



Parent Forum Meeting Minutes

Meeting: 09/07/2024 (via Teams)

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	Valerie Gunn
Chair & Coordinator	Eliza Barlow	
Reception	Eayew Emery	Meeta Verma
Year 1	Gemma Williams	Rebecca Robinson
Year 2	Clair Plant	
Year 3	Helena Farrington	
Year 4	Caroline Briffett	
Year 5	Sarah Church	Alice Harp
Year 6	Meg Cripps, Gemma Woodman	

Agenda

1	Welcome & matters arising from previous meetings.
2	Feedback and quick questions to share with the teaching & support teams.
3	School policy on drinking water throughout the school day – understanding of the rules.
4	Sports Day events feedback and discussion.
6	AOB

Matters arising from previous meetings.

1. All feedback arising from the last forum, shared with the teaching and support staff.

None

Summary of Discussion & Actions Taken

1. Welcome & matters arising from last meeting	
Theme	Agenda & welcomes
Summary of Discussion	Apologies from Alice Harp, Rebecca Robinson, Meeta Verma, Valerie Gunn. Thank you to Meg Cripps and Gemma Woodman Y6 for their contribution to Parent Forum. Wishing Y6 children a successful transition to secondary school.
Actions	1. <i>Anyone who is interested in learning more about being the Parent Forum Rep for their class please message the parent forum on parentforum@pottenend.herts.sch.uk</i>
2. Feedback & questions for the teachers & support team	
Theme	Review of feedback and questions provided from parents to the parent forum.
Summary of Discussion	1. Thank you again for opening the grounds for the children during breaks. It did make such difference. Children are happy playing outside, digging around. What's important is, this provides opportunities for some quiet time for children who don't want to participate in team activities or need time away from their peers. 2. Thank you for the afterschool provision and clubs from September. A really great choice. 3. Is it possible to have musical instruments at school to improve the lunch time play/relaxing provision? Suggestion of sourcing a second hand/free pianos. 4. Thank you for installing the parking signs on the school gates, sad to see it not having much impact amongst some parents. 5. Some negative feedback again regarding the school photos. Y6 + Y3 Photos are dark, disappointing, not great lighting, preferred when constructed from the small groups. 6. White PE shirt look very scruffy as difficult and difficult to keep clean. Would changing colour be an option such as to blue? 7. Parents would like to know when decisions are made regarding Christmas show/performance. In Y2 the same children have been chosen repeatedly for the main parts of the show in the recent years and there are a few children who expressed their desire to have a chance to take part. Can this be looked at and could the show designed in the way where there are no main parts and majority of the children have similar chance for the 'limelight'.

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8. Now that the playgrounds are being used differently can we open the Early Years side gate to use for access in the morning - helping ease up the parking and the bottleneck of getting in and out of the gate on the main road, as well as how difficult it is to navigate that road to get into the main gates.
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Actions

No 2

Mrs Kennedy likes the idea of making music more accessible, but it is difficult to achieve in the school currently as the space is very limited. It is something Mrs Kennedy would bear in mind for the future.

No 4

Mrs Kennedy will pass on the recent feedback regarding photos.

No 5

Mrs Kennedy is reluctant to make changes to the current school uniform set as it would involve an additional cost for the parents, and it is also very difficult to implement any changes into a uniform across the school.

No 7

Teachers have a free choice on the matter and decision on who to choose is left down to the individual teachers. Mrs Kennedy is not aware of the issue.

There is no Christmas Production/Show in KS2, Moving on to year 3 would emulate this for the foreseeable future.

No 8

It is not something Mrs Kennedy will consider soon. The playground area is set up permanently for the reception children and it would be difficult to remove the equipment daily to allow for safe access for the rest of the children.

3. Agenda item

Theme **School policy on water drinking throughout the school day – understanding of the rules.**

- Summary of discussion
- Can parents get clarity on rules around children being able to get water on demand throughout the school day. This being especially important during the hotter days/weeks.
 - Parents feel water should be always allowed on demand at school (such as children always having access to their water bottles, having water on their tables during lessons instead of asking for permission to have a drink).

Actions *Mrs Kennedy believes the school provides plenty of opportunities to drink water through the day.*

There are no specific rules in place.

Children are allowed to get up and drink water any time during the day except the designated learning time, which is approximate 15min at the time.

It is down to the individual class teacher and cohort to make rules regarding keeping water bottles on the table. It is not always 'a given' in KS2. Depending on if children can keep spillages under control and not play with their bottles.

Mrs Kennedy believes the teaching staff is best equipped to make that decision for their class hence a whole school policy approach won't work as well as individualised class approach.

4. Agenda item

Theme **Sports Day events discussion.**

- Summary of Discussion
- Parents feel the viewing arrangements were much better in the previous years. Difficult to see activities this time round.
 - Can activities be split into KS? Seems a little unfair that the age difference and abilities is so great in some directly competitive activities. This would also allow older children to be more competitive.
 - Can races/running be swapped for other fun activities? (egg and spoon race, tug of war) There doesn't seem to be much running during the PE lessons, but Sports Day activities are mainly running orientated.
 - Could school send out the feedback form to parents after the event to see what is their opinion?
 - Could this event be made more into a Summer Fair? With ice cream trucks, coffee trucks etc? this would help to raise funds for the school.
 - Feels like this year's even was very long for some children. Having more fun activities would break up the day.

Actions *Mrs Kennedy agrees that the parents viewing/crowd management was arranged better in the previous years. Notes with improvements have already been taken and discussed by the school for next year's event.*

Sports Day is part of a national curriculum and is carefully designed based on physical activities children practice during the school year.

Mrs Kennedy is very thankful for the suggestions and is pleased that the school has such enthusiastic parents about fundraising, however, being a part of curriculum it is very limited to what can be done, also any extra activities would increase time children spend in the field.

Mrs Kennedy suggest that Summer Fair would have to be arranged as a separate event where children are entirely under parents' supervision, not during school hours.

Mrs Kennedy would like the Sports Day to continue being solely celebration of sport with focus on the children, not the grown-ups. Any additional 'activities' being fun or sport related will inevitably increase time children spend out in the field. Given this also being one of parents' concerns, especially on a hot/rainy day, it is best to limit activities and focus only on sport.

6. AOB

Theme **None**

Summary
of
Discussion

Actions 1.

Next Steps	When
Meeting outcomes to be documented and uploaded onto the school website click here & 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 parents 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 parentforum@pottenend.herts.sch.uk	Next Parent Forum: TBC