# Parent Forum Meeting Minutes

## Meeting: 18/03/2025 (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 | Rebecca Robinson | |
| Year 1 | Eayew Emery, Meeta Verma | |
| Year 2 | Rebecca Robinson | Gemma Williams |
| Year 3 | Clair Plant | |
| Year 4 | Helena Farrington | |
| Year 5 | Caroline Briffett | |
| Year 6 | Alice Harrap | Sarah Church |

| Agenda | |
|---|---|
| 1 | **Welcome & matters arising from previous meetings.** |
| 2 | **Feedback and quick questions to share with the teaching & support teams.** |
| 3 | **ADHD training for teachers and staff across school. R + Y2** |
| 4 | |
| 5 | **AOB** |

## Matters arising from previous meetings.

1. All feedback arising from the last forum, shared with the teaching and support staff.
2. ***Update on Village Hall Parking.***

*Vallerie Gunn spoke with the Village Hall officers, Unfortunately, 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.*

## Summary of Discussion & Actions Taken

| **1. Welcome & matters arising from last meeting** | |
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| Theme | Agenda & welcomes |
| Summary of Discussion | Apologies revived from both the governors Pam and Valerie, Y6 rep, Sarah and Y2 rep Gemma. |
| **Actions** | 1. *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* |

| **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. |

Summary of Discussion

1. Writing workshop was very informative but also very worrying.
2. Miss Holmes is greatly missed by the students and parents in Y3. Do we know if she will return before the end of this school year?
3. Y6 There is still hardly anything posted on social media by the school. Parents would like to see more photos, updates etc. (discussed this last year during PF) Is there a plan to utilise this going forward?
4. Y6 There are many emails/communications going out constantly about the school uniform. Could this be taken up directly with the child/parents?
5. Y2 Is there a guide on how often teacher/adult should hear the children read at school? How is the decision made when they move up to the next level? What is the expected rate progress in reading?
6. Y6 Would it be possible to consider aligning Friday and Monday November inset days with Herts secondary schools? Given there was 19 students not in school last time on a Friday in November, when many secondary schools have both the Friday and Monday off, many families have probably taken this opportunity to have a long weekend away.
7. Can Maths homework be printed off? Or perhaps Y3 could now have all their homework online? Seems like a good idea for everyone involved.
8. Can a clear pathway be gritted across the main playground down to the lower playground? Many adults and children slip during frosty weather.
9. Could there be a further communication from teachers in addition to the two consultations per year to indicate any problems/areas to work on?

10. Any change that children can try more new sports in PE such as the tag rugby they got to play recently?

11. Y6 As parents we hear form our children about increasingly poor behaviours in school. Can you reassure the children and us, parents, that this is taken very seriously by school and that you are using the full sanctions available to you appropriately to combat this, before the children's learning in the classrooms and outside playtime is impacted.

12. Y6 Football/Netball teams – can details be shared regarding what's happening with the teams?

**Actions**

*No 1. Mrs Kennedy has advised that parents can reach out for the materials available on the school website – crib sheet ext. age specific grammar advise on BBC.*

*No 2. Mrs Kennedy is unable to share any details regarding Miss Holmes' return.*

*No 3. The school has been looking into another platform the parents can access instead of X and Facebook. Mrs Kennedy emphasises that the weekly Newsletter is the best way to stay informed and keep updated on the life at school. Many photos and regular updates from different age groups are shared every week.*

*No 4. Communication is sent out to parents and children are also reminded at the same time about the uniform. School staff have conversations with the students regularly about the uniform and do bring to the students' attention when they wear clothing that is not allowed.*

*No 5. Children have 1:1 time with an adult but Mrs Kennedy suggests that the focus is on the style of reading and encourages parents to focus on the understanding and style rather than the band colours that the child is under in the Read, Write Inc scheme. Techers often must focus on the children who don't' read at home regularly, purely because of the lack of time during the lessons.*

*No 6. Each secondary school manage their own inset days, so do primary. It would be imposable to align inset days to match secondary schools in the area, given that students have siblings in many local secondary schools.*
*Staff training, which many inset days are used for, is set often a year in advance, so there is very little flexibility with moving those around.*

*No 7. Mrs Kennedy has suggested to let the class teacher know that the child always needs the homework printed and this can be taken care of at school.*
*Mrs Kennedy suggest that it's beneficial for parents to have the printed homework as there are clear examples of how to solve the question, which she believes can be helpful for parents as well as the children. Online homework doesn't have that information available.*

*No 8. The school is not aware on any issues or areas which are not gritted on the playground. Mrs Kennedy is asking parents to contact the school office on the day when the issue has been spotted so it can be reciftied immediately.*

*No 9. Mrs Kennedy has said teachers can't really give further feedback to every parent outside of parent consultations as their workload is so great as it is. However, Mrs Kennedy assures that the teacher is working with the children daily and noting where problems are and if there is difficulty then further attention or work will be focused on this.*
*If underlying difficulty has been identified, then the teacher will get parents involved in a discussion. Parents can also always arrange to speak with the teacher if they are concerned.*

*No 10. PE curriculum is skills based. Children will get opportunity to explore variety of sports throughout KS2, but this might not be necessary through an external provider (such as tag rugby).*

*No 11. The staff is using all sanctions available to them to combat any inappropriate behaviour at school. Children are asked not to use mobile phones during school time, and this is monitored by the school. However, the school cannot control what children are getting up to after school and at the weekends at home.*
*Mrs Kennedy does not see any bad behaviours from students during lessons and free playtime at school.*

*No 12. Netball team is not in a competitive league. Fixtures for friendly matches haven't yet been set up as there is not many of them around.*
*Football is managed by an external provider.*

| 3. Agenda item | |
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| Theme | **ADHD training for teachers and staff across school.** |
| Summary of discussion | Parents would like to know if it possible to arrange training for the school staff, given the number of children in school who present with ADHD or similar. |
| **Actions** | *The school advised they are already in the process of arranging staff training though SLCAT team from the Herts County Council as it is best to use a Local Authority provider to ensure a consistent approach.*<br>*Mrs Kennedy has said she would be very happy to facilitate the parents training at school if parents would like to organise training for themselves with an external provider and is very grateful for the Parent' suggestion of the external provider who can provide training for school at cost.* |

| 6. AOB | |
|---|---|
| Theme | |
| Summary of Discussion | |
| **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: **29/04/2025** |