

Parent Forum Agenda
Tuesday 5th February 2019– 8am

1. Apologies:

2. Points arising from last meeting

- **Online payment system** – *Waiting to see if any payment system will be compatible with existing computer systems; thought it would hopefully be online before Christmas. Any update?*
Unfortunately there are still ongoing issues, but it will be launched as soon as possible.
ACTION ADG
- **Emailing forms** – *Can we email copies of slips/forms instead of having sheets of paper in school bags? It was trialled last week and the system is being refined. It will be linked to the online payment system. Any update? It will be launched as soon the online system is finalised.*
ACTION ADG
- **After school clubs** – *Different options were being pursued with outside providers, however costs are proving high and our location is limiting. We are also in discussion with other local primary schools. Any update?* Lots of comments this time about a very poor selection? Multi sport option great - but only if accompanied by another club (that doesn't need the sports hall?) to cater for any siblings. *Unfortunately, there was not enough demand for the KS1 multi skills club. Staff time is short and any after school clubs run by staff are a further demand on their time. Also, there has been a lot of staff training this term which has created additional time pressures. It will be reviewed again after half term.*
ACTION ADG
- **PTFA funds** – *how are they spent, input into what the money is being raised for? Suggested a fund-raising thermometer? How can to get involved? Perhaps each class should have a PTFA representative similar to PF? Action: Mr Dixon-Gough to discuss with PTFA. Any update? The PTFA welcomes all parents to get involved as much or as little as they would like. The next meeting is taking place at school and more awareness will be given to the upcoming fund raising projects e.g. An outdoor space/class room/log cabin, KS2 books and a running track on the parish field.*
- **Homework** – *various comments received about homework. No homework or spellings all term (several) A questionnaire will come out shortly asking parents for anonymous feedback about current homework levels with a view to decide how to move forward with a homework timetable. Any update? The questionnaire went out last week – thank you for the 30 responses so far, please complete the survey if you have not yet, your feedback is most appreciated. We're looking at a more consistent approach with a brief but effective spelling, numbers & reading elements each week. ACTION ALL/ADG*
- **Open Classroom** - *will there be one this term? (1 parent – year 1) It will be looked into for this term. Any update? Open class rooms will take place Tuesday 27th February.*
- **Concerns over safety/security at the end of the day** - *with no staff member standing on the gate or out on the road, potential for someone to snatch a child and potential for a child to leave ahead of parent and run on to road. Once a child is with their parent, it is the duty of the parent. However, it will be reviewed. Any update?* No improvements on this. Recent incidents where a supply teacher was handing children over with no other staff member present; a club was cancelled with no notice and children were wandering around the playground looking for parents who weren't there; and also there are times when no-one is standing near the door in the mornings - no-one to stop a child leaving school to chase a parent. *(Raised again – Yr 1 – several) Understood, it is being reviewed. ACTION ADG*

- **Reading books for stage 2 and above** – can they be updated? In general, they are not very inspiring. *We will review the schools' resources and consider it. Any update? This will be an upcoming PTFA fundraiser. ACTION PTFA/ADG*
Lunch - portion size, variety, quality... *Could older children have larger portions? We are meeting Class Catering shortly to discuss school lunches. Any update? Questionnaires have been completed by staff and some children and lunches have been reviewed with Class Catering. ACTION ADG*

3. Agenda Points

- **Policy or procedure following an incident or accident in school?** What is the procedure? (Reception – several). *Head bumps – always a letter in the book bag and a sticker to alert parents, otherwise if it is considered appropriate parents will be contacted and it will be logged.*
- **Lack of cover for Mrs Bailey-Smith** - How are these situations dealt with in school? If a TA is absent is cover arranged? Can parents be notified in advance of any planned absences? And where possible to know who the supply teachers covering are? (Reception – several) *Were not aware that the absence would be as long as it has been and respect staff privacy. It is too costly to employ and insure temps. We do everything possible ensure consistency in provision – TA's often work fluidly across the different classes.*
- **More regular detailed school reports** - the graded 1-3 is pretty useless. (Year 1 – 1) *If in any doubt please talk to the class teacher, or book an appointment to discuss any concerns or queries. It is a very time consuming process – even the P&E reports, but it is understood how important they are to parents. The report system will be reviewed.*
- **Mr Dixon-Gough** – more presence in the playground at drop off and pick up (Several years – several parents). *It is often the time when Mr Dixon-Gough is in demand, by parents and on the phone – especially at the end of the day. However, every effort will be made ACTION ADG.*
- **Concerns, suggestions, recommendations for school** - Could there be a 'letter box' for parents to 'post' any suggestions (Year 4). *Mr Dixon-Gough is available for any parent wanting to make a suggestion or raise any issues. Openness and transparency is encouraged. Also you can talk to any of the parent forum representatives – points can be fielded at any time in the term, Mrs Salmon or any member of staff.*
- **Class numbers:** Are there 33 now in class 3? What is the policy and maximum number? Increased pressure on staff and space. (Year 5 – 1) *There are now 32 in class 3. We do not have any say over class numbers – it is dealt with by WCC admissions.*
- **Packed lunches:** In the past it was stated "that we are a healthy school". no bars of chocolate in packed lunches, only healthy snacks. Some children bringing chocolate bars etc (Year 5 – 1) *Noted and understood – it will be mentioned in the newsletter and reviewed. ACTION ADG.*
- **Water:** please could the school encourage children to drink. Often water bottles are left in bags unused for days/are the bottles filled fresh every day?/washed out?/the bottle does not always come home on friday. (Year 5 – several) *Children will be reminded.*
- **Young Voices:** Fantastic experience for the children. Thank you Mrs Carolan, Mrs Frearson and Mrs Crabb. (Year 5). *Thank you for the positive feedback. It's a great opportunity for the children, well done for their great behaviour and thank you to the staff.*
- **Teacher Training:** Can the amount of time teachers are spending out of classrooms be spread out more? (Year 5 – 1 parent). *A back log of staff training meant an unusually large amount of time out of the class room – however, much of that has now taken place. Every effort has been made to ensure as much continuity as possible. However,*

there are times when it is necessary to use supply teachers, so we welcome feedback to help us recruit the best and most appropriate cover staff.

4. AOB

School council: This is being reviewed, we're looking at a junior governors structure to work with governors. **ACTION ADG.**

Parents working alongside children: *This is actively encouraged - to break down barriers, for parents to see the relationship between children and teachers - and for children to see parents and teachers as one also. This is planned for after half term.*

Thank you to Helen Smith for 8 years' service in parent forum, with over 3 years as Chair! Her support has been invaluable in enhancing effective communication between school and home. Thank you!

Date of next meeting

26th March 2019, 8am