this message on to their parents. As a school, we want parents to know that they can always talk to us and ask for help if it is needed- there is no need to be embarrassed or afraid to ask. We all need help sometimes!

Mrs Grattan finished the meeting by asking parent reps to put a message out to all parents that parental consents have moved to Bromcom and as of now, all previously signed paper versions will not be valid so therefore all parents must grant the consents on their child's MCAS app and could they all do this as soon as possible to ensure we have all relevant permissions in place.

Thanks to all parent reps for attending. Next meeting agreed for- Monday 25<sup>th</sup> November 9.30am

Meeting ended at 10.40am