



Parent Forum Meeting Minutes

Meeting: **17/10/2023** (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, Mrs Ford	
Governors	Pam Kirk	Valerie Gunn
Chair & Coordinator	Eliza Barlow	
Reception	Meeta Verma, Maya Gwynne, Eayew Emery	
Year 1	Rebecca Robinson	Helena Farrington
Year 2	Clair Plant	
Year 3		Zoe Taylor
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	Parent consultations
4	School meals and school snacks
5	Homework - should there be more variety?
6	Absence of vicar for school/parent's support and Church related activities
7	AOB

Matters arising from previous meetings.

1. All **feedback arising from the last forum**, shared with the teaching and support staff.
2. Netball Club is not going to go ahead. School is to send out another email to Y5&6 parents asking for interest. There will have to be a full team available to play within the league.

Summary of Discussion & Actions Taken

1. Welcome & matters arising from last meeting		<i>Rolling agenda item</i>
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Theme	Agenda & welcomes
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Summary of Discussion	Welcome to the new reception reps - Meeta Verma, Maya Gwynne, Eayew Emery and Year 2 rep Clair Plant.
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	Welcome to Pam Kirk who is going to share the Governor post together with Valerie Gunn.
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Actions	1. <i>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</i>
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2. Feedback & questions for the teachers & support team		<i>Rolling agenda item</i>
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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. Very positive feedback from parents across the school regarding transition into next year/new environment. • Reception: teachers home visit was excellent and really helped the children and parents, very good communication with school, children seemed to make friends fast, lovely environment for the children to start their educational journey • Thank you from all the other year groups to their respective teachers for a great start to the school year – children are very positive about school and have settled very well in their new classrooms. 2. Positive feedback (5 out of 6 year groups) on the recent school photos. Parents prefer the new format. 3. Positive feedback from Year 6 regarding Forest School session – it was greatly enjoyed! Will all children in Year 6 get a chance to participate in Forest School? 4. Very positive feedback on the wellbeing focus at school. Year 4 and 6 parents are pleased with the Friday workshop with Suzanne. 5. Suzanne from Unlocking the Children's Potential and parents are grateful the school have invested in their children wellbeing. 6. Positive feedback regarding workshop for parents by Suzanne. What are the plans to extend the sessions to the rest of students? 7. Positive feedback regarding after-school clubs and activities – thank you for continuing to provide those. 8. What happened to Nurture Club this year? All school years play at breaktimes together, is this intentional or related to the lack of staffing? Parents are concerned about age-inappropriate influences and younger children having space to play.
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9. Year R – timing of parent information talk on first day back and immediately after school could have been avoided? Children were asked to stay in another room at the end of their first day back straight after dismissal. Lots of children were very upset. Likewise, phonics talk was held immediately after school. This wasn't the very first day back, but it wasn't very smooth.

Book look to be taking place in the afternoon of the Halloween – difficult to manage.

Actions 1. Mrs Kennedy to share the feedback with the SLT, teaching and support teams.

No 3 – Forest School has been offered to selected children based on a specific need and this will continue. No current plan to expand Forest School to the whole class, even though it would have been a valuable experience, it is difficult to achieve.

No 6 – No current plans to expand wellbeing provision to other year groups. This is due to funding issues and compromise being made on learning time for prolonged period. Instead, the parent workshop was introduced to parents, and they can take it further themselves if they wish.

No 8 – Nurture Club is currently not available in a separate classroom environment, instead those activities are provided during lunch time at the playground. Mrs Kennedy has shared this is due to lack of staffing, but the plan is to introduce this again after half term. Joined playtime is working well, has promoted community spirit within the school and encouraging all children, older and younger, to play together and be mindful of each other. This has worked well so far, and no inappropriate behaviours have been noticed by staff. The children already join together at lunchtime, so this is an extension.

No 9 – Mrs Kennedy to discuss with Mrs Hall directly regarding future planning for such events. Children wellbeing is at heart of PE school.

3. Agenda item

Theme **Parent Consultations**

Summary of discussion Parents would like the parents' consultations to return to face-to-face meetings or mixture of both: meeting in person and video consultation.

Actions 1. The parent consultations are designed to provide better work/life balance for the teaching staff as on-site meetings in the past involved several late nights for the staff. Mrs Kennedy suggests that the teachers are available for face-to-face meetings (with prior arrangement) should parents wish and are always available for a quick chat at the end of the day. Current set up is a trial with the new School Cloud booking and video system.

4. Agenda item

Theme **School meals and school snacks**

Summary of Year 6 – several children are still complaining about portion sizes being too small.

Discussion Year 2 – pudding choices at lunch times can be nutritionally empty, such as jelly - can something more filling be added, such as plain biscuit?

Red meat and Quorn are the main protein choices on the school menu. Could this be looked at and perhaps introduce other nutritionally dense meal options? Idea: Jamie Oliver produced a school meal planner with cheap but nutritional meals.

Parents would welcome the idea to provide additional snacks for the children, perhaps bring those weekly? Long life healthy snack options or provide additional fruit and veg. Children are often complaining that fruit/veg on offer is not enough (such as a tomato) or are left with things they don't like when they don't get to choose first.

Reception - Issues with allergy meals not being very inclusive and options being limited – not the same choices as the regular menu, which makes the children feel like they are missing out.

Actions

1. *Mrs Kennedy suggests for the concerned parents to keep a log of how often children are complaining of portions being too small. Is it always on the same day of the week, same meal? After recent improvements made to the lunch menu Mrs Kennedy believes portions are adequate.*
2. *Meal plan is carefully designed and balanced with the help of the nutritionist by the external company. School has no control of the menu and what's on offer. However, Mrs Kennedy suggests that jelly is probably on the menu on days when there is a 'heavy' meal on offer and, as such, all the nutritional requirements have been met in the main meal. School cannot police and enforce children to eat all their meals and those are designed as a complete meal plan each day. A packed lunch is always an option for those children who do not like the school dinners on offer.*
3. *Mrs Kennedy agreed to children bringing a healthy morning snack should they wish, such as fruit and veg. Those will have to be kept in student's bags as there is no storage capacity in the classroom.*
4. *Mrs Kennedy agreed this will need addressing and will follow up with the catering company on how to make the allergy menu more inclusive and follow the same choice pattern as the regular menu.*

5. Agenda item

Theme **Homework**

Summary of Year 5 - Parents feel that the focus for homework is Maths across the school years. Should there be more variety and perhaps more focus should be given to subjects like English and others?

Discussion Homework seems to be very easy at times for (some) students. Should there be a more staggered approach to homework and introducing levels of difficulty, so the students feel challenged? Is the approach likely to change soon? i.e., more variety in KS2?

Actions	1. Homework is not compulsory for the students. The homework is discussed in the classrooms, but children are not individually penalised for not completing homework. Therefore, there is no plan to change the current homework pattern. 2. Homework is differentiated with challenges.
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6. Agenda item

Theme **Absence of vicar for school/parents' support and Church related activities.**

Summary of Discussion	1. Year 5 - in the absence of a Vicar supporting the school, how do parents wishing to send their children to a secondary faith school access a supporting letter from the church/diocese? 2. How can we encourage more families to attend community carols as last year's event was poorly attended by families? Perhaps offer mince pies? Make it a FOS event?
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Actions	1. Mrs Kennedy suggests school is not involved with Church on this matter. 2. There is currently no interim Vicar. Mrs Kennedy suggested that parents contact Vicar of the church they are currently attend. 3. To be followed up during the next forum
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AOB

Summary of Discussion

Actions 1. action

Next Steps	When
Meeting outcomes to be documented and uploaded onto 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: 05/12/23