

Parent Forum Meeting Minutes
 Friday 5th May 2023 – 9.40am to 10.30am

	Item	Action
	Attendees: Mr B Maynard, Mrs C Grattan, Miss G Colfer, Mr R Connell, Mrs C Brady, Ms J Jackson, Mrs S Lee, Mrs C Fletcher	
1.	<p>Apologies for Absence: Mrs Rispoli sends her apologies via Miss Colfer as she is unwell. Miss Minter absent-unsure of the reason.</p>	
2.	<p>Minutes- CG began the meeting by thanking the parents for sending in their items for the agenda.</p> <p>Drop off/Collection- CG advised staff have had a discussion and agreed they prefer the current method. Previously parents were hanging around, children playing on equipment (not covered in our insurance), parents looking/waving at children through the window. CG advised for safeguarding and teacher’s benefit, this is best option as teachers/TA’s know who children are going with. RC touched upon the ability to talk to teachers without other parents in earshot of conversation. CG once again reassured that we have an ‘open door’ policy and parents are always welcome to ask for a meeting or they are welcome to email in any concerns/request meetings. SL & CF mentioned that Year R & 2 parents aren’t happy with having to queue up the hill however some parents are happier with the current arrangement- some just feel the old way is the best as more used to that compared to some of our newer parents. CG updated parents on their request for painted lines out the front of school- Mr Walton gathered several quotes to have them done professionally however cost was excessive so he has currently put in temporary lines to atleast make clear for parents/children.</p> <p>Coronation- Letter regarding arrangements was sent out to all parent’s week prior to event. Letter had to be written and then checked and ‘signed off’ by CG. Parents were only asked to provide a plate of food and for the child to wear coloured items of clothing. We do try and provide as much notice as we possibly can but things can be difficult especially when things come up and are always subject to change. CF mentioned dates in general being shared with notice- again CG advised we try to provide good amounts of notice but things easily change. Agreed we will share the dates we can and do know at this time but for future will aim to provide lots of notice (sports day, PTA Colour Run).</p> <p>Class Newsletters/Letters- Office has now got a central point for all letters to be stored that are sent out and these will also be sent out via the SchoolApp. A few teachers overlooked this time but working on improving this. Class newsletters were a little later this time than normal as CG has to agree and sign them off before they go out to parents but will look to improve the speed of this.</p> <p>BC Early Start- CG asked the staff if they would be willing to start earlier than 8am however due to their own lives/commitments, it is not possible for us to do so plus we have done this previously and only one or two children used this opportunity so wasn’t cost effective.</p> <p>Parents Evening- Year R’s parents- 99% responded to say they prefer face to face and feel it worked well last time. Year 2 also felt similar to this and felt last session ran perfectly.</p>	

Older children/road safety- CG advised we will add reminders in newsletters regarding road safety and the importance of this. CG linked this to queuing up the hill but some parents in the group felt a simple solution would be that parents walk roadside. BM raised that some Higham members will be going over the Parish Council and straight to KCC to see what can be done with regards to road safety as when done via Parish Council there can sometimes be a time delay for a response to be given. BM advised that we will also be having a new policing team- lady police officer will be hopefully meeting with BM & CG to help with road safety outside of school and hopefully will be able to help outside with the parking/zig zag lines however this will not be every day.

Trips- CG has asked teachers to begin looking at trips as early as Jan/Feb so plenty of notice is provided and price is affordable to parents. Coach prices can be high and usually biggest cost for all trips. KS1 Dockyard trip was delayed getting out to parents due to us waiting on them to come back to us so was slower than usual. We have asked parents for this trip if willing to drop off/collect to massively reduce costs and so able to just charge £10. CG aware that some parents can pay a lot whereas others with two or more children in the school may struggle. We do all we can to keep costs down where possible- BM suggested CG and Governors could arrange to meet and discuss options of 'sponsors' as annual budget meeting is coming up. RC felt that the scope of sponsorships/donations should be made clear to all parents so there is no felt obligation.

Donating for class supplies- Miss Mills is looking into the Amazon wishlist. CG advised all donations no matter how big or small would always be welcome and received. BM don't want any parents to feel they have to or must donate- simply if they can. As a school, we are always happy to give parents/companies a mention in assemblies/newsletters for the help they provide us.

Year R Parent Lunch- Parent lunch has been arranged for Wednesday 7th June 11.45am. Parents must pre-book to attend and details will come out to parents soon.

Snacks- CG will be arranging a survey to go out to parents hopefully by the end of this term if not start of next to find out parent suggestions- we will then look to update our snack policy as we are able to.

Behaviour- Staff feel the same with regards to the behaviour system and punishment being instant opposed to in Friday 'reflection' club. CG advised we will be looking at our behaviour policy as a whole and updating what we can. Often difficulty with instant punishment is not having the staff around to facilitate this. CG discussed the current behaviour policy as one parent questioned how the system actually works. CG made parents aware that in Friday 'reflection' club, all children are spoken to and staff also look into how/why/if the child is persistently losing time. This is an ongoing thing we are looking into/improving and again will aim to put a survey out to parents to gather their views on the behaviour policy. Some parents feel the younger the child, the more instant the consequence should be so they know what the punishment is for.

Communication books- CG advised it is not cost effective and too much to add to teacher's already full workload- staff are already stretched and overworked. CG advised she is not prepared to add to teacher's workload, especially when they are already working late days and doing long hours. RC felt strongly about the communication books and feels the benefit would be so much greater than workload. RC will find costs and look into companies that make them- happy to sponsor a trial of this. CF feels that 'communication' is the problem and feels that everything should be communicated. CB suggested doing some sort of book for those that 'need' a book and will make use of it rather than buying for all and some children never using the book for the purpose it was given. Some parents didn't agree with this and in fact felt like all children should receive feedback good and bad, not just give communication to some and not others. CB & JJ feel happy with the level of communication at school and feel overall that we are very good in terms of communicating between school and parents.

	CF then added that if staff are not willing to engage in the communication book idea, then it would be a waste of time and money. CG advised that if we put it to the parents and see what their opinions are, then we can look into what options would be available to try from September 2023- has to be cost effective and not add to workload of staff.	
3.	Any other business Next meeting arranged for Friday 23 rd June at 9.40am	

Meeting ended at 10.50am

Meeting Action Points Summary

Item	Person Actioning	Action	Action completed