

Parent Forum Meeting Minutes

DATE 10th November 2025 – 9.30am to 10.30am

	Item	Action
	Attendees: Mrs Grattan, Mrs Aldous, Miss Panayi, Mrs Lee, Mrs Brady, Mrs Kazzaz, Mrs Sutton-Ruck, Miss Hollowell, Mr Maxwell	
1.	Apologies for Absence: Mr Maynard	
2.	<p>Minutes: Mrs Grattan welcomed everyone and explained why we have parent forum. Parent protocols were all signed.</p> <p>Snack Policy:</p> <p>The snack policy has been brought up multiple times. The difficulty we have introducing too many options is due to many variations of different foods so we try to keep it as simple as possible. Parents were reminded the teachers have to police this so we try not to complicate it too much. Mrs Grattan acknowledged we will not be able to achieve everyone being happy with the policy. Mr Maxwell asked if a new survey could be put out but the last one sent out to parents only received less than 40% of parents responses. It is not something that will be considered at this time. Mrs Sutton-Ruck mentioned the inconsistencies with school prospectus saying butter is permitted but other places it is not. Mrs Brady said for pupils with SEN by the time they eat their snack it is warmed so they may not like the texture. Mrs Grattan said we do not have the facilities to provide fridges for all classes and suggested parents can wrap snacks in a cold pack to help keep it cool. Mrs Kazzaz suggested she may be able to provide polystyrene boxes for when the summer months. Mr Maxwell mentioned that one parent has said her dentist recommends children only have 1 piece of fruit a day and they would like to monitor this at home. Mrs Aldous added that we do allow vegetables so carrot/cucumbers can be an option in this case. The snack policy has been discussed among staff and has since been updated. Dried fruit is now permitted, types of bread has been clarified and butter/margarine will be permitted as a topping on bread and cream crackers.</p> <p>Lunch Options:</p> <p>Mr Maxwell mentioned that one parent would like to see healthier meal options. They would be willing to pay the extra for their child to facilitate this. Miss Hollowell said she has only heard positive feedback from Reception parents. Mrs Grattan said we have had Mrs Siggers come to previous meetings and she had shown how she follows the guidelines given for the food we offer. The school council have also spoken about dinners at their meeting. Pupils are happy with the current menu. Mrs Grattan reminded parents that to accommodate more varied meal options the dinner price would have to increase and this is something the school wishes to avoid. Mrs Grattan said how we previously had a catering company provide meals but the quality was not good so reiterated how lucky we are to have our kitchen provide freshly cooked food. On the subject of lunches Mr Maxwell asked if it is possible to bring forward parent lunches and Mrs Brady asked if we could do a different day to the Roast day so parents can try other dinners. Mrs Grattan has said we will look into bringing parent lunches forward to either Term 3 or Term 4, the day will also change so we can offer a different menu option for parents. Miss Panayi finished by saying she feels the school does well to provide good meals and that for some families this may be their only hot meal for the day.</p>	

Class Representatives for KS1:

Mr Maxwell said a parent enquired if they can have class representatives for KS1. Mrs Grattan said we did used to have reps for KS1 but they would often find it intimidating. KS2 reps do go and speak to KS1 children for ideas and feedback. Mr Maxwell suggested they could do a class captain who would pass on ideas to the school council but not have to attend meetings. Mrs Grattan has said this is something we will look into.

Wraparound Care Availability and Costs:

Mr Maxwell had a parent ask about availability for wraparound care. Mrs Grattan confirmed our limit is 22 due to space and staffing. A refurb has been looked into to increase capacity by unfortunately we are restricted with the layout of the building and where we can spend money by KCC so it is not a feasible option at this time. Pre-booking is always recommended in advance as the clubs are particularly busy on Tuesday/Wednesday and Thursdays. Mr Maxwell asked if there are absences can parents book. Mrs Aldous said yes if parents would like to call on the day after 9.30am we can check if there are any absences and we can book their child in. Mr Maxwell also asked what time the booking cut off is. Mrs Aldous said this is one day before. Mrs Grattan finished off by mentioning the cost of BC/ASP. Checks have previously been done and whilst we are not the cheapest we are also not the most expensive. Mrs Grattan asked if we could have more information on the cheaper schools Mr Maxwell mentioned to look into further.

After-School Clubs:

Mr Maxwell has offered to find language clubs and will speak to Mrs Grattan when he has more information as this is something that could be considered but the cost would be passed on to parents. Mrs Brady asked if clubs were for KS1 too. Mrs Grattan and Mrs Aldous said we currently have science club open to Yr1-6 and gymnastics for all year groups. These are external clubs so are payable. To run free clubs that would rely on staff being able to run them and their time is already stretched. A parent run sports club was offered last school year but this was unsuccessful.

Reading Club:

Mr Maxwell mentioned that some working parents struggle finding time to read with their children. The suggestion was made as to whether older children or staff could read to children when in ASP. This is not always feasible as staff do not get the time and as the room is small it would be too loud to do 1:1 reading. Parents in the meeting suggested reading one line at a time at home together of an evening and Mrs Grattan said how valuable it is to read with your children but as much as we encourage it parents can only do what they are able to. Mrs Kazzaz mentioned about reading volunteering and Mrs Grattan asked reps to remind parents if they can offer an hour once a week they can come in to listen to children read. If parents wish to do this they are to email the office.

Communications:

Year R and Year 4 parents have expressed concern that as a school we send out too many communications. This results in important messages being missed like the school closure message. Parents have also mentioned how it can be difficult finding information sent out for school trips. Mrs Grattan reiterated how grateful we are that parents helped spread the message regarding the school closure. In the event of a school closure we will notify parents via email, bromcom message, Facebook and parent reps will be contacted to ensure it is shared on the class WhatsApp groups. Some parents would like a text but unfortunately, we do not have this option. The office contacts parents once the number of pupils left in school is low enough and there will always be staff members on site until the last child is collected. In the event of a snow day Mr Walton would asses the situation and hope to make a decision by 7am. With regards to trip information being available on the website this has been discussed but we do feel it would be a safeguarding issue to have trip information available to the public. Mrs Grattan will ensure trip letters are sent out to parents.

	<p>End of Day Collection: Mrs Brady raised a concern that some infant classes are waiting in the rain till all classes are on the playground. Mrs Grattan said that when we are expecting heavy rain teachers are made aware to get children ready in plenty of time. Mrs Brady made the suggestion of using the radios to communicate between classes so all KS1 go out together. Mrs Grattan agreed so going forward this will be done. Mrs Lee mentioned the safety of collecting both children from KS2 when one walks as often the eldest walks out first and can not see who is collecting. Mrs Grattan has said anyone in KS2 with a sibling in Year 3 can go and stand with their sibling so that they are collected together. Only children in Year 6 are allowed to collect a younger sibling and leave school with them.</p> <p>Higham Eagles: Mrs Grattan asked all parent reps to remind parents in their groups that if they are attending football on the school grounds at the weekend that the play equipment and Year R outdoor area is off limits. Our insurance may not cover for instances like this and we do not wish for anything to be damaged. Mrs Brady confirmed that fencing is being used to stop parents from accessing the playgrounds and managers are making sure opposing teams are told via message beforehand and an announcement prior to the match.</p>	
3.	<p>Any other business</p> <p>Lost Property: Mrs Lee said a parent has asked if we can relocate the lost property box. There is nowhere else to place it but parents are always welcome to come to the office and we will bring the box out.</p> <p>Next Meeting: The next parent forum will take place on Monday 26th January. Points to be raised need to be sent to Mrs Grattan by 9am Monday 12th January.</p>	

Meeting ended at 11am

Meeting Action Points Summary

Item	Person Actioning	Action	Action completed