



Parent Forum Meeting Minutes

Meeting: 14/05/2024 (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	Valerie Gunn	Pam Kirk
Chair & Coordinator	Eliza Barlow	
Reception	Eayew Emery	Meeta Verma
Year 1	Rebecca Robinson	Gemma Williams
Year 2	Clair Plant	
Year 3	Helena Farrington	
Year 4	Caroline Briffett	
Year 5	Alice Harp	Sarah Church
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	Increase of traffic around school from September with the shorter drop off window.
4	School playground update and questions following the recent changes.
6	AOB

Matters arising from previous meetings.

1. All feedback arising from the last forum, shared with the teaching and support staff.
2. **Clarification on Reception snacks.** Can children bring their own healthy snack in KS1?

Minutes from 17/10/23 where Mrs Kennedy agreed for Y2 to bring their own healthy snack.

Reception has enquired about those being extended through KS1.

Mrs Kennedy reminded that fruit is free up to year 2 and there is at least 2/3 different fruits and vegetables to choose from. After speaking to staff, the difficulty for the reception and year 1 teams is children accessing the fruit, having them stored in their bags is hard to supervise and support.

Therefore, it would be difficult to implement this beyond Y2 in KS1 and it is to remain unchanged.

Summary of Discussion & Actions Taken

1. Welcome & matters arising from last meeting	
Theme	Agenda & welcomes
Summary of Discussion	Apologies from Gemma Woodman, Pam Kirk and Meeta Verma.
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 so much to Mrs Sharpling and her team for preparing my child so well for SATs. The maths booster sessions have made such a difference to his confidence. 2. A huge thank you to Mrs Sharpling for running the maths booster sessions. 3. A huge thank you to FOS and all the volunteers for organising such a wonderful disco! Thank you for your time and effort. 4. Can we have an update on afterschool club provision for next year (school run). 5. Thank you from Y5 to the school staff for the residential trip to Hundall. Children really enjoyed it. 6. The new playground equipment is being thoroughly enjoyed by the children and the different playground activities available are proving a nice enrichment for them. 7. Why is it only in Reception that they do show and tell? It seems like such an important skill to learn to be able to stand up and present in front of people. 8. Are the children using Wonder Wood? Initially they were supposed to have scheduled weeks when each class attends. 9. I would like to raise the importance of physical activity for children. I know they have 2 PE lessons a week however I also know that they are missing quite a lot of those sessions due to other things like rehearsing, phonics, and other things they didn't manage to do during the day or a week. I would like to suggest that they lose a collective worship (or a part of it) to catch up on anything they didn't have time for but not PE lessons. They are so important for their physical and mental well-being, especially at a young age. 10. Is there a way of assessing the amount of screen time the children are having in KS2 as part of their routine learning including homework time? Given research suggests 5-17 year olds should have 2 hrs a day maximum to what degree is this taken up by school work? 11. Why are there no meat options on the school menu on some days at all?

Actions

4. *The School is trying to recruit another person to run the afterschool club. The intention is to keep it in-house rather than recruit an external provider as this would significantly increase the costs for parents and reduce the current flexibility. Unfortunately, Mrs Kennedy is struggling to find anyone.*

7. *Show and tell is curriculum lead and is not required in Y1 as a part of the national curriculum. Children have many different learning opportunities in Y1.*

8. *Wonder Wood is used to assist with learning. Teachers use it on an add-hoc basis when it fits with the topic of learning and when can provide an enrichment for the subject discussed.*

9. *Mrs Kennedy is not aware of PE lessons being missed in KS1 on a regular basis.*

10. *Mrs Kennedy said there is no way of assessing how much screen time children use in total during school hours as it is only used as a learning tool and enrichment opposed to fixed and planned screen time. It is also carefully considered beforehand by the teaching team, such as use of short clips to start up a conversation.*

11. *The lunch menu is not controlled by the school.*

3. Agenda item

Theme **Increase of traffic around school from September with the shorter drop off window.**

Summary
of
discussion

- The new, shorter drop off times from September will no doubt generate even more issues with parking. Has this been considered by the school and how to tackle the traffic issue around school?
- Could we implement a one-way system around school?
- Are we able to install signs around The Green warning about the school? Success of such signs, where artworks might be made by the children, has been proven to have a big impact on motorists.

Actions

Suggested parking map to be sent out again to all parents in a separate email.

Mrs Kennedy to investigate installing a sign outside the main school gate (Church Road), which would remind parents of the consequences of inappropriate parking around the school gates.

Various options have been explored in the past with the local MP and Hertfordshire Highways in the hope to improve the traffic build up around the school, to no avail.

Mrs Kennedy reminds that majority of parents do park considerably and there is a considerable proportion of families at the school who live too far from school to walk.

4. Agenda item

Theme **School playground update and questions following the recent changes.**

- Summary of Discussion
- It's great that the playtime provision has been expanded to include Wonder Wood and that there are more things to do, the new playground equipment is good. However, it is a shame about them not being able to play football anymore. Also, are there any plans to remove old equipment from the playground or will that stay?
 - Wonderful that the children get to use the Wonder Wood and the new activities are great but with the changes made, is there enough space for the children to run around?
 - Sometimes older children aren't sharing with the younger ones, would it be better to set a diary for each class to have set activities/use of equipment on set days?
 - Isn't it better to keep reception children separately with their own playground so they can adjust to the big school?

Actons *Mrs Kennedy assured there is still plenty of space for the children who want to run around, and there are more than enough resources for the children playing.*

The older equipment will remain in the playground.

Reception children will be kept separate for the first half term to enable new starters to adjust but they will be gradually introduced to the big playground so they can enjoy lunch time as a school community.

Mrs Kennedy points out that most schools don't have a separate playground for Reception pupils, and they mix with older children from the start.

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: 09/07/24