

Parent Forum: Meeting Minutes

Date: 06.02.24

Present: Kathryn Catherwood (HOS) Zoe Lavers (FSW)

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 Darren Hall Samantha Baker

Focus	Comments
Review from last meeting	<ul style="list-style-type: none"> 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. Mrs KC to follow up with MP to look at how the newsletters. Improvement in the information be sent out on Facebook to remind parents regarding events. 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. This has been ordered and this will hopefully be delivered after the half term. 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. ZL to create community events page on the school website to share information related to this for parents. Ensuring events in the school are made aware. – There has been a visible increase in the amount of sharing and reminders to parents regarding events coming up in school. KR shared that this has been more noticeable and has been beneficial in reminder parents. 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. Done and shared regularly on Facebook. Parent events – communication why this is important for parents to attend and share this information with parents. Sharing information with the children regarding this event so that they can remind them Class assemblies moved to 2:45pm. Information is clear with the messages being shared which is supported. 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. Kaleigh has followed this up and would now like to send a letter to parents regarding this.
The purpose of these meetings	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.
PTFA	<ul style="list-style-type: none"> Disco's are currently difficult due to the DJ not being able to provide the dates required. We are hopeful to have a school disco before the end of the academic year for all children. We have had some interest from parents to join the PTFA too. If anyone would be interested in offering some time to join the PTFA, please contact Mrs Powney in the school office. This may be an hour to help set up for the event or sourcing stall holders and raffle prizes for school fayre events.
Parent Questionnaire January 2024	<ul style="list-style-type: none"> Positive themes – enjoyment and range of subjects offered at school. Behaviour – school are aware of the perceived image and how tricky this is to navigate. We are seeking creative ideas and supporting all children. We continue to have high expectations for all and follow the policy where incidents of behaviour occur.
Class events	<ul style="list-style-type: none"> Suggestion to review timings for class events due to there now being a longer gap between class assembly and reading session finish time and the end of day timings. Moving forward all class assemblies and reading sessions will start at 2:45pm instead of 2:30pm. This will be amended on Facebook posts to ensure that information is shared widely.
Uniform	<ul style="list-style-type: none"> An increasing number of children not coming to school with the correct uniform or PE kit. Reminders have been sent out in the newsletter and on Facebook. PE kit information to be shared. Class teachers to follow up with parents where the correct uniform is not being worn. Letter to be sent to parents who are still not wearing the correct uniform. Mrs Lavers has spare uniform which we will continue to offer to parents if required.
Lunch Provision	<ul style="list-style-type: none"> Last term lunchtime provision was provided by Plymouth Argyle. This term we are using Premier Education, to provide targeted support at play time
Year 6 Leavers	<ul style="list-style-type: none"> Year 6 Leavers event will be organised for the end of Term. Children will decide what they want for this event and will be organised by the PTFA. Leavers' assembly will take place week commencing 16th July – Timings TBC. Letters to be sent home with children and an electronic letter to follow up via ParentPay to ensure nothing is missed. Year 6 Treat Day – this is arranged by the Trust. It will be organised for the end of May/early June – more information will be shared later in the term.
AOB	<p>House Points</p> <p>This term we have relaunched our house teams. Children are collecting house points for attendance and break and lunch playtimes – taking turns, being a good role-model. At the end of each week, the wining house gets an additional play time. The house teams are working towards, and end of term treat for the wining house. Information to be shared in the newsletter regarding house points and how these are given out to the children.</p>

Next Meeting: Friday 22nd March 2024