

# PARENT FORUM

## MINUTES



**Location:** WPA



**Date:** 30/04/2024



**Time:** 18:00

### IN ATTENDANCE

Stuart Mallott (WPA)

Alyshia O'Connor (Chair)

Jenny Brassington (TDET)

Shelley Myles-Gardiner

Joanna Hance

Kathryn Lazarou

Becky Smoothy

Lucy Ellerker-Jones

Michelle Marchant

Emma Makeham

Carly Smith

Andy Lamb

### APOLOGIES

Sarah Cornwell

Rachel Young

### ACTION POINTS

- Literacy and Maths Groups (along with a synopsis) to be shared with parents following enrichment week.
  - Ensure the school's calendar is up to date and correct – School Office to arrange
  - Include a QR code on the Parents Forum 'Expectations' Poster.
  - Parents and pupils (via Forms and Student Council) provide feedback on the pros and cons of the uniform and determine a list of requirements for what is needed. Once established the school to review and liaise with the existing (or a new) uniform provider to improve.
  - Issue communication on how to contact staff, via what platform and response timescales.
  - Communication be checked thoroughly before issuing, and that comms be consistently communicated to all appropriate staff eg caretaker, class teacher, parents, pupils etc to ensure unity.
  - Query whether the school can acquire an emergency backup mobile phone.
  - Look into the payment system displaying incorrect outstanding balances for Grafham water trip.
  - Any unnamed uniform found to be stored in the Lost Property Box in Reception. Where an item found is named, every effort should be made by staff to relocate the item with the correct pupil.
  - To report back on whether rucksacks can be used instead of bookbags.
  - Coach Drop Off Zone – parking issue to be prevented.
  - Mr Mallott to attend a future Warboys Community Association meeting.
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AGENDA	SUMMARY
<b>Welcome and introductions</b>	Welcome to all parents.
<b>Minutes of the Previous Meeting &amp; action points</b>	<ul style="list-style-type: none"> <li>• Literacy and Maths Groups (along with a synopsis) to be shared with parents following enrichment week.</li> <li>• TDET Representative Jenny Brassington attending Parents Forum Meeting 30 April – see item in minutes.</li> <li>• Ensure the school's calendar is up to date and correct – School Office</li> <li>• Expectations for parents' forum – see item in minutes</li> </ul>
<b>Expectations for parent forum meetings</b>	<p>The Group was reminded of the meeting expectations.</p> <p>Alyshia collated and shared the 'Parents Forum Expectations' Poster. It was suggested that the poster could also include a QR code to submit agenda items.</p>
<b>Trust Question &amp; Answer Session with Jenny Brassington</b>	<p>Jenny Brassington (Director of Standard &amp; Improvement) (Interim Principal Upwood Primary School) attended the meeting. Jenny outlined her role at the Trust as liaison between Principal and Academy Committee and detailed her background in education, including her role as a serving Ofsted inspector. Jenny advised the group that the Trust is focused on working collaboratively and outlined examples of how schools and the Trust are working together to achieve a 'Trust Dividend'.</p> <p>The Group were advised that for the next academic year Mrs Myles Gardiner would be appointed a new role as Assistant Principal &amp; SENCO Lead for both Upwood and Warboys schools.</p> <p>Jenny outlined her ambition to attend Parents Forum once a year going forward.</p>
<b>Trips</b>	<p>It was noted that all communication regarding Trips had now been issued.</p> <p>Early years to organise class trip in summer term 2.</p>
<b>PE T-Shirts</b>	<p>Parents discussed the limitations of the current uniform, particularly the PE Shirt with embroidered logo. Mr Mallott suggested that parents and pupils be asked to provide feedback (via Forms and Student Council) on the pros and cons of the uniform, to determine a list of requirements for what is needed. Once established the school to review and liaise with either the existing (or a new) uniform provider to improve.</p>

AGENDA	SUMMARY
<b>Communication</b>	<p data-bbox="427 119 627 151"><b><u>Event Postponed</u></b></p> <p data-bbox="427 177 1135 209">It was noted that two recent school events had been postponed.</p> <p data-bbox="427 234 1982 298">Mr Mallott explained that the mini marathon had been postponed due to the timings clashing with SATS. The school disco was postponed so that the school venue could be used and to allow time for planning and staffing etc.</p> <p data-bbox="427 323 1693 355">Parents were informed that parents will drop off and collect pupils at classrooms when attending the school disco.</p> <p data-bbox="427 381 707 413"><b><u>Additional Training Day</u></b></p> <p data-bbox="427 438 2011 502">The Group was informed that the training day applied to all schools within the Trust and that further details will be released before half term to elaborate further on its purpose.</p> <p data-bbox="427 528 696 560"><b><u>Communication Policy</u></b></p> <p data-bbox="427 585 2011 649">A query was raised regarding class teachers' responses on Class Dojo and what should be expected. Mr Mallott advised that communication will be issued on how to contact staff, via what platform and response timescales.</p> <p data-bbox="427 675 763 707"><b><u>Inconsistent Communication</u></b></p> <p data-bbox="427 732 2011 828">The Group discussed recent instances where school communication had been inconsistent. It was suggested that detail be checked thoroughly before issuing, and that comms be consistently communicated to all appropriate staff eg caretaker, class teacher, parents, pupils etc to ensure unity.</p> <p data-bbox="427 853 573 885"><b><u>Phone Lines</u></b></p> <p data-bbox="427 911 1966 975">The Group discussed the recent problem with the school's internet phone lines going down and asked whether the school could acquire an emergency backup mobile phone to re-direct incoming calls to. Mr Mallott agreed to look into this.</p> <p data-bbox="427 1000 786 1032"><b><u>Grafham Water Trip Payments</u></b></p> <p data-bbox="427 1058 1872 1090">Parents queried a problem with the payment system displaying incorrect outstanding balances. Mr Mallott agreed to look into this.</p>
<b>OPAL Programme Update</b>	<p data-bbox="427 1102 2002 1166">Parents were reminded that they can still drop of items at the designated area. Over 1500 items are needed in total and donations are still very much welcomed.</p> <p data-bbox="427 1192 1512 1224">The Group were informed that the next stage in the process is to go through a risk benefit analysis.</p>
<b>Lost Property</b>	<p data-bbox="427 1256 2011 1351">Parents commented that the Lost Property boxes stored outside were not beneficial and requested that any found unnamed uniform be stored in the Lost Property Box in Reception. It was also suggested that where an item of uniform is named, every effort should be made by staff to relocate the item with the correct pupil.</p>
<b>Bags</b>	<p data-bbox="427 1390 1917 1453">Parents asked whether rucksacks could be permitted instead of book bags. Mr Mallott offered to discuss with staff regarding space and feasibility. To report back at a future meeting.</p>

**AGENDA****SUMMARY****AOB****Class Photo**

Date confirmed 4 June 2024

**Coach Drop Off Zone**

The issue of the coach Drop Off Zone being blocked by vehicles was noted. It was queried whether cones could be placed in the bays and whether the police patrols would be reinstated?

**Play Resources**

It was noted that some play resources had been left out over Easter break and concern was expressed that equipment needs to be looked after better.

**Warboys Community Association**

The school was reminded of the kind donations made by the Warboys Community Association in recent years and was encouraged to attend a future meeting so that the Group could hear how its donation had benefitted the school. Mr Mallot was happy to attend.

**Teacher Allocations**

A query was raised as to whether parents have opportunity to make representation to the school regarding which class teacher their child is assigned for the next academic year. Mr Mallott advised that staff are well informed to each child's needs and where they are best to be placed.

Thank you everyone for coming and your contributions. :)