

Parent Forum Meeting Minutes
Friday 10th March 2023 – 9.40am to 10.30am

	Item	Action
	<p>Attendees: Mrs C Grattan, Mrs V Siggers, Mrs F Rispoli, Ms J Jackson, Mr B Maynard, Mrs L Coxall, Mrs C Fletcher, Mr R Connell, Mrs E Connell (Yr 1 substitute), Mrs S Lee and Miss G Colfer (Minutes)</p>	
1.	<p>Apologies for Absence: Miss Minter sends her apologies for non-attendance as she is still currently away with work & Mrs Brady also sends her apologies- spoke to CG.</p>	
2.	<p>Minutes: CG began the meeting with apologies made for absences of two parent reps.</p> <p>Item 1: CG introduced Mrs Siggers & mentioned the increase made to fruit/dessert portion sizes following on from the last meetings feedback. Mrs Siggers made the group aware as to how popular the salad cart is proving to be and stated that it is ‘a popular choice at the moment’. Healthy meal options discussed and Mrs Siggers shared the meal checklist we must follow to ensure we are following the guidelines required as a school. Mrs Rispoli asked where school stands with regards to squash and the reasons behind why we do not offer it in school. CG mentioned limited staff to ‘police bottles’, the many variations of squash, sugar content and the view that it is far easier sticking to water across the board and then no ‘grey area’. Milk is available each lunchtime and again in the pm for KS1 children. RC touched on the ways in which parents could find out what choices their children are having at school each day as often ask his children and they cannot say as don’t remember and parents would like to know what options their child is choosing and the reassurance they are accessing hot meals in this poor weather. GC/CG will look into this. EC mentioned the different reward systems/incentives that could be offered to encourage children with regards to meals i.e. what have I tried today that is new? Stickers, mentions in assembly? Etc.</p> <p>Item 2: CG passed this item to BM as it is regarding traffic outside school and BM has been in contact the Parish Council etc regarding this. BM mentioned that speed outside school was being looked into along with a reduction of lorries as part of a Highway works programme (KCC). Extra signs have been added in some areas such as Villa Road- ‘not suitable for HGV’s’. Other routes are also being explored regarding the reduction in the amount of HGV’s which come past the school. Based on mobile data gathered on average cars travel at approx 28mph- looking at additional traffic calming measures to reduce speed- not yet aware as to actions being taken. 92% of people in survey agreed to a reduction of 30mph speed limit. Governing body meeting coming up soon and BM will be sharing his views and pushing the reasons why we need traffic calming measures/reduction in speed limit. If parents have any traffic calming measure ideas, send them in via school office by no later than 22nd March. BM also mentioned the new railway traffic proposal which would result in approx 200 more cars/lorries going past school and feels this will be a problem for both our school and our pupils. Ballot/survey is currently being held to gather views surrounding this proposal and anyone who wishes to support it can send in their views using Ref no- 20221016 and access via Gravesham.gov.uk/online-applications.</p> <p>Item 3: Communication with teachers. CG mentioned the previous use of blue contact books and how this was unsuccessful due to books not being brought to and from school and some parents not using it at all for communication. CF mentioned the difficulty in talking to staff at drop off/pick up as other parents/carers are around and concern of overhearing. CG reassured the group of our open-door policy- parents are always</p>	

	<p>welcome to come in and discuss. CF also mentioned that parents have sent in emails and not received a response- feels like this is more teachers than support staff. CG asked for any information/evidence of this to be passed on to her to follow up. RC mentioned that some parents feel staff are 'unapproachable' as they're so busy on the gate. He mentioned the idea of one communication book which had different sections for reading, general communication etc. CG advised that we would look at options/prices for September.</p> <p>Item 4: Car safety- CG mentioned that we have some children who are brought to school via taxi which has been agreed due to safeguarding. CG mentioned staff also have different start/finish times i.e. cleaners, some TA's or deliveries may come in. We try our best to work these around school hours however not always possible. CG has passed on request to Mr Walton to re-paint previous lines outside the front of school to make this clearer to all parents/visitors and ensure everyone's safety. EC mentioned that sometimes it is easy for parents to stand in wrong place without even noticing and she has done this herself- suggestion by CF of a yellow box. CG will talk to Mr Walton.</p> <p>Item 5: Parents Evening- CG provided feedback at the success of parents evening for both staff and parents. CF mentioned that parents had trouble booking and no one to contact over half term break. GC reassured that parents can always contact her at any time even if it is half term. CG explained that we run bookings over half terms to give parents enough time to book and arrange appointments. GC assured parents that emails did come in regarding difficulties booking. CF advised that she would feed back that parents can email GC anytime. EC mentioned that she favoured the 'hybrid' option which gives parents the chance to book either face-to-face or virtual as some parents preferred virtual due to work or other commitments. Suggestion of one day being face appointments and the other virtual. CG agreed to feedback to staff and we will look at this next time as currently looking at new technology/system options. EC also asked if children were welcome on face-to-face appointments and CG advised all welcome unless something confidential needs discussing in which they would need to sit at side of hall/be left home.</p> <p>Item 6: Afterschool club/Breakfast club- CG explained that there is no option for offering a 15 minute option as requested as staff are paid on an hourly rate and we need to cover all costs incurred. EC asked about flexibility of hours i.e. starting earlier, finishing later. CG will speak to Miss Wright about what options we have available and CG has asked parents to ask for parent feedback to see what kind of 'take up' there would be for this.</p> <p>Item 7: Trips and fundraising- CG asked parents how they felt about the amount of fundraising we have recently been doing and the costs for trips. CG wanted to know if the amounts we have been asking have been manageable and what parent's general view was. CG asked parents to gather feedback as to how much parents would be willing to pay for trips and donated for collections/fundraising events. CF mentioned at how fundraising events seem to be based mostly around sugar, EC loves the idea of the collection buckets on the playground, FR loves enterprise week and her children love Enterprise week and feedback about the ice cream sales were positive. CG explained that we always look at basing fundraising events around what we can do and what events are not going to affect staff workloads, CG reassured parents that we are aware of sugar content and made parents aware that we are looking at options to reduce sugar options for future events that are available to us. CF suggested the idea of parents sponsoring things such as items for sports day etc.</p>	
3.	<p>Any other business</p> <ul style="list-style-type: none"> • Office looking at different computer systems that can help manage school meals, payments etc. • Office will re-advertise pupil premium and will resend out usual information. CG will put together a separate letter which explains what the money is spent on for the child. 	

	<ul style="list-style-type: none"> • BM sent his thanks to the PTA as thankful for all their help and support as it makes such a massive difference to our school. BM would like the office to always promote what the PTA has done and what the money they have raised has been spent on. • BM asked for parents to listen out/let us know if they know any coach companies of people who work for them that would help us out with school trips at a lower cost as this takes a massive portion of the price asked for trips from parents. • FR mentioned outdoor learning and the prospect of having animals come into school to see children, having 'live in' animals like chicks. FR feels that children like outdoor learning and some respond better to this. She has contact with animals so would be happy to organise something- FR and CG will meet to discuss this further however CG did make parents aware that later on this academic year, we will have alpacas coming into to visit KS1 and will then be organising something later for KS2. • SL mentioned that some Hedgehogs parents would like to set up a fund/amazon wishlist to purchase resources/items the class need- SL will gather further information on this and we will then look at it again. • EC mentioned donating old but good condition books for school- mention of toys and books that the PTA could use for one of their fundraising events like a 'Bring & Buy'- will discuss further with PTA. • EC asked CG about adding Mr Walton adding a who's who staff page to the school website with a photo so all parents/pupils can easily identify members of staff. CG will speak to Mr Walton. • BM also wanted to send his thanks to Year 5 and how proud he is of their great work and willingness with the litter picking and other environmental activities. He sends a big thank you to all pupils, parent volunteers and staff involved. 	
--	---	--

Meeting ended at 11am

Next meeting- Friday 5th May 9.40am (Agenda items to be to CG by 26.04.23)

Meeting Action Points Summary

Item	Person Actioning	Action	Action completed