

Parent Forum meeting minutes  
Thursday 7<sup>th</sup> November 2024

<p>1. Welcome and apologies</p>	<p>Present: LF (Deputy headteacher at BIS), ER (Deputy headteacher at BJS), JF (Chair of Governors), SI (Penguin Class rep), NC (Rhino Class rep), KEF (Narwhal Class rep), AK – (Koala Class rep), MP (Kiwi Class rep), VS (Ocelot Class rep), AO (Hippo Class rep), NW (Albatross Class rep), CJ (Otter and Jaguar Class rep), KB (Penguin Class rep) Apologies: NF (Panda Class rep), CS (Ocelot Class rep)</p>
<p>2. Questions/queries raised:</p>	
<p>Rhino class: No queries were raised before the meeting.</p>	
<p>Hippo class: 1. The afterschool club didn't show in the teacher2parents app on Monday and some parents were worried as they didn't have the confirmation in time. Can the confirmation be arranged with more notice in the future so that parents that don't get a place to arrange some other form of childcare without worrying up to the last minute? 2. A few parents voiced worries before half term in regards to Mrs Gibbon's ongoing sickness and lack of communication between school and parents regarding this. Also there has been a lack of communication or lack of engagement between the teacher that covered and the parents resulting parents not knowing what their children been doing in class. In the future, parents would appreciate from school a weekly email updating the situation and a short description of what the class is up to so that parents can talk about it with their children at home. 3. Can parents have access to any sort of pictures that teachers take in school of the children during activities? I know this has been done in the past, but that is not the case anymore.</p>	<p>1. We have discovered a way to provide an email confirming that we have received the online booking form, so that parents know that they have completed this in case they have forgotten. Unfortunately, it won't confirm the dates that they have booked, but it will at least acknowledge that we have received their booking OK. The online booking form shows the number of spaces available in the club and this counts down with every booking, so unless this states that the date they are requesting is FULL then they can be confident that they have got the dates that they need and don't need to worry. We create the registers first and if there are any discrepancies or problems with any bookings then we will contact parents straight away. It is a long process to add all of the bookings on to school money for both schools for both breakfast and after school club, but payment is not due until the end of the half term, so parents don't need to panic if they are not showing on there. We try and get them loaded as soon as possible and all of them will be showing by the end of the first week of the new half term. We will notify parents as soon as all the payments are showing and available to pay. Once we have notified parents that payments are available in school money then they can check that everything matches what they think they have booked and contact us if there are any problems. If parents miss the opportunity to book online because the deadline for this has passed then they can complete a paper form in the old way and will notify them straight away if there are any problems with the dates that they have requested. 2. We can understand your concerns regarding this, especially in the children's first term in</p>

	<p>Reception. If parents asked LF, she was honest with them about the situation. Unfortunately, we were hoping Mrs Gibbon would only be off for a short period of time and that wasn't the case. For confidentiality reasons, we wouldn't share information with parents/carers about staff absence unless it was planned, for example Mr Hearn's operation. The cover was consistent and the children were always told who would be teaching them in advance. We were very happy and grateful to Mrs Sieben and her daughter Miss Wilks for the cover they provided.</p> <p>3. We used to use Tapestry as an online learning journal that parents could access but we didn't get enough parents using it to warrant the costs. There are photos in the children's books and teachers will update the Reception class page on our school website. Mrs Cohen also puts up a photo of the children's learning each week, if you aren't sure where this is, please ask her or Mrs Gibbon.</p>
<p>Kiwi class: No queries were raised before the meeting.</p>	<p>Feedback about sports day in the summer – when the Reception children moved it was like a stampede between activities, could this be planned for? MP suggested Year 6s buddying up with the Reception children or having an adult to help them move on.</p>
<p>Koala class: No queries were raised before the meeting.</p>	
<p>Otter class:</p> <ol style="list-style-type: none"> <li>1. Just to say generally happy with the new school meals, my child loves the Yorkshire pudding day 😊 could the school ask the provider to keep the jacket potato toppings to the side instead of on top.</li> <li>2. My child has loved visiting the care home 😊 A great scheme which we hope is continued for the benefit of both the children and care home residents.</li> <li>3. My child is so happy in Year 2 I feel like everything is very well organised and the teachers are bringing the best out in them. The little things such as a smiley face on their spellings when they get 10 goes a long way. Having the house points for certain things is also a big incentive and want to earn as many as they can for their team colour.</li> <li>4. My child has struggled emotionally at times the last half term. I've been really pleased with how attentive teachers have been and how they've been responsive to all the ideas and feedback I've been able to give them with the aim to make things easier for him. I'm hopeful that things might get</li> </ol>	<ol style="list-style-type: none"> <li>1. The children are asked if they want the toppings on the potato or next to them. We have double-checked this with the servers who are confident this always happens now, but it perhaps didn't when we first moved to the new catering company.</li> </ol> <p>Thank you for all of the positive feedback!</p>

<p>easier this half term, but feel confident that even if things are still tricky they're very willing to help.</p>	
<p>Kingfisher class: No queries were raised before the meeting.</p>	
<p>Albatross class:</p> <ol style="list-style-type: none"> <li>1. I recall us being told that there would always be a member of staff to welcome the children and for us to talk to if need be. I can't remember the last time I saw someone there. I think it would help some of the kids, especially those struggling to go in - big smiley face to welcome.</li> <li>2. Pick up seems very chaotic as so many classes coming out together and because of all the workman vans etc it's difficult to be able to have a clear view of the children coming out/enough room for parents to stand closer?</li> <li>3. I would like to see some individual achievement acknowledgement like the infant school. I know the children work towards achieving house points, but would be nice for parents to know if they have done lovely English writing today or worked hard in PE today, nice to have individual praise too.</li> <li>4. A clearer knowledge of what the children are expected to do, we have spelling shed sheets sent home and some children do the worksheets, I know it's hard to keep catching up sheets that don't come back but for the ones that do it, some praise for having done it please. Also, on spellings- do year 3 have spelling shed returning and once they have done their spellings test, could parents have some knowledge of how they are done. Again, I know it's hard but us parents work hard to help them learn them and would be nice to know how they have done weekly.</li> <li>5. Thank you for the yearly trip pricing breakdown, is there away to pay for trips / school lunches on a monthly basis, or does it all need paying on a lump sum when we get the notification?</li> <li>6. On the parents app there is a cash top up for clubs, what is this for exactly please?</li> <li>7. Are Online payments for things like break the rules day possible, cash isn't always available/ easy to find.</li> </ol>	<ol style="list-style-type: none"> <li>1. We take this on board and will speak with the teachers. The teachers are often in the classroom dealing with children who need support but we will do our best to make sure there is always a member of the Year 3 team out there in the mornings.</li> <li>2. We understand it was a bit tight with the vans and two skips but the work on the Year 6 toilets has finished so the vans and one of the skips has gone. Hopefully this will solve the issue! ER will speak with the Year 3 and 6 teachers to see what we can do. Parent reps to put a message in the WhatsApp groups asking parents not to hang around at the end of the day.</li> <li>3. Parent drop-in sessions on a Wednesday give you the opportunity to speak with the class teachers. Rewards are given in assembly on a Friday, there are actually more awards given out at the Junior School. It is different at the Junior School, which can take some getting used to.</li> <li>4. We will ask the Year 3 teachers to have another look at the year group page on the website to make this clearer. There is a technical issue with Spelling Shed at the moment but once it is fixed it can be done online. Parents would prefer sheets. There are more activities online so a mix of using both the sheet and the online logins would be good.</li> <li>5. There is a top up function in school money under the clubs tab. You can click on the + symbol and add money as and when you would like. However, please be aware that if your child goes to breakfast and/or after-school club, the money would add will be used to pay off wraparound care first. There is a parent user tutorial video we can send out if you think that would be useful? We can trial part payments for trips and see if that helps parents. It's also an option to set up instalments of specific amounts by specific dates, which we usually do or residential.</li> <li>6. Please read the answer above.</li> <li>7. There was a QR code for break the rules day which we texted out to all parents. We will continue to do this if you think it's a good idea. The money sent to the PTA is separate to money sent to the school. NC suggested putting a laminated QR code on the gates on the day of an event. CJ explained that having the online payment</li> </ol>

	option works for events that require just a voluntary contribution but for when we need to know who has paid, it's a bit more difficult.
<p>Penguin class:</p> <p>1. Drop off and collections:</p> <ul style="list-style-type: none"> <li>- Please could there be a staff teacher from year 3 in the playground (near where children go in) to enable parents to handover any messages/information or support children.</li> </ul> <p>Previous years there have been staff present in the morning.</p> <ul style="list-style-type: none"> <li>- Afternoons are very congested where they come out due to 4 classes plus the vehicles, skip etc which is taking up space. Many parents/carers can't see children due to the chaos and lots of parents stand close to where the children are coming out blocking the view for others and looks as though it makes it trickier for the teaching staff to find parents too.</li> </ul> <p>2. Swimming:</p> <ul style="list-style-type: none"> <li>- Are children be supported in getting dry especially as the weather is getting colder?</li> <li>- Will we be informed of the progress our children are making and what they can do/how far they can swim etc? If so, how often will this be?</li> </ul> <p>3. Some of the notices in first few weeks were done with very short notice e.g. parent consult and club bookings.</p> <p>4. Following on from a previous forum, have there been any more discussion about starting payments for the residential earlier than in previous years?</p> <p>5. My child is enjoying the reading books this year. Was put off last year due to the books available in year 2 but is now coming home eager to read.</p> <p>6. At parent consult, we talked about which times tables each year group is taught and which is covered through the different stages of the 99 club. Could this be shared with parents to allow them to support their children if they want to so they know which order to do them in?</p>	<p>1. We take this on board and will speak with the teachers. The teachers are often in the classroom dealing with children who need support but we will do our best to make sure there is always a member of the Year 3 team out there in the mornings. We understand it was a bit tight with the vans and two skips but the work on the Year 6 toilets has finished so the vans and one of the skips has gone. Hopefully this will solve the issue!</p> <p>2. For safeguarding reasons, the children are not supported but they are encouraged to dry themselves properly. We would recommend that you practise at home. Reporting on how the children are doing in their swimming lessons is something that has come up many times in these meetings. We will continue to try to make this happen!</p> <p>3. It was a very busy time for the offices but we take this on board and as you know, we do always try our best to send information out as soon as we can.</p> <p>4. The payment process for the Year 6 residential has started earlier. We will send out information about the Year 6 one as soon as possible.</p> <p>5. We will pass this on.</p> <p>6. We will ask Mrs Hewitt, our Maths lead, to look into this.</p>
<p>Narwhal class:</p> <p>No queries were raised before the meeting.</p>	<p>A parent queried the topic letter and information on the website not matching up. We will raise this with the class teachers.</p>
<p>Turtle class:</p> <p>No queries were raised before the meeting.</p>	
<p>Pangolin class:</p> <p>A parent raised a question about the cost of trips including the pantomime feeling the cost was rather high she said scouts don't charge much more for an evening performance and was asking if parents are being charged more to make up for the parents that don't pay?</p>	<p>A parent said that our pantomime is £3 cheaper this year. We aren't sure what the difference in price is between a morning and an evening performance is but we can reassure you that you aren't be asked to pay more to cover those who don't pay. As a school, we cover the cost of those who don't pay which cost us £6000 last year. This</p>

	was discussed in one of these meetings. A parent suggested asking local companies to sponsor children to go on trips.
Panda class: No feedback	
Ocelot class: The children are really enjoying the start to year 6. Thank you to Mrs Hawes for getting them off to a great start. Any issues in class are dealt with very well and feel that the children are all enjoying this year at Broughton.	
Jaguar class: 1. What are the school rules on going to the toilet in lesson time? My child keeps saying he cannot go to the toilet when he needs to but that the girls are allowed to. 2. When will we get more information and revision resources for the SATS next year? 3. Had a good parents' evening with Mr Simmons, was nice to meet him early in the year. 4. It was mentioned at open class that Jaguar Class doesn't have much TA support which was slightly worrying. 5. Bullying in the class needs to be taken seriously and ensure all kids are supported. 6. Has been mentioned at previous forums but the school photo prices are too high. Bought the exact same product from Broughton £17 and Kingsbrook £7.50.	1. Children are allowed to go to the toilet if it's not an inappropriate. We do encourage the children not to go if they can wait during a lesson input, especially if it's just after break and lunch when they should have been. Please speak to the class teacher about this. CJ suggested Mr Simmons speaking to the class about this issue. 2. The SATs books have arrived and Y6 will be sending these home in the next few weeks. This will be focussing on Reading and then Maths will come a bit later, alongside additional intervention/support where necessary. 4. Children who require additional support get it; the Year 6 team work together to make sure this happens. There is not requirement for an LSA to support each class, the only requirement is one teacher per class. 5. All accusations of bullying are taking very seriously in-line with our policies. The danger of the parents' WhatsApp groups is parents using it as a platform to share their grievances about other children in the class. This is absolutely now what these groups are for and any incidences should be reports to the class teacher or a member of SLT so it can be dealt with using the appropriate channels. 6. We agree this is a big difference and we were not pleased with the quality of the photos so we are considering how to proceed. CJ raised could the children please have aprons for painting. Parents are having to replace polo shirts.
Other points parent reps brought up at the meeting.	
3. Information/updates/queries from the schools - Parking from parents is particularly bad again at the moment. They're blocking driveways, dropped curbs and parking on corners which is making it unsafe for the families who walk to school. - What did you think of the individual professional photos? When we have the class photos, do you prefer the children to be in rows or groups?	Parent reps said individual photos haven't been great for a long time. Feedback from JF about the Year 6 children, when he came in to talk with them they were great and really polite. If all parents can write to the Local Authority, this would have more of an impact on the issues around parking than we as a school can have.

<p>- Please can you all push the Phonics and reading parent information sessions in your class WhatsApp groups? There are 2 identical sessions on Thursday 14<sup>th</sup> November, the first is at 9:00am and the second is at 6:00pm. They're both in the Infant School hall but are for Junior School parents too.</p> <p>- JF asked class reps to ask parents/carers via their WhatsApp groups if they have any questions about governance and school operations.</p>	<p>Schools are advised by the police not to go out and get involved with parking.</p>
<p>4. Date, time and location of the next meeting.</p>	<p>Thursday 27<sup>th</sup> February 2024 at 2:15pm in the Infant School hall.</p>