



St. Adrian's Catholic Primary School

Headteacher: Mrs Yvonne Hawkes

Watling View, St. Albans, Herts AL1 2PB

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DRAFT MINUTES OF PARENT FORUM

MEETING 1, 2018

DATE: 25th January 2018

PRESENT : Head teacher Mrs Hawkes

Parent representatives by class

Reception	Louise Giles, Emma Taylor
Year 1	Laura Lewis, Elaine McShane
Year 2	Claire Brennan, Shirin Stewart
Year 3	Lynda Archer, Kathryn Cox
Year 4	Laura Lewis, Julie McConnell
Year 5	Vicki Bromwich, Gillian Warwick Thompson
Year 6	Ren Behan, Julie McConnell

The first Parent Forum meeting of 2018 was held today, chaired by Mrs Hawkes.

It was acknowledged that these meetings had not happened for some time as the Senior Leadership Team had concentrated on addressing concerns raised by the Ofsted Inspection of 2014.

With the school focused and facing a bright future it was felt to be an optimum time to re-introduce them.

Our Core Purpose

- It was agreed that in meeting; our core purpose is to provide an additional channel of *effective* communication between the school and its parents and carers. The school hopes to gain support from parents and to encourage them to be active members of the school community.
- The Forum will meet every half term to discuss appropriate matters of 'whole school' business (and not individual concerns).
- Our aim will be to support promote our children's learning; to help school find out what parents and carers think about important issues, *and* to gain parents and carer's views to inform school decisions. The process will very much be a two way street. We will consider and discuss general school matters raised by parents through their Parent Forum Class Representatives and your representatives.
- A copy of our Terms of Reference will be available at all times on our Parent Forum page of the school website.



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Staffing

- Mrs Hawkes discussed with us the school's desire to replicate in the lower year groups, the results achieved by the introduction of smaller class sizes for maths and English in Year 6 and maths in Year 5 put in place post Ofsted 2014.
- Notable from this time was the phasing in of 3 additional support teachers working a 4 day week in years 1 through to 6, thereby enabling a reduction in class size in English and in Maths in the mornings with smaller *group interventions* in the afternoons.
- To this end the school has welcomed Mrs Bryant as class teacher in Year 2 on Mondays and Tuesdays and Mrs Butterworth as Support Teacher in KS2 on Mondays, Tuesdays and Wednesdays facilitating a reduction in class sizes in Years 4 and 5, and the continuation of group interventions in the afternoons.
- Ms McCarthy continues her 4 days as support teacher to reduce class sizes in Years 2 and 3 as well as some intervention group teaching.
- Ms Heather Bowen has also joined the staff as our new PE teacher, working Monday-Thursday.

Appointment of a New Head Teacher

Mrs Hawkes advised that a recruitment advertisement was placed from last Friday, 12th January in all relevant journals and there had been some expressions of interest, with some visits to the school. She was hopeful that an appointment might be possible before this Half Term.

Mrs Hawkes did acknowledge that if the Governors were successful in making an appointment she is certain that there will be an opportunity for the school community to meet the new Head teacher before the end of the school year.

The start of the new Autumn Term 2018

Class representatives enquired as to when this date might be formalised to allow parents looking to book their Summer holidays to do so. Mrs Hawkes explained that this date is normally set by the Head Teacher in conjunction with advice from Hertfordshire County Council, and the pencilling in



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of Staff Inset days. As Mrs Hawkes will not be leading those INSET days she thinks it is appropriate to raise it with the new Head teacher when he or she is appointed. However, the likelihood is that the children will return on Wednesday September 5th 2018.

A.O.B.

All parties agreed to share email addresses.

Date of Next Meeting: Thursday, 15th March, 2018 at 2.30pm.