

Parent Forum Meeting Minutes

DATE – 9.30am to 10.30am

	Item	Action
	Attendees: Mrs Grattan, Mrs Aldous, Mrs Lee, Mrs Kazazz, Mrs Brady, Mrs Bauckham	
1.	Apologies for Absence: Mrs Sutton-Ruck, Mr Maxwell, Mr Maynard, Miss Panayi	
2.	Minutes: Reading Record Book CB explained that some parents struggle with keeping up with communications and have asked if the reading record book can double up as a communication book. CG explained that this is not an easy task to do for the teachers with 30 children. CG asked class representatives to remind parents that lots of details regarding homework and spelling can be found on the class newsletters class pages on the website. Extra-Curricular Activities Parents have asked about the lack of free after school clubs for the younger years. CG explained that teachers do these clubs outside of their normal working hours so they are not expected to do these. CB agreed that if a teacher does not want to do a club that is fair enough. Teachers are also able to choose the classes that they feel the most comfortable teaching. Staff are able to do clubs and claim TOIL using the Sports Premium funding however this funding has stopped as of June so parents may notice a decrease in clubs from the next academic year. Weekly Newsletter A reminder about class termly newsletters will be put on the weekly newsletter in the first 2 weeks of term. EA reminded parents that all class newsletters are available on the class pages on the school website and are emailed out to parents on the first Friday of term. Class spellings can also be found on the class pages too. 2026/2027 Class Representatives Class representatives will ask on the class WhatsApp groups who would like to be the next academics years class representatives. CG will need to know by the end of June. Next Meeting CG agreed with the current class reps that the next meeting will either take place on the last week of Term 1 or first week of Term 2. Date will be confirmed once new representatives are appointed. Gate Times Some questions were raised in Year R regarding the times the gates are being opened at collection time. Sometimes the late opening affect parents with their work commitments. CG explained that teachers and TA's do their best to have all children out on the playground on time but as parents can appreciate this is no easy task with 30 children. Some afternoons there may only be one member of staff in a class which makes it even more difficult. CB appropriately called the end of day getting ready time as organised chaos. It has been raised before about parents going back to collecting from classrooms however CG reasoned that from a safeguarding point of view the way we do dismissal is better as we are better able to manage who is coming on and off site. Another point was asked about parents having to queue along the thinner path outside of school and parent reps agreed along with CG that this formed as habit after Covid and there is no expectation for parents to queue in a single line outside the school gate. We do ask that space is left clear for the Year 4/5/6 pupil to be dismissed. If parents have	

	younger children they are encouraged to wait in the fenced off area on the school forecourt. Class Transitions All classes will take part in a class swap during the last week of term. This will take place on Wednesday 15th July. Children will be able to visit their new classrooms and class teacher. This day is our final open afternoon for this academic year and after viewing their child's work, parents are welcome to visit the new classroom too. Year R Workshops This is in regards to the Year R reading mornings and activity sessions that have recently been taking place. Some working parents feel there is too much going on along with parent lunches, colour run etc. Some parents however feel like they would like more. CB mentioned how these events are great for parents to gain an insight into school and see how happy the children are. Parents are not expected to attend all/any session as we do appreciate it is hard for working parents, we would not want to however remove these events for those that can attend.	
3.	Any other business A message from Mr Maynard to be shared with all classes. As Chair of Governors one of the annual statutory duties that I have to ensure takes place is the Annual Budget Meeting. This takes place in May every year and over the years has become a harder and harder task due to rising costs of energy, utilities, insurances, staff costs and classroom materials/equipment. Along with changes to Central Funding from the Government via the Local Authority makes a balanced budget so difficult to achieve. Governors have the responsibility to ensure that the school is financially sustainable and so difficult decisions have to be taken. The Business Manager, Miss Mills, confirmed that an amazing £6302 had been received from the PTA in the last financial year. This follows the tremendous efforts in the previous year when the fundraising for new computers took place. The PTA donations mean that some of the "luxury" activities can take place or class resources can be purchased. Without their generosity these activities or items just simply would not happen. The PTA have made these happen and the school is so thankful of all of your efforts. Please can you send a message around to your class WhatsApp groups to thank them from the Governors for all the hard work and efforts that have gone on towards fundraising. This could be people who have run a stall at the Christmas Fair, attended a school disco to help, staffed the Colour Run or simply given up some time towards an event. We are very lucky to have such a dedicated set of parents and staff. It really does make a difference to the children of Higham Primary School. Also, on a similar theme the school has asked parents/carers to volunteer to help during two weeks of the summer holiday to focus on the upkeep of the school. This could be painting, cleaning or sundry tasks around the site co-ordinated by	

	Mr Walton. The school will pay for the resources and equipment as well as supplying refreshments. All we are asking for is some of your time and a flexible helpful approach to make the school a better environment for children's learning. Whether it's an hour, a morning, an afternoon, a day or days doesn't matter. As the saying goes "Many Hands Make Light Work". Thank you for your efforts on the Parent Rep Group this year and thanks to all the parents for their efforts in the past and in the future to make Higham Primary School a better place for the children to attend. Brian Maynard Chair of Governors	
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Meeting ended at 10.30am

Meeting Action Points Summary

Item	Person Actioning	Action	Action completed