**MINUTES OF PARENT FORM MEETING (01st- 2018/19)**

DATE: 8th November 2018

PRESENT: ***Head Teacher*** Mr Dominic Bedford   
***Deputy Head Teacher*** Mr Alex Sallis

***Parent Representatives by Class:***

Nursery place(s) to be filled   
Reception Jenni Scott   
Year 1 Louise Giles, Emma Taylor   
Year 2 Elaine McShane, Anita Jenkins  
Year 3 Shirin Stewart   
Year 4 Lynda Archer, Kathryn Cox   
Year 5 Julie McConnell   
Year 6 Gillian Warwick Thompson, Vicki Bromwich

**Apologies for Absence**

Emma Johansson/ Year 2 sent her apologies.

Emma Taylor and Jenni Scott offered to try and secure a second Reception attendee, and two Nursery attendees for future meetings.

**AoB for inclusion (agenda points raised by individual Year Groups and supplied by Class Representatives)**

Mental Health  
Homework Club  
Breakfast Club

**Reminder of “Our Core Purpose”**

Mr Bedford ran through the core purpose of the Parent Forum. As a reminder to every parent and carer within the school, together with the representatives who sit on the Parent Forum, they are as follows:

To support and promote children’s learning  
To help the school to find out what parents and carers think about important issues   
To gain parents’ and carers views to inform school decisions  
To make plans to support the school to develop, and improve ‘outcomes’ for children  
To gain support from parents and encourage them to be active members of the school  
community  
To consider and discuss general school matters raised by parents through their class representative(s).

**New Rooms**  
Mr Bedford talked through the significant building work undertaken in the summer break to provide new teaching rooms and refurbished toilets to significantly enhance the environment for the children.

**Split Classes & Staffing**

Mr Bedford spoke about the appointment of a new teacher for Year 4 & 5 split classes with Mrs   
 May’s imminent departure on maternity leave. Mrs Bhandal is due to join the school on November   
 19th and is already in regular contact with the school in preparation for her role.

Mr Butterworth will move to class teacher of Year 6, Monday to Thursday with Mr Sallis taking that year group on Fridays. Mrs Butterworth’s teaching duties will be filled by Mrs Bhandal.

Subsequent concerns raised by Year 4 parents were addressed at this point and have been fed back to the class.

**Results Data 2017/18**

The organisation that provides education data, analysis and research to schools recently published their report on our exit data for last year’s Year 6 SATs results. The detail was made available at the Governors’ Parent Information evening held on November 6th and make for truly inspiring reading.

The school, its teachers and support staff, parents and carers, and most importantly – the children themselves should be acknowledged for their incredible achievements that place our school in the top 3-7%, nationally.

If you would like to see these results, there is a lot more information available to us all on reading, writing and maths and phonics, within the document presented at the recent Governor’s Information Evening. Everyone can access this report on the school website under the Governors pull down on the right of the screen.

**Safeguarding**

Mr Bedford spoke about the *absolute* importance of Safeguarding at school, and the impact of parents and carers walking around the school without consent.  He talked about the repeated use of the Junior’s Playground & the Assembly Hall Doorways as ‘quick ways’ of entering the school; and talked too, of the inappropriateness of parents & carers entering the Assembly Hall on After School Clubs days (being there when other kids are in a state of undress) and has asked that we tell our classes:

1. parents and carers are not permitted to use the school’s toilet facilities (in a real emergency walk to the Main Door and use the disabled toilet by Mrs Flint’s office).
2. Parents & carers may no longer enter the Assembly Hall to help their child at the end of After School Clubs - and must at all times enter the school by the Main Door. The school risks being failed by an Inspector on this point.
3. Parents should remember that at the beginning and end of the school day children are not allowed to play on any of the apparatus. Nor should any pupils be playing football or other ball games before or after school unless as part of an organised and supervised club.  This rule applies to everyone, school age and pre-school age children.

Class representatives please seed this out to all Year Groups.

Mr Bedford spoke about Safeguarding at school. He talked about the repeated use of the Junior’s Playground & the Assembly Hall Doorways as a quick way of entering the school.   
He talked too, of the inappropriateness of parents entering the Assembly Hall on After School Clubs days (being there when 30 other kids are in a state of undress) and has asked that we tell our classes   
1) parents, carers & grandparents are not permitted to use the toilet facilities (in an emergency walk to the Main Door and use the disabled toilet by Janet's office).   
2) Parents & carers may no longer enter the Hall to help their child at the end of After School Clubs - and must at all times enter the school by the Main Door. The school risks being failed by an Inspector on this point. More importantly – it is about the safety of each of our children. This message is going out to all Year Groups.

**Reporting Absences**

Mr Bedford has asked Class Reps to remind parents of the importance of calling to report your child(ren’s) absences from school *before* 8.30am. He highlighted that, in addition to being one of our School Rules, it is in fact a requirement that the school inform the School Authorities of possible persistent absences. The school *needs* to know that pupils will be absent, and parent/carer help with this is vital.

**Head Lice**

Head lice is understood to be a problem in all schools nationwide and as such, Mr Bedford has asked for understanding that this is not something that the school can control or be held accountable for. Mrs Flint regularly informs the parents of a Class group when she herself is informed. It is therefore important that all children are checked regularly, by parents and carers once an email is received in an effort to stop the lice spreading.

**Lost Property**

Mr Bedford has had the Lost Property Box cleared in recent days and named property has been returned to pupils. Unnamed uniform will go in to our second-hand uniform sale. Going forward, Year 6 pupils will clear this box and named items will be returned, weekly.

**AoB (time permitting)**

**Mental Health**A Class representative raised a question about the School’s provision for a positive Mental Health policy within the school, particularly in instances where a child might not be displaying their symptoms in an obvious way.

Mr Bedford has agreed to re-iterate to staff that where parents bring concerns, they should be listened to and the issue escalated through the proper channels, immediately.

A request was made to the PTA to fund an initiative but the PTA explained that monies were committed to activities already undertaken, or in motion for the current school year.

The issue can be moved up the agenda at the next Forum meeting and given more time for discussion.

Mr Bedford also highlighted a forthcoming “Growth Mindset” initiative that will be run through the School Council; and explained the Coaching & Mentoring programme that he and Mr Sallis run to offer informal chats and run through ‘coping strategies’ with children seen to struggle. He also spoke of the School Councillor who works with children (witha parents knowledge and permission) until she is happy to sign a child off. This initiative is paid for by the school and is therefore subject to strict criteria of use.

**Homework Club**The Forum discussed the feasibility of the school providing a Friday afternoon “Homework Club”. Mr Bedford is unable to fulfil such an initiative at this time. He explained that homework should be seen as a line of communication between parents and teachers. Children receive homework each week, relevant to the work undertaken in class that week and as such it provides parents with an opportunity to understand where their child’s learning is.

On a practical note he explained the implications; that the school would have to provide DB checked adult supervision, further insurance, lighting and heating, first aid and safeguarding approved personnel.

**Breakfast Club**Again, the implications for the school, in providing a working Breakfast Club mean that this initiative cannot be approved at this time. Mr Bedford explained, that as with the note above regarding safeguarding, first aid and staff to run a Club; that our kitchen is in fact run by Herts Catering who also provide meals for other schools in the area, and as such the kitchens may be in use at this time.

**Next Meeting**

Mr Bedford to give suggested date for next meeting which will be held in the new year.