

Parent Forum Meeting Minutes
DATE – 26th January 2026 9.30am

	Item	Action
	<p>Attendees: Mrs Grattan, Mrs Aldous, Mr Maynard, Mr Maxwell, Mrs Brady, Mrs Sutton-Ruck, Mrs Kazzaz, Miss Hollowell, Mrs Lee</p>	
1.	<p>Apologies for Absence: Miss Panayi</p>	
2.	<p>Minutes: Mrs Grattan thanked everyone for getting their agenda items to her promptly.</p> <p>Early finish: Mrs Grattan advised that we wish to do an early finish due to children getting tired towards the end of term and struggling to concentrate. The reason we will only offer a 1.30pm or normal pick up time is due to it being too busy for the office. We will continue to stay open until normal time but we will not be offering ASP on these early finishes. Parent reps are going to ask on the class WhatsApp groups for parents to vote as to whether parents would like this to be for every term or just Christmas, Easter and end of year.</p> <p>Parking/vehicles on the forecourt: Mrs Sutton Ruck spoke about seeing a taxi with a pupil in turning on the forecourt. This is not transfer arranged by the school so would be a private taxi service. Mrs Grattan responded that we are regularly reminding parents about the rules with regards to turning on the forecourt and parking on the zig zags. Mrs Lee asked if we were able to have a sign out the front but Mrs Grattan commented that we are unable to have this. We will continue to monitor the situation, if a parent is seen a letter will be sent home and if this happens regularly Mrs Grattan can contact the PCSO. Mrs Brady and Mr Maxwell mentioned that it's also a problem with cars mounting the curbs when parking when there are children going past. Unfortunately, we cannot enforce anything here due to it not being on the school property. More reminders will be sent and we hope that parents give us their full co-operation.</p> <p>Allergy notification: Clarification was asked with regards to who to contact if parents need to inform the school of any allergy changes. Following Ms Wright leaving, anything relating to health needs such as dietary requirements or allergy notifications should be sent to Mrs Richards via office@higham.kent.sch.uk. Please ensure it is sent to this email address as this is the one direct to Mrs Richards and please ensure that any notifications made are complete with full information relating to the allergy or dietary requirement. Mrs Grattan also added for parents to let us know of anything that we can do to help support any allergies or dietary requirements within school including on special themed lunches, Christmas dinner etc. Mr Maynard suggested that these emails are highlighted that that are an allergy update in the subject so they are seen urgently.</p> <p>First aid procedure: Clarification was asked with regards to the procedure of contacting parents in the event of first aid being performed. Parents will be notified as soon as possible by telephone if their child is to sustain a serious injury at school that results in a physical mark being left on the child- i.e. bruise, cut, bump. An injury note will also be written for the parent which will come home with your child at the end of the school day via the child's school bag. An additional note has been added on the injury notification slip that a parent has been called and notified unless it is not applicable.</p>	

	<p>Cases where the parent wouldn't be called is when there is no physical mark at the time or in cases such as for example, the child has cut their finger and a plaster was applied as a note would inform parents of this. In cases where the injury happens right at the end of the school day i.e. a Year R falls over at 3pm, we know parents would be on their way to collect with only 20 minutes of school left if not outside already, so in this case teachers may wait the extra 15/20minutes and physically speak with parents face to face. Mrs Brady asked when parents are notified if an incident occurs that involves their child. Mrs Grattan said parents are contacted when necessary and it also depends if the office are informed as some teachers may deal with situations in class. Mrs Brady also asked about being notified if first aid is unable to be performed and again Mrs Grattan said parents would be notified if we were unable to complete first aid properly.</p> <p>Dog therapy: Mr Maxwell asked if a dog mentor would be possible to have in school again. Mrs Grattan said unfortunately the school has no funding for this at this time. Mrs Brady asked if there were any parents would be willing to volunteer their time and Mrs Lee offered that she would be willing to pay some towards. Mrs Grattan mentioned that we would need to provide the service to all children and the person would need to have the relevant training along with the dog and also have insurance. Our previous dog mentor Willow would come in for 2 ½ hours a week as she was Mrs Smith's own dog. Mrs Brady asked if parents would be willing to contribute to cover the cost. Mrs Lee and Mr Maynard suggested the possibility of a PTA event to fund it also. Mrs Grattan said she would reach out to ask about interest with this.</p>	
3.	<p>Any other business: PGL – Mrs Lee mentioned that parents have started to ask about a packing list. A PGL packing list has been shared to Mrs Lee from Mrs Aldous to give parents a rough idea for now and the meeting where all this information will be given is set to take place in Term 4.</p> <p>Choir: It was asked if we would be able to have a choir back. Mrs Grattan said there is the possibility that a member of staff may be able to do it but they need to check their availability first. Mrs Dunn may also take this over once she has finished her training course.</p> <p>Parent Governor Election: Mr Maynard asked parent reps to remind parents to vote in the upcoming elections.</p> <p>Next meeting will be held on Monday 23rd March 2026 at 9.30am. Please send agenda points to Mrs Grattan by Monday 9th March.</p>	

Meeting ended at 10.05am

Meeting Action Points Summary

Item	Person Actioning	Action	Action completed