

## Parent Forum Meeting Minutes (1)- 9.30am Tuesday 9<sup>th</sup> January 2024

- **Attendee's:** Mrs Grattan, Mrs Levy, Brian Maynard, Mrs Capon, Mrs Rispoli, Mrs Kazzaz, Mrs Aldous, Mr Connell, Mrs Lee (video link), Miss Panayi, Miss Colfer (minutes).
- Introductions made around the table so all parties were aware who was who and what year group they were representing.
- Mrs Grattan reminded all attendee's as to the purpose of the parent forum, what we are trying to achieve and ran through the parent protocol. All members to sign the parent protocol to agree and copies will be taken by us before returned to parents.
- Mr Maynard introduced himself to all members and discussed his role, as chair of the Governing Body and his purpose in attending the meetings- hear views of parents/pupils and provide support wherever possible.

### **Item 4: Communication**

Mrs Grattan advised all parents that the school is changing our MIS (management information system) as of April 2024. As a school, we have to change from SIMS which we currently use- in order to remain with current system, we would have to pay, whereas previously this was provided by KCC. There are a lot of different systems currently on the market- we have looked at the costings and what each one has to offer. The decision was made to go with system called Bromcom. The new System will help the school with things such as Breakfast club/After School Provision bookings, school meals, cookies and milkshakes and will be a massive help in saving the office valuable time that is currently lost daily/weekly, time can then be spent on other work.

Mr Connell- Is there potential to look at Class Dojo as a communication option for the school? Mrs Grattan advised that we wouldn't be taking on anything further until we got to grips with Bromcom and what it does/doesn't offer and what it is capable of doing. From information already received the new system can offer a lot more than SIMS, we just need to get to grips with it first.

Mrs Levy advised the group that her children's school currently use Bromcom and as part of the system, parents can download an app called 'My Child'. This app allows parents to see everything such as behaviour, attendance etc.

Mr Connell- will house points be recorded on there? Foxes parents want to know if their child has done something good this week, how they are getting on at school.

Mrs Levy – We wouldn't put house points on there as children can gain house points for various things and can receive various amounts through out the week so there would be too many to record and staff haven't got the time to record it.

Mrs Grattan advised that we would hopefully have full use of the new system by September, this is once staff have got it all set up and in place and training has taken place so it can be used to its full capability.

It was discussed that if September is when we will have full use of the system with a potential behaviour system then as Year 6 leave in July, September would be too late for them and they should also be included. Mrs Grattan stated that so as not to rush things, September is the earliest the system will be able to be fully implemented.

Mr Maynard- will staff receive training on the system?

Mrs Grattan – office team, Senior leaders and Mr Walton are currently having meetings at the moment to 'set up'/ get the ball rolling but all staff will have training once the system is in place.

Mr Maynard - parents rep to send a message out to their class & get atleast one thing each class wants to know the system does i.e. house point information, how will parents know how to find things etc. We can look to ensure these are addressed where possible.

Mr Connell- from the conversations he has had and information he has been given, parents asking for something in the form of an update, weekly or even every couple of weeks to see their child's progress, behaviour issues or incidents, how they are getting on.

Mrs Lee works with systems created at her company so would be happy to test Bromcom for us to help out- Mrs Grattan will get back to her once we have the system installed and we start to use it.

**Item 5: Behaviour policy/expectations:**

Mr Connell- moving up to 'superstar' was a brilliant addition- pupils are happy with this.

Without giving details away, some parents and children have raised the point of children doing something wrong and feel there is no comeback/ punishment and so then there is the attitude of 'well nothing happens so I may as well do it'. Touched upon a recent experience at his own school and what the circumstances were surrounding the incident along with the outcome. Although parents can't always be told details of incidents that take place, parents would benefit from knowing direct action has taken place and if we could say things like racism/bullying is not acceptable at our school.

Mrs Grattan reassured parents that all incidents are always dealt with, although in most cases details cannot be disclosed and it may not seem the case, incidents are dealt with. Mrs Grattan advised that we have held extra PSHE lessons run by teachers focusing on topics such as racism and bullying and as a whole school, we have had assemblies focusing on the behaviour policy and expectations of the children. Parents need to trust that as a school, we always do all we can to deal with things.

Mr Connell- can an email sent to classes to advise of extra sessions on topics like bullying or racism. Details can't be given but would be nice for parents to know- ie there was an incident today regarding racism so as a class, we have carried out an extra PSHE lesson covering this topic. Feels it is very important for parents to be notified between the time of the incident and the time action has been taken to ensure parents know it has been dealt with, discussed and all can move on. Mrs Levy did advise from her personal point of view as a KS1 teacher, KS1 children can often be 'unaware' of incidents and can't make a link between something that has happened yesterday and carrying out an assembly or lesson based on it the following day.

Mr Maynard wanted to reassure parents as Chair of Governors, he has received complaints before from parents but would encourage all parents to trust teachers and school staff that incidents will be dealt with and action will always be taken. For all complaints he has ever received, at least 9 out of 10 parents are happy with the action taken and the way incidents have been dealt with once spoken to Mr Maynard/school and further details have been disclosed to those particular parents if deemed appropriate.

Mr Connell assured the forum that it wasn't parents disbelieving that action has been taken or that issues have not been dealt with but that children disbelieve action has been taken when they don't see it or are not aware as to what has been done. The issue is around the children's perception of incidents that take place daily and what they think has happened opposed to what actually has as details can't always be fully given. Mrs Grattan stated she would take this point away and ensure staff consider it when dealing with future behaviour incidents.

### **Item 6: PTA Infant Disco:**

Mrs Rispoli mentioned that some parents have asked about the availability to move the infant disco to earlier than it usually is, as their children are tired after a long day at school and they feel the gap could be smaller in terms of time between both discos.

Mrs Grattan agreed that an earlier start for infants could be considered but this would need to be a discussion with the PTA to sort out the logistics of how it would work etc. Some of the PTA members who volunteer to run the disco work so we need to consider their availability.

Mr Connell- mentioned that traffic at cross over times would be a nightmare and may cause severe disruption. Mrs Grattan and Mr Maynard both confirmed that they were aware but this is something we have no matter what time events are.

The potential of two separate days for disco's was also mentioned however this would mean Mrs Grattan asking staff helpers to give up their time over two days which is too much to ask when considering their current workload.

### **Item 7: Winning house**

Mrs Aldous- asked what the rule was surrounding the winning house (house points) each term as messages can sometimes be conflicting when going out to parents. Children sometimes worry that they are not going to be doing the right thing or wearing the right thing so wanted to make it clear and know everyone is doing the same thing. Mrs Grattan confirmed that either own clothes or house colour clothes are both suitable and children are told but the message is not getting through. Mrs Grattan / Mrs Levy will speak to school council and see what ideas they can come up with which we may be able to put into use. Could we do the winning house own clothes day on the first Friday back of each term? This was confirmed by Mrs Grattan that this was a great idea and we will do this moving forward.

### **Item 8: Open Afternoons:**

Mrs Aldous- parents have asked for more notice to attend open afternoons. Mrs Grattan advised she will do her best to provide parents with as much notice as we are able and the reason behind the open afternoons taking place on a Wednesday is due to staff job shares and Wednesday is the only day all staff are guaranteed to be in school.

### **Item 9: Friday parking outside school**

It was suggested that to alleviate traffic problems on a Friday that school finish times be staggered. Mrs Grattan started off by reminding parents that we did do more staggered times during covid however some parents complained they were waiting around (as they had more than one child and in different classes) and this system wasn't working for them. As a school we currently have two staggered finish times (infants and juniors), we do ask parents to walk as often as possible as we are aware it can become very congested and busy outside school. Mrs Grattan mentioned Mr Walton sometimes goes outside school to help monitor traffic and help move people along when it becomes particularly busy, however this isn't his job and not what he should be doing- he simply does it to help the school!

Mr Connell- As a school, can we not speak to Parish Council about parents regularly using/having access to the memorial car park?

Mrs Rispoli - confirmed that the memorial hall is closed every Friday as they hold meetings in there and so need to keep the car park free and there is a sign out every Friday to advise parents on this closure. Miss Panayi - informed us that the PTA wish to work on building a positive relationship between school and the Parish council with the hope that they will support school events like sports day, PTA events in letting us use the car park which will in turn help congestion outside school.

Mr Maynard mentioned that although he is not a parent of the school, he sometimes attends meetings of the Parish Council and would be happy to mention the possibility of working together.

**AOB:**

Mr Connell- enquiring about non-members of the PTA who haven't got the ability to fully commit to the PTA as members but often have free time that can be dedicated to the school/PTA to help out at events.

Mrs Grattan suggested maybe the PTA providing us with an email address which we can put on the newsletter and parents can use this if they have time they are willing to use to support PTA events. Miss Panayi followed this by confirming the PTA are always so grateful for help and this doesn't have to be members only. She wants to modernise the way in which the PTA runs and its lack of use with technology so is planning on bringing the PTA into the 'modern realm'- everything was previously on paper but now moving to online/internet-based support. Miss Panayi asked for members to speak with classes and gather some feedback on the last PTA event using an online system and how this worked.

Mrs Lee - asked that parents are assured there is no obligation to be a full PTA member and there is no 'ties' but that help would gladly be accepted. Mrs Grattan suggested that, once up and fully running, Bromcom may be able to support this.

Mrs Grattan mentioned about class Whatsapp groups- we will send a note out to parents encouraging any parents who are not yet on the class group to join.

Mr Maynard wanted parent reps to encourage all parents to sit and read the weekly newsletter- sometimes a lot of information is included however it includes everything and you will never miss anything if you give it a read!

Mrs Rispoli- has SATS week been set yet? Mrs Grattan confirmed that National SATs week is to take place WC 13<sup>th</sup> May (Mon-Thurs). We will get this advertised for parents.

Mrs Lee asked for feedback on the Amazon Wishlists and if they proved to be helpful/successful. Mrs Grattan advised it was a mixed bag- some classes were well supported from the list, some not so much. Concerns about classes using resources too early and then in September not having any, classes receiving items for other classes as not all parcels came clearly marked to say who it is for (this was due to amazon systems).

Mrs Grattan is happy to run Amazon wish lists again for September but request that when parents are ordering items to make it clear who is for.

**Meeting finished at: 10.30am**

**Next meeting date: 27<sup>th</sup> February 9.30am.**