

Parent Forum Meeting Minutes

DATE 23rd March 2026 – 9.30am to 10.30am

	Item	Action
	Attendees: Mrs Grattan, Mrs Aldous, Mr Maynard, Mrs Lee, Mrs Brady, Mrs Kazzaz, Miss Hollowell, Mr Maxwell	
1.	Apologies for Absence: Mrs Sutton-Ruck	
2.	<p>Minutes:</p> <p>Breakfast Club</p> <p>This has been asked before and due to staff unable to start earlier it unfortunately is not an option at this time. BC/ASP now must have 2 staff members on site, the school is also aware an earlier start impacts how much notice we can give parents in the event of unforeseen circumstances i.e. no water. RM suggested parent volunteers if we could offer a free space to their child but Mrs Grattan said our insurance would not be able to cover this. SL mentioned in the past there was a survey on the earlier start time and only 20% were interested. RM said there were 9 interested in Year 1.</p> <p>School Shoes</p> <p>RM has already received a response from Mrs Grattan regarding this. School shoes need to be leather/strong material to protect feet from potential risks, i.e. chair legs. Trainers are not as protective however black leather trainers are permitted. Staff may chose the footwear of their own choosing as they do so at their own risk.</p> <p>Dog Mentor Programme</p> <p>Mrs Grattan updates all as this was discussed at the last parent forum. 1 PM session would cost £50. If the school had 3 sessions a week that would cost in excess of £4000 for the academic year. A maximum of 5 children would be able to seen per afternoon session. CB said feedback from some parents is that they would only pay if they knew their child would be involved. Mrs Grattan mentioned that not all children were SEN – each individual would be assessed separately, it would all depend on circumstances. RK said a parent had shared a link to a company that visits for free (donation would apply) and will look into it further, again there were also a few no's from her class group. RM will approach the PTA to see if they could subsidise or host a sponsored event.</p> <p>Payments and Ordering</p> <p>Mrs Grattan reminded parents to please check emails and MCAS to keep up to date with all communications. Pupil Premium was mentioned and SL will share with class representatives a link for parents to check if they are eligible. CB asked for clarification as to what Pupil Premium is, BM shared that parents would get help with payments, reduced payments and the child would be eligible for free school meals. Often the school can help with uniform and CB suggested we investigate a way of offering uniform anonymously.</p> <p>Cutlery</p> <p>Regarding cutlery not being clean, the day this point was raised was when the dishwasher had broken. It is now being checked daily. The cutlery is rinsed before being cleaned and regular spot checks do take place.</p> <p>Ukraine Partnership</p> <p>Mrs Grattan thanked parents for their support and noted that the previous donation went down well. If parents have any ideas on how to support the partnership these would be welcome. Class reps will discuss this on WhatsApp and feedback in due course.</p>	

	<p>Staff Development Days (SDD)</p> <p>Mrs Grattan mentioned that holiday companies are becoming increasingly aware of some schools moving SDD and increasing prices either side of the half terms. Our SDD are spread out to help with staff training that takes place throughout the academic year, this is more effective in splitting up training for all the different areas. CB said one school uses their SDD all in one random week in June, Mrs Grattan said this would not work for us due to the impact it would have on the curriculum. CB asked about term time holidays and asked if it at the discretion of the headteacher. Mrs Grattan mentioned that previously she would have more flexibility however we now have regular checks with regards to attendance from KCC and the DfE so holidays will only be authorised in exceptional circumstances. As a school we do sympathise. Schools work at a fast pace so missing a lot of days can impact on a child education. BM reminded parents that the attendance policy is online and reiterated that with regards to school fines, the school does not receive any of the money from fines as they go straight to the local authority to cover admin costs.</p> <p>Messages</p> <p>CB said this point relates to her directly. A message was passed to a member of staff on the gate in the morning. Mrs Aldous did confirm that the message was passed on to the class teacher. Whilst the office did not receive the message straight away due to staff being in class, the child was assessed and advised to come back if the problem persisted, we would have then contacted the parents. If messages need to be given to the office parents are advised to come in and speak to us directly or call to ensure we are aware of any issues.</p> <p>PGL Meeting</p> <p>Mrs Grattan said that notice was given but will check dates. Packs have been given which contains all the necessary information.</p> <p>Year R Dismissal</p> <p>Mrs Grattan confirmed that Year R walk out first followed by Year 1 and 2. In the case of bad weather radios are used to ensure all classes are ready to minimise waiting in the rain.</p>	
3.	<p>AOB</p> <p>SATs Homework</p> <p>This is something Year 6 already do and after the Easter break Year 5 will have maths. SL asked to contact parents to ask if this were something they would like to do. Year 6 currently get homework on a Thursday and have until the following Tuesday to hand in. NH gave an idea for parents to help support their children at home by having tutorials on how things are taught by the class teachers. It will be looked into but will not be able to be done this academic year.</p> <p>Craft and Music Clubs</p> <p>RM will need to reach out to source. NH knows a contact for music so will ask if they are interested. Mrs Grattan clarified if it is an outside company the school takes a small fee and they keep the rest. They will also liase with parents directly.</p> <p>Early Collection</p> <p>Mrs Grattan confirmed early collection will only take place at Christmas, Easter and at the end of Term 6. School will remain open until normal finish time for those who cannot be collected early. There will be no ASP on these days.</p> <p>Finance</p> <p>BM spoke with regards to the schools finance and reiterated that we take our finance seriously. Unfortunately, we don't have the surplus to afford luxury of necessities i.e. dog mentoring. Pupil Premium money is only used for those children. School budget is always heavily discussed and tightly managed. We would rather have quality teaching, T.A's food, office staff than luxury items. CB asked if non-uniform could be done more to</p>	

	<p>regularly help with fundraising. Parent reps will go back to parents to ask what they would like, Mrs Grattan also said we need to not put pressure on parents in relation to requests for donations too often.</p> <p>Next Meeting: The next parent forum will take place on Monday 8th June. Points to be raised need to be sent to Mrs Grattan by 9am Monday 25th May.</p>	
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