

Parent Forum Meeting Minutes
Friday 13th January 2023 – 10am to 10.30am

	Item	Action
	<p>Attendees: Mrs S Lee (Year R), Mrs C Brady (Year 1), Mrs C Fletcher (Year 2), Mrs F Rispoli (Year 3), Mr R Connell (Year 4), Mrs J Jackson (Year 5), Mr B Maynard (Chair of Governors), Mrs C Grattan (Headteacher), Mrs A Dunn (SENCO), Miss G Colfer (Minutes), Mrs L Coxall (Year 2- Stand in)</p>	
1.	<p>Apologies for Absence Mrs Fletcher (Year 2)</p>	
2.	<p>Minutes</p> <ul style="list-style-type: none"> • Introductions were done by all parties so all aware as to who is who. • CG introduced the parent forum protocol agreement. This was discussed, agreed and signed by all parties. RC asked for wording to be amended slightly to reflect both Whatsapp groups and Class Facebook pages could be used as method of communication. Copies of this provided to parents. • Pupil Premium (PP)- BM/CG explained to all parents what PP is and what it covers/includes to provide background on the topic. RC asked for link/info to be provided to parents to share on their class platforms to enable parents to access without needing to approach office- remove embarrassment of needing to ask or staff knowing they may be 'PP children'/too shy to ask for info. BM asked for parents to help remove the stigma around parents applying especially if they are entitled as they could be missing out on the help they should rightfully be receiving. BM reiterated how professional we are regarding FSM (Free School Meals)/PP and that we wouldn't 'single' anyone out- i.e. PGL letters- we send a separate letter to PP parents to offer help we can provide, no one else is aware of this. Agreed we will provide info/link so parents can look themselves and apply- all is anonymous and no one knows other than office/staff if required to know for school purposes. • School Meals: LC mentioned dessert portions and the size of them along with what options we offer. Mentioned we are a healthy eating school but provide chips, chicken nuggets etc. Parents happy with the size of main meals but feel dessert portions particularly fruit portions could be bigger. CG made parents aware that all options are subject to cost and must be in guidelines as to what we can provide. RC mentioned the idea of pupils all having a 'food passport'- children can earn a certain amount of points per week on this food passport, linked to a reward system of our choosing. This option would be available to all children including those having a packed lunch so no one left out- parents could provide the points for the packed lunch children i.e. if they eat all items in their lunch box they would get X amount of points- reward 10 minutes extra play. CG will discuss option with staff for workload/opinion on how this option could be possible. CG will invite Mrs Siggers to the next meeting to discuss dessert options and portions/explain more on meal requirements. • Snack Policy- LC asked about our snack policy and if school throw away snacks that are not in line with our snack policy. CG explained that in our system- first time we would allow, second time- put in child's bag to go home along with a note and third time onwards- we may throw snack away if persistently incorrect but would always tell parents. CG is going to review snack policy- also mentioned not enough staff members 	

	to 'police' snacks coming in but we do what we can. CG mentioned that as an alternative to notes- office can send parents app message/email reminders.	
3.	<p>Any other business</p> <ul style="list-style-type: none"> • School App- CB mentioned that some parents on her class Whatsapp page have mentioned the app isn't working on their mobile and not receiving any communication from school. CG passed to GC to update on this matter. GC advised parents that it has been brought to our attention some of the newest phones, with the newest software, are currently not compatible with our School App however if parents make us aware, can contact them and ask that they look into it- GC contacted them about another parent who had the same issue, Primary Site looked into it and sorted issue as far as we are aware. Asked CB to ask parents to contact GC so she can look into it. • Email/communication- RC asked for all messages to be consistent across all platforms. If messages are sent on app message, also send on email so that all parents can see if without missing anything. LC mentioned the option available in which parents can link our school calendar to their personal calendar which will help to ensure parents always know what is going on including PTA events however CG mentioned that PTA need to provide as much notice for these as possible. School & PTA will work together on this to ensure as much notice as possible is given to parents to help with time off work etc. • Parking/Disabled parking bay- RC raised the possibility of a disabled bay outside the front of school due to his personal health issues which are making school drop off/pick ups difficult. CG mentioned that we have looked into this before along with another parent who is experiencing similar issues. BM also discussed the steps that we have already taken as a school to achieve this however we haven't previously been successful. BM will discuss once again with the Parish Council. Parking- CG discussed the steps we are taking as a school i.e. sending out parking reminders to parents, putting a staff member on the road to help ease congestion however this is dependant on staff availability. LC mentioned the 'speed limit survey' which was sent out to village residents and asked about sharing with parents. CG will look into this. • Final points discussed- RC asked for all parent reps email addresses to be shared between the group so they can stay in contact/have communication. All agreed they were happy to do this. FR asked how soon parent reps would receive the meeting agendas in order to check with parents if they wish for any issues/discussions to be raised. CG agreed to have planned agenda to be sent to parent reps up to one week prior to enable them to gather feedback. Parent reps would then send AOB items to CG at least two days prior to the meeting. <p>Next meeting scheduled for- Friday 10th March at 9.40am. Agenda to be ready for Friday 3rd March and sent over to parents.</p>	

Meeting ended at 10.48am

Meeting Action Points Summary

Item	Person Actioning	Action	Action completed
		There were no action points.	