



## Parent Forum Meeting Minutes

Meeting: **04/06/2023** (via zoom)

### The key aims of the parent forum are:

- ✓ To discuss parent feedback related to what is working well and areas causing concern, and where possible, to address any issues.
- ✓ To allow parents the opportunity to discuss new ideas that will bring benefit to the children or the wider school community.

| Representation      | Present                      | Apologies     |
|---------------------|------------------------------|---------------|
| Head                | Denise Kennedy               |               |
| Governors           | Pam Kirk – standing in       | Valerie Gunn  |
| Chair & Coordinator | Eliza Barlow & Kate Ashton   |               |
| Reception           | Helena Farrington            | Katie Luke    |
| Year 1              | Karen Cardoso                |               |
| Year 2              | Priscilla Wulandari          | Zoe Taylor    |
| Year 3              | Caroline Briffett            |               |
| Year 4              | Sarah Church & Lisa Hale     | Alice Harp    |
| Year 5              | Meg Cripps                   | Gemma Woodman |
| Year 6              | Tracey King & Verity Roberts |               |

### Agenda

|   |                                                                                    |
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| 1 | <b>Welcome &amp; matters arising from previous meetings</b>                        |
| 2 | <b>Feedback and quick questions to share with the teaching &amp; support teams</b> |
| 3 | <b>School meals options/choices</b>                                                |
| 4 | <b>Idea: curriculum meeting &amp; following years updates</b>                      |
|   | <b>AOB</b>                                                                         |

## Matters arising from previous meetings

1. All **feedback arising from the last forum**, shared with the teaching and support staff
2. Letter sent to all parents re: parental responsibility for **behaviour at the park**
3. **Mini Marathon** idea shared with Mrs Sharpling as Sports Lead for consideration for 2024
4. The forum put forward the reoccurring themes raised to the forum at the end of each school year
  - a. The **number of PE days will remain the same**, so parents can purchase the right ratio of PE kit to uniform. The school aim to communicate the specific days before the end of term
  - b. Where possible, the office are aiming to send out **advance notice of as many clubs available for the new school year**
  - c. The school will communicate before the end of term regarding **the expected costs for the year ahead for trips etc**, however for residential this will be an estimated cost until the venues confirm which is usually September onwards. The school are also reviewing the trips provided to ensure that there is not duplication (eg. 2 history trips) and focus on other curriculum areas as well.
  - d. The **after school provision** will continue from September, and will continue to be Monday to Thursday, as there is not sufficient demand for a Friday.

## Summary of Discussion & Actions Taken

| 1. Welcome & matters arising from last meeting |  | Rolling agenda item |
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Summary of Discussion The forum welcomed Eliza in her new capacity as the Chair and Coordinator of the forum, replacing Kate Ashton.

The forum also welcomed Sarah Church who has joined to represent Y4, and Pam Kirk who joined in place of Valerie this meeting on behalf of the Governors.

Unfortunately, Katie Luke (Reception) and Karen Cardoso (Y1) have both stepped down due to work commitments. Clair Plant will join to replace Karen. This meeting was also the last meeting for Tracey King, Verity Roberts, and Kate Ashton as their children go onto senior school in September.

Lisa Hale (Y4) will be stepping down the From and taking on FOS role instead.

The forum thanked everyone for their commitment to the forum over the many years and reflected upon the many changes in the school along the way.

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**Actions** 1. *Anyone who is interested in learning more about being the Parent Forum Rep for their class then please message the parent forum on [parentforum@pottenend.herts.sch.uk](mailto:parentforum@pottenend.herts.sch.uk)*

| 2. Feedback & questions for the teachers & support team |  | Rolling agenda item |
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Summary of Discussion Thanks to all involved for the amazing **PGL trip** (Y6) The children came back buzzing (and exhausted). So many happy memories made, and challenges overcome during the activities. Brilliant PE staff keeping the class safe & happy. Plenty of teacher tweets were sent to calm anxious parents.

**Bikeability (Y6)** Sadly not a good first day, but action taken immediately by the SLT once feedback was received from parents, and the sessions restarted on the Wednesday. Children seemed to enjoy it.

### After school clubs :

- Parents are pleased with the variety of activities on offer but disappointed at the **lack of KS1 clubs**. All new activities are accessible only for older children. Mrs Kennedy is aware of the lack of clubs for KS1 and the School are actively looking to expand clubs on offer for KS1., however it comes from providers limitations and their own students age requirements due to skills needed. Magic Maths has decided not to carry on in PE school from September.
- Parents are wondering if **Football Club** on a Thursday could be converted to multi sports or Basketball include Year 2. Football club has been converted from multi sports as historically requested by students/parents and it is very popular, therefore changing it will be a loss for those attending. Games On is unable to provide another date/club for multi spots session as they only have one slot available on a Thursday for PE.
- Parents with children going into Y5&6 are wondering if the **netball club** which started this year and played in tournaments, will continue given the parent volunteer will no longer be available when her daughter leaves year 6. Mrs Kennedy confirmed that they hope to run this again and asked the reps to gauge interest.

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**Sports day** was brilliant, and so glad the weather enabled this to take place. The parents races were brilliant, and wondered if the teachers could also take part as happened in previous years. Parents wondered if

- Really loved the competitive nature of the long distance / sprint race, however, would it be possible to have separate long distance/sprint races for the boys and girls in the future to make things a bit fairer. Mrs Kennedy confirmed that those were judged separately for the fastest boy and girl, even though racing at the same time.
- The first half could be structured to be less chaotic for parents to watch

**Lunch box rack** – a parent had observed that the outside rack the kids put their lunch boxes was dirty with discarded food, and requested they get wiped down more regularly. A thorough clean happens at the end of each half term, however Mrs Kennedy will request that they are checked for any obvious debris weekly.

Is it possible for the school to buy **hi-vis vests** with our school's name for the kids and teachers/volunteers who goes on school trips to make it easier to identify our kids in the crowd? Mrs Kennedy agreed to purchase hi-vis vests for students/staff to be used during off-site school trips.

I also have been asked by a parent if the school is planning to continue with the **reading mornings** and if volunteers are needed in the mornings to do readings with the kids? The school used to ask parents if they can stay in the mornings to read with the kids from different classes, but I haven't seen this in a while. Reading mornings are ongoing and school is very fortunate to have many committed parents who attend weekly for those sessions. At present there is no requirement for volunteers. Mrs Kennedy points out that any interested parents can always call/email office at any time. Although coming on site during school hours and helping with curricular activities involves prior DBS checks. Therefore, long term commitments from parents are preferred, due to costing and time involved.

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| <b>Actions</b> | <ol style="list-style-type: none"><li>1. Mrs Kennedy to share the feedback with the SLT, teaching and support teams.</li><li>2. Y4 &amp; Y5 Reps to gauge the interest in the netball club which the school hope to continue for the new Y5 &amp; Y6 class.</li><li>3. The school will purchase hi-vis vests for students/staff to be used during off-site school trips.</li><li>4. Parents to contact the office to provide their availability for volunteering opportunities.</li></ol> |
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### 3. School meals options/choices

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| Summary of Discussion | Positive feedback regarding <b>school meals</b> choices. Flexibility of choosing each day is very welcomed by parents, however the quality of the meals has received a lot of feedback. |
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Lots of complaints / feedback regarding school dinners:

- Feedback from children particularly further up the school is that portions are too small
- Jacket potatoes are small, hard and dry
- The chicken pie which used to be lovely has changed and is now horrible (several children commented on this)
- Pasta isn't always available on a Wednesday, so where a child doesn't like potatoes (roast or jacket), they may go hungry when pasta isn't on offer.

" I'd like to raise the salad bar again which may make me sound like a broken record but following the last parent forum they reintroduced it which was brilliant. However, since the menu change there is now one bowl of mixed salad including lettuces and tomatoes. This is just not as appealing to children, as the individual pots were, as lots of children don't like all things and therefore a mix is overwhelming for them as well as allergies for certain foods. I would be interested to understand the rationale around the change and to express my disappointment. "

**Actions** 1. Mrs Kennedy will discuss the salad bar option and the portion sizes and check the availability of pasta/potatoes with the new kitchen staff.

#### 4. Idea: curriculum meeting & following years updates

Summary of Discussion sharing curriculum update for the following year before the term ends? Meeting on first day of the new term was a little overwhelming, could this be moved to the end of term instead? Parents can then prepare children over the summer.

*Curriculum meeting is not possible to arrange before the end of year due to teachers' commitments with the current year students. Mrs Kennedy suggested parents who would like to know the following year curriculum are to check the school website for learning aids where all school years planning is available to view.*

**Actions** 1. Parents to check the school website for learning aids where all school years planning is available to view. <https://www.pottenend.herts.sch.uk/year-group-plans/>

#### AOB

Summary of Discussion 1. **Trimming the hedges around school** – which are severely overgrown, taking up large chunk of the pavement and causing students to walk on the road during school pickups/drop offs. Mrs Kennedy is aware of the issue, however school is only allowed to trim the hedges during certain time during the year, as per council's advice in order to protect nesting birds and wildlife.

**Actions** 1. Hedges to be trimmed as appropriate

| Next Steps                                                                                                                                                                                                 | When                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Meeting outcomes to be documented and uploaded onto school website <a href="#">click here</a> & link posted in the weekly school newsletter                                                                | Friday newsletter                                                          |
| All actions agreed to be reviewed & executed with relevant parties                                                                                                                                         | Staff meetings, class forums e.g., face to face or WhatsApp                |
| Class reps to share the outcomes with the parent who raised the agenda items, and then the meeting minutes (via a link) on the class WhatsApp group                                                        | Class forums e.g., face to face or WhatsApp                                |
| Class reps to gain feedback for 'hot topics' before each meeting, and /or parents to use the parent forum email <a href="mailto:parentforum@pottenend.herts.sch.uk">parentforum@pottenend.herts.sch.uk</a> | Next Parent Forum: {dates to be scheduled in Sept for 2023/24 school year} |