Minutes of Meeting
Potten End C of E Primary School
Parent Forum 2026 - 2027

Date and time of meeting:

Tuesday 3rd November 2026 (14:00 - 14:35)

Attendees:

Denise Kennedy	Headteacher
Kate Spikings	Reception
Helen Abrey	Year 1
Rebecca Robinson Mutton	Year 2, Chair
Niamh Thomas	Year 3
Gemma Williams	Year 4
Clair Plant	Year 5
Alice Harrap	Year 6

Discussion points

No feedback from Year 2, Year 4 and Year 6.

Discussion point 1 (Reception)	Ofsted Report: will there be any information on how the school will address the feedback from Ofsted?	
Response	The next steps in the report are focused on the outcomes for higher attaining children and disadvantaged children. Mrs Kennedy explained that there are lots of layers when considering the disadvantaged children at Potten End, including Pupil Premium, SEND. She also highlighted that children leave and join mid key stage and that this can have an impact on outcomes – particularly when children join with additional needs. Mrs Kennedy spoke to the inspectors to explain the context in which the demographic of the year groups changes; once the inspectors had this insight, they were happy with what they saw and that the data reflected this. Mrs Kennedy said there is a School Improvement Plan in place (pre inspection) which had already identified the work that needs to be done to ensure progress for higher attaining children. She said	**Action (if required):** n/a

	that during the learning walks and through the Quality First Teaching approach, she knows that much is being done in the classrooms to support and develop the children. The school has plans and initiatives in place, for example. A feature of the next newsletter is going to highlight the school's focus on speaking and listening skills to support raising attainment across the school.	
Discussion point 2 (Reception)	HCC paint – is there an alternative? It says it is water soluble but it is proving that it is not washable!	
Response	Ann has contacted Herts Full Stop (the supplier) to ask what they suggest/give feedback as the paint is not washable. Mrs Hall has aprons available for the children to use but sometimes they are missed, especially if the child is engaging in child-initiated learning and they are in their flow! Mrs Kennedy acknowledged that it is frustrating and they would continue to explore the issue.	**Action (if required):** n/a
Discussion point 3 (Year 1)	At the end of the school day, please can the gate be opened slightly earlier or by 3.10pm consistently.	
Response	The gate should be opened at 3.10pm. It is not possible to open it sooner due to safety concerns but Mrs Kennedy will speak to staff to ensure it is opened at 3.10pm.	**Action (if required):** n/a
Discussion point 4 (Year 1)	Homework: can a paper version be provided as an alternative to the online task?	
Response	Any change in approach requires consistency across the year groups. Mrs Kennedy asked for everyone to gather feedback about homework – and made it clear that it would not necessarily mean a change. Children moving on to secondary school will increasingly be expected to work on screens and although there has been a recent spotlight on moving away from screen time – the practical and logistical task of providing paper homework may outweigh its overall benefit. Teachers already have marking in school that informs their teaching and assessment – the marking of homework does not inform in the same way as the context is very different. If there are technological issues or particular family circumstances that mean the homework needs to be printed out, those individuals concerned should speak to their Class Teacher.	**Action (if required):** All representatives to gather feedback from year groups regarding paper/online homework.
Discussion point 5 (Year 1)	Can there be a cold option for school lunch?	
Response	There is no cold option at present due to being a small school and not enough take up of school meals. The school has a contract with HCC and they provide two members of staff to run the kitchen. It is not possible to provide a cold option in addition to the other three options currently available. Mrs Kennedy suggested that a cold option could *possibly* be substituted for the jacket potato but that families may not find it to be cost effective to choose a cold option through the kitchen versus a packed lunch from home.	**Action (if required):** n/a

Discussion point 6 (Year 5)	The activities children can engage in during playtimes: They recognised that the school has worked hard to provide a range of activities to keep the children entertained during break and lunchtimes but were worried that there's not enough for those active children that need a bit of running around/mental stimulation. They wanted to know whether Wonder Wood is shut in the winter/bad weather or can wellies be sent in for days when it's muddy but still could in use? They really appreciate the crates, tyres and planks that are available for the children to engage with but were concerned that there are some active children that need a bit more to do in terms of exercise. They wondered if the Play Leaders could come up with some new games to try out that aren't 'It' or throwing something that then gets banned when it gets too much - but allows that energy to be burned off?	
Response	Mrs Kennedy said that the children are very active in the playground – they choose their own games and do not appear to be static during their outside play. The Wonder Wood area is open – it is weather and staffing dependent. The play leaders have been coming up with a range of games but engagement has been quite low – mainly because it appears as though the children want to play their own games and run around. Football will not be reinstated as a playtime activity.	**Action (if required):** n/a
Discussion point 7 (Year 5)	The importance of protecting PE in the weekly schedule. They felt that it gets bumped quite easily for things like Harvest Festival and wanted to ensure that it still happened at another time. They also thought it would have been nice if the two slots where Year 5 missed swimming this term had been used for something physical, so the children still did PE. Given that the children weren't in PE kit at that point, perhaps they could have done a Thursday lesson instead of swimming on the Wednesday and then done the PE during that now free Thursday lesson time?	
Response	Mrs Kennedy acknowledged that Year 5 have had an unfortunate run of missing out on physical activity. Swimming was cancelled due to road closures so out of the school's control. The PE lesson missed due to the Harvest Festival service was a consequence of timetabling. It is not always possible to plan an ad-hoc lesson – especially when schools use schemes that build on skills and progression. The children have lots of opportunities for brain breaks/movement breaks throughout the day – their PE lesson is not the only movement activity. Mrs Hopper said that when they missed their swimming lesson she could see how disappointed Year 5 were and so gave them the choice – pupil voice – as to what they would prefer to do in the time. They chose art – they wanted to carry on with the project they were working on. Mrs Kennedy said that it wouldn't always be PE that is missed/changed when timetable clashes occur and that it would always depend on the day and the circumstances.	**Action (if required):** n/a