



Parent Forum Meeting Minutes

Meeting: 15/10/2024 (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	Rebecca Robinson	
Year 1	Eayew Emery, Meeta Verma	
Year 2	Gemma Williams, Rebecca Robinson	
Year 3	Clair Plant	
Year 4	Helena Farrington	
Year 5	Caroline Briffett	
Year 6	Sarah Church, Alice Harrap	

Agenda

1	Welcome & matters arising from previous meetings.
2	Feedback and quick questions to share with the teaching & support teams.
3	Smartphone Free Childhood parents pact.
4	Children's behaviour whilst on school grounds/break time play.
5	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	
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Theme	Agenda & welcomes
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Summary of Discussion	N/A
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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>
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2. Feedback & questions for the teachers & support team	
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Theme	Review of feedback and questions provided from parents to the parent forum.
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Summary of Discussion	1. Thank you to the teachers for settling the children into their new school year. 2. Y6 Will there be a school netball team this year? 3. Y6 will parents be invited again to join Harvest Festival during celebrations in church? Or is there a reason why parents are no longer able to attend? 4. Y6 Y4 Will parents be able to attend again church activities? 5. Y3 Can we look again into options of having school pet? Perhaps an animal that requires less caring for? (snail, fish?) 6. Y5 Please can children be dismissed from their classrooms promptly at 3.15 (primarily on Tuesdays). Late dismissal does impact getting to after school activities and picking up siblings. 7. Y4 Can classroom door be opened at 8.35? 8. Y4 This has been mentioned recently but the parking around school is getting dangerous and out of control. Parents parking double yellow lines, around corners, mounting pavements and driving without any consideration for children or adults. Something really must be done about this issue.
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Actions *No 2 Miss Surety and Mrs Sharpling are looking into arranging friendly matches for Y6 and 5, but not league matches.*

No 3 + 4 Church is very small, and priority is given to the children to attend whenever possible. Rev Ben is very keen to build a strong relationship with families and would like families to be involved in the life of the Church, giving families opportunities to attend Church. This might not necessary be during school time.

No 5 Mrs Kennedy suggest that if there is a family who would like to take care of the school pet full time to contact her directly to discuss. Mrs Kennedy believes that having petting animal would be the most beneficial for the children (rabbit, guinea pigs).

No 6 Mrs Kennedy suggest the reason for late dismissal on Tuesdays is due to Y5 being located by the cloakroom hence leaving last from the hall. Mrs Kennedy will pay more attention during the coming weeks to the dismissal timings.

No 7 This is not possible as teachers are contracted to start work at 8.40am

No 8 Mrs Kennedy is very aware of the traffic/parking issue and various arrangements have been tried in the past with mixed outcomes including contacting Highways, Community Police Officers, Parking Attendants. Parents have in the past disregarded arrangements and overstayed beyond their welcome.

Valerie had suggested she will ask the Treasures of the Village Hall, if possible, to trail parking for parents again during the school pick-up/drop-off.

Valerie will communicate with the school and any possible arrangement plan will be communicated via the school office and through the class WhatsApp later.

Update: *Vallerie Gunn spike with the Village Hall officers and the trustees are not prepared to allow morning parking in the Village Hall car park at present.*

Reason being, it has been trailed more than once in the recent years, and on each occasion, it was abused.

They have kindly agreed to reconsider in September 2025.

3. Agenda item

Theme **Smartphone Free Childhood pact**

- Summary of discussion
- Initiative from Smartphone Free Childhood group has been adopted by around 20% of school in the UK, with St Albans in the lead.
 - It involves parents signing an online pact whereby parents agree not to provide a phone to their child until at least the age of 14. Many local schools are already involved.

Actions *Mrs Kennedy is in support of the initiative, but emphasises the scheme is solely parents led.*

Mrs Kennedy is happy to communicate with parents about the scheme via email to show support, parents then can sign up via link.

Once communicated with parents through school email, PF reps can communicate the links via WhatsApp with their classes.

Links and literature about the scheme shared with Mrs Kennedy prior to the meeting.

4. Agenda item

Theme **Children's behaviour whilst on school grounds.**

- Summary of Discussion
- Y4 Behaviour whilst waiting for the doors to open in the morning. Could parents not let their children run around the playground so much. Some years are constantly a little crazy.
 - Y4 teacher presence on the playground in the morning. I haven't really seen anyone this term. Just Mrs Kennedy now and again, I think this keeps the children in check and they seem to walk more carefully into school.
 - Y4 Children have been reporting to parents that break times are so busy as everyone is out at the same time, there's hardly any space on the playground. Could the younger years go back to the early years side for break time?
 - Parents are a little concerned about the activities/play the children are engaged in during the playtime. Younger children are reporting that they often feel uncomfortable with the rough play or nature of the games which the older children are getting involved (often based around violence). Is there enough supervision during break times to monitor such behaviours?

Actions *Mrs Kennedy has said that children need to move and run around before a full day of learning at school, and they need to behave like children, as they are all still very small. Mrs Kennedy is against introducing any boundaries.*

Mrs Kennedy is the only person who can currently be present at the gate, as Miss Ford is still on maternity leave. Mrs Kennedy trying to be there as many times as possible during the school week but sometimes meetings etc must take priority.

4/5 members of staff are present every day during the lunch break and reports of the atmosphere on the playground are always positive and children look like they are having fun.

Mrs Kennedy emphasises the need for children to play and allowed to be children without constant need to for adult input. A lot of issues children can happily resolve themselves; adults are there for support but not to control.

Lower school grounds are set up for the younger children to play.

6. AOB

Theme **Why Y4 and 5 don't take part in Christmas Play?**

Summary of Discussion Preparation for the school play take up a huge amount of time. The school is very small, and it is difficult to fit all activities in the hall, also there is not a lot of time for practicing for older years with the busy curriculum.

 Mrs Kennedy also shared that many children in the older years are not so keen on performing in public and only small number of children are willing to be 'put on the spot' hence the Christmas activities have been adapted in the recent years to reflect the children's voice and wishes.

Actions

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: 18/03/2025