**PARENT FORUM MEETING MINUTES**

**(2nd – academic year 2018/19)**

**DATE:** 25th February, 2019

**PRESENT: *Head Teacher*** Mr Dominic Bedford

***Deputy Head Teacher*** Mr Alex Sallis

***Governor:***  Mrs Jackie Harrison (part)

**Nursery**  Paola Sawle, Katerina McAllister, Caroline Pickering   
**Reception** Jenni Scott, Laura Donnellan  
**Year 1** Louise Giles, Emma Taylor   
**Year 2** Anita Jenkins, Emma Johansson  
**Year 3**  Shirin Stewart, Claire Brennan   
**Year 4** Lynda Archer, Ren Behan   
**Year 5** Julie McConnell, Shana Iaccarino  
**Year 6** Gillian Warwick Thompson, Danny Heading

***Apologies:***  Katerina McAllister, Shirin Stewart and Laura Donnellan

**BREAKFAST / AFTER- SCHOOL CLUBS**

Jackie Harrison attended the meeting in her capacity as a Governor at the school to offer a Governor’s perspective and to hear for herself the degree to which there might be interest in a ‘wraparound care package’ [breakfast and after-school] for current and future pupils.

Forum representatives expressed a very strong interest in developing such proposals, but the validity of a solid business case is yet to be determined.

Thanks to Mr Heading for his suggestions but the SLT are already in contact with a cluster of local Catholic schools and have canvassed them on Breakfast and After-school clubs. Therefore it seems unnecessary to contact Holy Family as well at this time.

Reps were asked to canvas their classes with regards to Breakfast and After-school clubs for initial feedback. At a later stage it is suggested that this will become a more formal survey using an online facility such as Survey Monkey.

**After School Clubs**

The question was raised about the possibility of the school including a broader range of after-school clubs, and clubs that would cater for all year groups from Reception up. Suggestions ranged from cookery classes to the possibility of developing a school choir or classes on well-being and yoga.

Mr Bedford is open to all suggestions but asks that these filter through the Parent Forum representatives. Developing such a programme will take a bit of time to put in place and may also be impacted by the development of a ‘wraparound care’ initiative.

If you know of anyone, or any company who might like to submit a proposal to operate a meaningful class at the school then please contact your Parent Forum representative. All information received will be forwarded, at one time.

**STAFFING UPDATE**

As set out in the Spring Newsletter (14th February 2019); Mrs Alderton has left Nursery school for personal reasons. Mrs Teixeira will leave Year 1 at Easter and Mr Nathan (nursery) has moved with his family to Bromley in Kent and is unable to undertake the round trip every day.

Mr Bedford is confident of announcing an appointment for Year 1 before Easter and the job advert for the nursery position is being re-run (with a closing date of 7th March). It is hoped that an announcement can be made by Easter also.

Mrs Butterworth returns to Year 6, and Ms McCarthy, Mrs Bhandal, Mr Sallis and Mr King continue to provide further teaching where needed.

**MENTAL HEALTH**

In response to a question raised at the end of our last Parent Forum meeting with regards to the school’s provision for and approach to our children’s mental health and wellbeing, Mr Bedford fed back to the Forum with news of a new school initiative.

Mr Bedford explained that from September 2020 it will be a requirement for schools to make provision for Relationship and Sex Education and Mental Health of pupils in school.

In anticipation of this, 2 members of staff (1 teacher and 1 support teacher) are currently receiving ‘Mental Health’ training, and when this training is complete it is hoped that the school would be able to help facilitate a well-being club at lunchtime and/or after school.

Parents suggested running a Talk on “spotting the signs of stress in children” or similar - that parents might benefit from attending and a number of parents have undertaken to provide Mr Bedford with contact details so that the most relevant Talk can be provided.

It should be noted that all such Talks cost money and that a small fee might be charged for attendance.

SLT will continue to include links to mental health and well-being courses in the weekly bulletin.

**PUPIL REPORT FORMATS**

A number of queries were raised by parents across the school regarding the format of school reports.

Mr Bedford explained that the statutory requirement for school reports was for the school to provide one report per child, per year. St Adrian’s provides two. The mid-term report, which has now been phased to come out in time for Parent Consultation evenings, provides more of a “next steps” piece while the End of Year report will provide far more commentary.

Explanation will accompany the next report card and be uploaded onto the website then.

**HOMEWORK**

4 key points were raised here.

1. **Where to go to find the definitive list of homework.**

Depending on the year group and the split classes within each year, homework can be given out in paper format, on the class blog and / or Facebook. It would be good to have homework available in one place only, with paper copies only going to those with a definite requirement for it.

1. **Homework Books.**

On many occasions children don’t have their workbooks home with them over the weekend and homework is being handed in, in sheet format which subsequently gets dog-eared and messy. It would be helpful if teachers reminded pupils to collect their workbooks before leaving for the weekend.

1. **Timing** **of homework upload & use of correct w/e dates.**

Parents have asked if homework could be uploaded in time for use on Friday afternoons. There is an apparent inconsistency across the classes as to when the homework is being uploaded which can have a huge affect on family weekends and parents ability to be involved in homework.  
Mr Bedford has suggested amending the homework upload time to **2.00pm every Friday**, across the school but will confirm after consultation with the teachers.

1. **RE Homework.**

Parents have requested that we look the relevance and wording of religion homework coming home in each Year as it can be difficult for parents to understand without knowledge of what the children have been undertaking at school. While the homework is given out at the beginning of a new topic – the children do not possess the relevant vocabulary and are therefore not contributing to their homework as effectively as they might.

Note on RE homework being set at a mid-way point will be discussed with teachers.

**HOUSEPOINTS**

Concerns were raised regarding the administration of the current Housepoint system. Specifically, the perceived disparity between what pupils in Infants were awarded points for, versus Juniors.

It has been causing much tension in families. In addition, many children have been coming home announcing that they had been awarded points only to check the system and find that they have not been applied.

Mr Bedford explained that the Housepoint System was an off-the-shelf purchase that might require some tweaks and it was acknowledged that there might still be some operational hick-ups.

Point to note – Mr Bedford explained that the “Merit Badges” would be earned over the course of a pupil’s primary school career and that children might feel less frustrated knowing this.

**SLT will re-iterate to teachers that all points awarded should be scanned and uploaded, fairly and consistently by all teachers, across all classes.**

**There is perhaps an opportunity to explain this further on the Housepoints page of the school website. SLT to investigate.**

**JUNIOR BOYS TOILETS**

A concern was raised about the Junior Boys toilets. Mr Bedford explained that there had been a problem with the flushing mechanism but that it was all fixed now. Mr Bedford was also hoping to secure a full-time Caretaker whose job it would be to ensure that toilet roll etc was fully stocked.

**MERCY CHARISM**

Mr Bedford has invited members of the Parent Forum to join members of the PTA Committee, staff and Governors to hear Sr. Philomena talk about the Mercy Order on **Friday, 8th March at 2.00pm.**

**Please let Lynda Archer know if you can attend.**

**AOB**

**End of Year Certificates**

A number of parents raised the point that the Certificates of Attendance awarded at the end of each academic year might be expanded to include other awards for say punctuality, smart dress, good manners, civic mindedness, general helpfulness as it was felt that children cannot help being ill and missing school whereas they can be more in control of their hygiene, dress-code, manners etc.

This could perhaps be an extension of the Housepoint system?

SLT will look in to this and will feed back at the next meeting.

**Community Projects**

Some parents have suggested that the school get the children more involved in working to help others as part of their overall catholic education at both a local community, and a wider world level.

Mr Bedford spoke of a number of initiatives coming up including the Caritas visit, the Eco-School Award and highlighted the wide number of initiatives undertaken by the school throughout the academic year, every year.

**Year 6 End of Year Leaving Gifts**

A suggestion was made for the school to provide a folder to each pupil leaving St Adrian’s at the end of Year 6, containing an account t of their entire academic life at St Adrian’s including Head Teachers Awards, Music Awards, Reports and so forth.

Mr Bedford explained that under current GDPR rules such information cannot be stored on pupil’s behalf.

Danny Heading will return to Year 6 to seek other possible ideas.

**NEXT MEETING:**

It has been suggested that the Parent Forum meet now every half term and not once a term as previously undertaken. Next meeting is scheduled for **May 8th, 2.00pm.**