

**Parent Forum: Meeting Minutes**

**Date:** 28.11.23

**Present:** Kathryn Catherwood (HOS)

**Parent Forum Representatives:**

Nursery	Reception	Year 1	Year 2
		Lauren Prynne Edward Locock	Kayleigh Reilly
Year 3	Year 4	Year 5	Year 6
Lauren Prynne Sam Revell	Lauren Prynne		Sam Revell Kayleigh Reilly

<b>Focus</b>	<b>Comments</b>
<b>Review from last meeting</b>	Mrs Powney to complete a termly newsletter with community news every half term. Zoe shared that she was aware that information being shared with parents related to things that would support parents are sent out within the newsletter. This will be information shared within the newsletter. Reduction of the newsletter in the amount of information being shared and how it is being presented. First Aid slips – The information is not being pulled across to share information with the class teacher. Communication for first aid – emails are not being shared. Ensuring that all of the information is shared with parents. First Aiders to add other information as course of actions.
<b>The purpose of these meetings</b>	KC explained that this is an open forum to discuss new initiatives. It is a constructive tool to support with communication, any parent may join, and issues raised must be general issues.
<b>Parent Questionnaire November 2023</b>	<ul style="list-style-type: none"> <li>• Over 70% of parents surveyed shared that their child likes school.</li> <li>• Almost 80% of parents shared that their child is making good progress at school and feel that teaching is good</li> <li>• Almost 80% of parents shared they felt that they were kept informed about how they child is doing at school.</li> <li>• 85% shared they were informed about events and activities at school</li> <li>• Over 85% of parents shared that they felt comfortable about approaching school with questions, problem or complaint</li> <li>• 75% of parents felt it was easy to contact my child's teacher</li> <li>• Over 80% of parents shared that they felt staff expect their child to work hard</li> <li>• Over 70% of parents felt that the school provide appropriate homework</li> <li>• Almost 70% of parents shared that their child was not bullied at school</li> <li>• 80% of parents felt there was a good range of activities and opportunities provided for their child.</li> <li>• Almost 80% of parents shared that they feel welcome in the school and encouraged to take part in school activities and events</li> </ul>
<b>Pupil Questionnaire November 2023</b>	<ul style="list-style-type: none"> <li>• Over 70% of children feel supported in their lessons</li> <li>• Over 60% enjoy learning</li> <li>• Over 60% feel listened to in lessons</li> <li>• Over 60% believe they have someone to talk to</li> <li>• Over 60% believe they are encouraged to look after their physical health</li> </ul>

	<ul style="list-style-type: none"> <li>• Over 60% believe they are encouraged to look after their mental health</li> <li>• Over 70% believe they are taught to respect those who are different to them</li> </ul>
<b>Behaviour</b>	<p>Managing Positive Behaviour Policy</p> <ul style="list-style-type: none"> <li>• Rewards for the children who are always showing positive behaviour are not necessarily receiving the recognition for their successes at school.</li> <li>• School Values awards have been introduced to recognise those children who are always reflecting the values of our school.</li> <li>• Discussions around the policy and how these things are being reflected with the children and there are adaptations to ensure that all behaviour is managed. However, adaptations are made, as outlined in the policy, to support all children and appropriate sanctions are given in line with this.</li> </ul>
<b>PTFA</b>	<p>Parent support is needed for the PTFA to continue. There are currently only 2 parents on the PTFA alongside member of school staff. If you are interested in joining the PTFA, please email <a href="mailto:westonmill.desk@discoverymat.co.uk">westonmill.desk@discoverymat.co.uk</a></p> <p>Without parent support for this, we will not be able to provide opportunities for our children such as discos, Christmas and Summer Fayre, Year 6 Leavers' Disco. Your support would be greatly appreciated.</p> <p>Suggestion: Can we provide an overview of the dates and times to be shared with parents to look at where support can be provided to support with these events?</p>
<b>AOB</b>	<ul style="list-style-type: none"> <li>• School Lunches – cost of school lunches has increased. This is not controlled by us and is managed by CaterEd who have increased the cost of school lunches. Applications for Free School Meals can be made via Plymouth City Council Website <a href="#">Free school meals   PLYMOUTH.GOV.UK</a>.</li> <li>• Curriculum Newsletters – These should be sent home at the end of the first week of each short term. Apologies if these have not been sent home as planned this term.</li> <li>• Cover in classes – PPA once a fortnight, staff will also be out for training and when working within other areas of the curriculum. This is supported by HLTAs or SLT to provide continuity, as far as possible, for the children in each class.</li> <li>• Plymouth Argyle Community Events – Is there capacity for parents to pay for spaces which are not filled for children who would like to attend? Parents have communicated that they would be keen to access this service. KC to speak to Plymouth Argyle regarding this.</li> <li>• Newsletters – Can we add a subject to the newsletter email so that parents can locate this information? Adding a contents page so parents can identify where they can find information.</li> <li>• Bulletin for information – Adding information to the playground on events in the coming week/for the next week. Key information – class assembly, swimming for the next 3 weeks to support with sharing that information. KC to look at adding a noticeboard outside to share this information with parents.</li> <li>• Suggestion was raised that we look at the information related to events in the community might be added as a link which parents can navigate from the newsletter. Suggestion for community events page on the website so that this information can be added.</li> <li>• Ensuring events in the school are made aware.</li> <li>• Calendar – Information in the calendar to make it clear that this is information related to the parents. Can we ensure that information related to class and year groups are clear for parents on the school website? Can we have the term dates overview for the term to be shared on Facebook as a point of reference? KC to return to this to share information so this is in one place to be shared.</li> <li>• Parent events – communication why this is important for parents to attend and share this information with parents.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Year 6 Leavers – Could we look at an alternative venue for this performance to accommodate the parents and family members who want to come? Year 6 hoodies – Sam and Kayleigh are going to organise the Year 6 hoodies and share information with parents. Look at printer providers to organise the hoodies.</li></ul> |
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**Next Meeting:** 6<sup>th</sup> February 2023 @ 2:00pm