



Parent Forum Meeting MINUTES

Meeting date | time 19/10/2021 3.30pm – 4.30pm

Meeting location Highampton Primary School

Meeting called by	Deirdre Petersen
Type of meeting	Parent Forum
Note taker	Immogen Floyd

Attendees

Deirdre Petersen (Principal)
Carron Rees (staff)
Immogen Floyd (staff)

Davina & Richard Dimmock (parents)
Carmen Heard (parent)
Jorge L-C (parent)
Apologies: Rob Reynolds (parent)
Bridget Down (LSB representative)

1. INTRODUCTION/ WELCOME - DP

Welcome to all and introductions. DP explains significance of parent voice and how school improvement will be centered on our co-operative value of DEMOCRACY through our values we can learn, care and grow together. DP signposts parents to the DMAT values and moves to discuss the focus values this term – SELF-HELP and INCLUSION.

Reminder of the main duties of the Parent Forum:

- To preserve and develop the Co-operative values and the distinctiveness of the school. • To monitor and evaluate the effectiveness of the school's leadership and management with regard to the maintenance of the Co-Operative values.
- To ensure the pastoral care of the children and staff, including how the school meets the needs of learners through its implementation of the Co-Operative values.
- To ensure that the voice of the local community, in particular, but not exclusively parents, staff and children is understood. Exbourne Primary strives to maintain it's individual and Christian distinctiveness.

DP also added that the minutes of this committee would be shared with Trustees and that parent, staff, community and pupil voice are valued.

1.1 ACTIONS FROM LAST MEETING

ACTION: RR to find out size of the tunnel and how much sheeting would cost. Where are we with this? RR (not in attendance). IF – rings are in place, I have a family member that may be able to put this up over half term. CR can get cover at a reduced rate and to seek quotations.

ACTION – DP to hunt out the dimensions and price of container at BX as an example. This has been put on hold by the premises team as we don't want to use our green space for a large container. Price - £1,900 + £250 delivery and siting. DP needs someone to take the lead on researching a shed and we can use a mix of PTFA funding/ PE budget. It is agreed that a wooden shed costed at £600 will be best, funded by PTFA/ PE budget 50/50. IF to do the research.

ACTION – CR to find out about purchasing a cooker. Money has been generously pledged by the PTFA. Unfortunately, because of the new hot cupboard, there isn't room for a new cooker in the kitchen. CH – are we going to reinstate breakfast club? DP – this is something we can consider should the uptake be there from parents and if we can staff it.

ACTION – DP to send out parent questionnaire re uptake for Breakfast Club.

1.2 AFTER SCHOOL CLUBS

DP – we now have after school provision planned in; OCRA Multi Skills for both Key Stages and also we are looking for Dance/ Drama/ Yoga provision. DDW – has contacts.

ACTION – contact DDW re Yoga teacher if our research is unsuccessful.

1.3 ASSEMBLIES (parent participation)

DDW – at other schools they are getting parents in more and more for assembly, some schools within the Trust. DP – we are introducing parent events in school slowly because of the risk of the pandemic. Upcoming events include –

Homework Celebration Assembly – 19.11.2021

Open Morning for Prospective Parents – 9.11.2021

Parent Consultations (face to face) – 23.11.2021

We will be able to introduce more and more like this should it be safe enough to do so. The safety of our pupils and parents is of most importance. DDW – we need to return to normality. DP – agrees but we are introducing bit by bit rather than all at once. Rates of Covid are so high in the area but we agree that these events are so important for the whole school community.

1.4 RESIDENTIAL TRIPS

DDW – Are these happening as again other schools are doing these. DP – TBC, I am talking to Moorland Principals about prospective trips eg. Bristol for Y5/6 and Heatree Outdoor Centre for Y3/4. We realize how valuable these trips are and hope to be able to run them. If not a local option like this year will run – camping on the school field with outdoor adventure. This was successful also.

1.5 SCHOOL MEALS

DDW – my son is not having school meals any longer because of the poor menu. The 'cake of the day' is often inedible and I have found these in his school bag. CH – there are not enough options,

the chef does not cater for lactose intolerant pupils/ allergens. DP – the menu is currently an interim menu until the new one is devised for next half term. This will hopefully include a wider option and choice. We have a new Exec Chef in post who is working hard on this and on options for allergens. Watch this space! Discussion around other schools getting meals delivered from Oke College and the small difference in milage. DP – let's see what the new menu holds and give it some time then we can review the provision if needed.

1.6 FEEDBACK FROM SCHOOL

DDW – what should this look like as I don't want to pester the teaching staff. DP – we have a cycle for feedback to parents – Parent Consultations in Autumn and Spring terms as well as a written report in the Summer for feedback on progress and attainment. For social issues, general enquiries, please speak to your child's class teacher on the gate or ask for an appointment any time. If the feedback is more related to an individual need, then we will call a meeting/ get the SENDco involved if necessary. We are a small school and want to communicate in every way we can with parents.

1.7 OUTDOOR LEARNING/ SPORTS & equipment

DDW – outdoor learning (poly tunnel discussed earlier); DP – we have a contract with the DWT where they will come in to work on Natural Literacy and Grounds Development next half term. DDW has logs for seating in the willow dome. Discussion around the use of the play equipment by much younger children after school. DP – the wooden play is quality assured every year in a safety check.

AOB

COMMUNICATION (CH)

READING (CH)

CH - The reading record is not a communication between home/school. Are you getting parents in to listen to readers? Can teachers record school reading as we are not aware of this happening at all. CR – we have a separate log for reading in class. IF – we could stamp the reading record as a record for parents. CH – books are not being changed regularly enough.

ACTION – CR to review book changing and DP to send out Volunteer forms to reinstate this.

COMMUNICATION (CH)

Email seems to be the way of communicating with parents, there needs to be more verbal communication. This would be more reliable as not everyone checks emails. For urgent matters such as a club being cancelled, verbal is best. On Gateway, text is a better, more instant way to check with notifications. More reliable than email. DP – we can explore more avenues of communications for different purposes.

ACTION – use text more and verbal communication for some items. Email for general such as all parent letters and newsletters.

Next meeting next half term. DDW – Maybe you can set the agenda to get more parents in. DP – We can strike a balance between me setting a topic for discussion and parents bringing items to discuss.

DP thanked everyone who attended. Meetings to take place half termly. Meeting closed at 4.20pm.