

Parent Forum meeting minutes
Thursday 1st December 2022

<p>1. Welcome and apologies</p>	<p>Present: Laura Bradford (BIS DH) Lizzy Rackham (BJS DH) James Ferris (Governor) Charlotte K (Rhino Rep) Carys J (Hippo and Narwhal Rep) Karen B (Kiwi Rep) Carrieann G (Koala Rep) Alison P (Otter Rep, Governor) Carly S (Pangolin Rep) Connie M (Penguin Rep) Ellie P (Panda Rep) Lauren H (Kingfisher Rep) Rachel H (Jaguar Rep) Sarani I (Albatross Rep) Catherine S (Turtle Rep) Apologies: None</p>
<p>LF opened the meeting, thanked everyone for attending and explained that because there was so much to get through this time, there are some questions/queries that parents/carers need to direct to the class teacher either in person or via the class email address.</p>	
<p>2. Agenda items raised before the meeting</p>	<p>Minutes of the responses</p>
<p>Rhino class: No concerns raised prior to the meeting.</p>	<p>Rhino class: No concerns raised at this meeting.</p>
<p>Hippo class: 1. Will Tapestry be being used more, what level of information/frequency of posts can the parents reasonably expect? 2. Why aren't they using the library? 3. What's happening with outdoor play areas? Are they able to access everywhere within reception?</p>	<p>Hippo class: 1. Parents can expect to see on Tapestry: the sounds the children have learnt in Phonics that week posted on a Friday usually, personal achievements/WOW moments for individual or groups of children, whole class events. Parents can log what the children have been doing at home too, particularly achievements they want to share with the class teachers. The usage of Tapestry is different to how it may have been when the children were at Nursery or Pre-school. 2. They are now using the library, they started last Thursday. 3. When the children are choosing their own learning they can choose to play inside or outside. Whether they can access the whole of the outside area or just half of it is decided by the number of children who choose to be outside and therefore the number of adults outside. If they access the grass area they have to put their wellies on.</p>
<p>Kiwi class: No concerns raised prior to the meeting.</p>	<p>Kiwi class: No concerns raised at this meeting.</p>
<p>Koala class: No concerns raised prior to the meeting.</p>	<p>Koala class: At the meeting the parent rep raised the issue of low hanging brambles outside New Millside. We have raised this issue with Mr Meads</p>

	<p>and he said we are not allowed to cut back the bushes at this time of year because of birds nesting. We will be fined if we do so. CG also praised the stay and play session.</p>
<p>Otter class:</p> <ol style="list-style-type: none"> 1. Reading books - can kids be reminded to change books/allow at the end of the day 2. Can there be dedicated Homework time at after school club for kids who are there most days? They miss out as too late afterwards to do at home 3. Reading certificates to celebrate achievement 4. Being told to Sit out at library time/not reminding of books changing 5. Outline of what happens in class when? Guided reading/volunteers? 	<p>Otter class:</p> <ol style="list-style-type: none"> 1. This is the sort of question that the class teacher should be asked. Miss Punt reminds the children each morning to change their books. 2. If you would like your child to do some homework or reading at after school club please mention it to the staff who can encourage them to do it. There will be a table set up for the children to use. We can't guarantee that a member of staff will be able to supervise at all times. 3. Reading certificates are given out in assembly when children read 50, 100, 150, 200, etc times at home. 4. Children are given behaviour reminders in the library like they would be anywhere in school and if they continue they may be asked to sit out. They should still be given the opportunity to change their library book though. 5. Please use the class email for this query.
<p>Kingfisher class: No concerns raised prior to the meeting.</p>	<p>Kingfisher class: At the meeting the parent rep raised the following questions.</p> <ol style="list-style-type: none"> 1. Supervision in the play meadow. The play meadow was very busy at the beginning of the school year so we made sure there were always 2 members of staff in their to supervise the children. The zone is nowhere near as busy now and the children have learnt how to use the equipment safely. 2. Will the Infant and Junior children continue to mix after what was written in the Ofsted report. Yes, we have increased supervision in busier areas and have regular play assemblies so the children are aware of the rules and expectations in each of the areas outside. 3. Is the Forest School used enough? All classes use the Forest School once a week with our Forest School teacher Mrs Barradas. Please see the answer to the question asked by Jaguar class.
<p>Albatross class:</p> <ol style="list-style-type: none"> 1. Can you look at the cost of school photographs parents have said they think it's very expensive for what you get and especially if people have more than one child - especially given the current cost of living with people struggling with bills/buying groceries? 	<p>Albatross class:</p> <p>The office staff regularly look into the prices charged by the photography companies schools can use and the one we currently use charges the average amount. We offer sibling photographs so parents can buy one photo rather than two or even more if they have more children than that at our schools.</p>

<p>2. Could Albatross move where they currently keep water bottles as a parent has said their child keeps forgetting them as apparently, they are behind some chairs and hard to reach?</p> <p>3. A parent has let me know a child in the class has been talking about scary internet characters (Huggy Wuggy & Slender man) and has frightened her daughter so much she was scared to go into her bedroom alone. I appreciate the school can't control what's being watched at home but maybe a reminder it's not appropriate viewing or conversation to bring into school given the age of the children</p> <p>4. Would it be possible to wear PE kit on Fridays as it is swimming day but also after school clubs (like Running) mean it's so much stuff to send in and for the children to keep track of without losing their stuff - This one may be irrelevant by the time the meeting happens unless more after school clubs come out on Friday's that require PE kits?</p> <p>5. A parent has asked why the children aren't having a Christmas party?</p> <p>6. It's been mentioned the school doesn't get back when parents very quickly when they offer to volunteer</p>	<p>2. This is a question that needs to be directed to the class teacher.</p> <p>3. The problem arose last year and we put something into the whole school newsletter. We will do the same thing this week and plan to have a regular Internet Safety section in the newsletter to inform parents about things to look out for when the children are using the internet. It is so important all parents/carers supervise their children when they are using the internet. LR and LF asked parent reps for advice on how best to get messages like this through to parents and they suggested doing it through their Whatsapp groups. A parent rep is going to set up a Whatsapp group for all parent reps and messages can be sent to that group for them to send out to their class groups.</p> <p>4. Yes. Swimming has now finished for the term but when it starts again, children can come in wearing their PE kits on a Friday.</p> <p>5. All classes will have a Christmas party. A letter is coming out with all the information you need very soon.</p> <p>6. We talked at the last meeting about the huge amount of emails we receive each day (250 a day on average in our Junior School office). We are very grateful to anyone who offers to volunteer for anything and try to get back to you promptly. If you've sent an email and haven't received an email please email again or catch us in person.</p>
<p>Penguin class: No concerns raised prior to the meeting.</p>	<p>Penguin class: The questions/ queries raised at this meeting were the same as the ones raised by other classes. The responses are therefore minuted in this document.</p>
<p>Narwhal class:</p> <p>1. Could we have all homework on paper? Some parents are finding it hard to engage their children and/or keep track of homework online, especially those with more than one child in the school. Also not all have access to iPad/laptop to complete the homework. Many felt that palate homework given by the teacher would be viewed as something that actually needed doing whereas children felt online work was "optional".</p>	<p>Narwhal class:</p> <p>1. The all schools and organisations we are trying to use the least amount of paper we can. However, we have always said that we are happy to print homework for anyone who needs it for reasons such as they don't have access to a laptop or tablet or if they don't have any paper at home.</p>

<p>2. Parking. Can we do anything more about the parking? Mentions of engaging with local police to see if they can patrol and move people on. Would like to see road/traffic awareness taught to all pupils to look out for the dangers of cars and irresponsible parking. Could we have some signs like at infants to discourage bad parking?</p> <p>3. Is there any further information yet on how they're doing in swimming?</p>	<p>2. The signs that have gone up outside the Infant School were put there by a resident, not by us. We have tried engaging the council and they say they'll keep coming back but they don't. If members of SLT go and stand out there, people don't park badly so it's a different one for us. We will make sure we educate the children about road safety and hopefully they will pass it on to their parents!</p> <p>3. Awards will be given out at the end of this term. This will then happen at the end of each term.</p>
<p>Turtle class:</p> <p>1. When are the library days?</p> <p>2. Mr Jenkins mentioned in the parents evening that children will be doing some assessments in the coming weeks. Would it be possible to get some feedback on those or at least on specific areas where they need help so we can focus on those at home?</p> <p>3. What form of Christmas party will the Y4 students get to take part in?</p> <p>4. When special days at school take place where would we find photos of their experience? If it's not their time to feature in the newsletter then parents don't see anything.</p> <p>5. What is being done to secure the gate at the front of the school?</p> <p>6. Some students try really hard but haven't been mentioned in the newsletter since infants. Does anyone keep track to see if a student has been overlooked?</p> <p>7. Will the children be watching all the England football matches?</p> <p>8. Can children be reminded to have a drink when there is a natural break in lessons. Kids are suffering with headaches as they are dehydrated.</p>	<p>Turtle class:</p> <p>1. This is a question for the class teacher via the class email. Year 4 go to the libraries on a Friday.</p> <p>2. Assessment takes place all of the time in the classroom. Assessment is to inform teacher's planning for future lessons. We therefore would not feedback to parents/carers on all assessments that are carried out. If Mr Jenkins spoke to an individual parent about an assessment, this is something the parent could contact him about individually.</p> <p>3. Please see the answer to the same question that was raised earlier in the meeting by another year group.</p> <p>4. We are currently working on a new website which we hope will be up and running in the Spring term. When it's in use teachers will update class pages with this sort of information.</p> <p>5. A new gate was fitted last week.</p> <p>6. All children should receive a certificate during the course of the year. We will put a reminder in our staff briefing next week to make sure all staff are doing this.</p> <p>7. There are no more England football matches scheduled for during school hours.</p> <p>8. This is something that could have been directed to the class teacher. We put a reminder in last week's staff briefing to ensure staff are reminding children to drink.</p>
<p>Pangolin class:</p> <p>1. School money. Can receipts have dates we have paid for lunches rather than just total so we know what days to pack a lunch as some parents order weeks in advance?</p>	<p>Pangolin class:</p> <p>1. If you go onto your account and click on the 'Dinner history' and 'Meal selections' tabs, you can see what days you've paid for meals on and what meals you ordered.</p>

2. Lack of communication on change to school trip lunches. Kids went without food as lunches were booked before the school trip was announced and parents weren't aware they would not be provided with school pack lunch is this a change going forward?

3. Can infant and junior use the same suppliers for Christmas cards and school photos for ease of ordering

4. Disappointment amongst parents with children in years 5 that there is no Christmas production when it may be their final year to see a Christmas performance in school. Year 5 children have only ever had one in reception and year 1 due to a number of reasons and it's felt that parents are/will never see their child perform in a Christmas performance again at Broughton! This is unfair on the children and their families who celebrate this festivity with their young families and it's felt that junior are still young and love celebrating this but don't get the chance. If it's about space other schools have hired a bigger hall or moved it to a church. More needs to be done to ensure all children across both schools enjoy participating in all the main performances. Having other Christmas activities just isn't enough and families have felt let down by the school on this decision.

5. Communication- please can it be clearer. Example is wear something yellow for children in need. A number of groups all had the same question if it was full mufti?

6. Year 5 Christmas party. Can more detail be provided on this? Date, time etc

7. Senior leadership team emails. There has been a vast delay on response time or in some cases no response at all. Whilst it is appreciated their busy some response to confirm receipt would be great so we know it's being looked at.

8. Young voice. For parents that can't make the date will the children be performing at school for the parents?

9. Is it possible for there to be a consent/permission function on school money? This would save a lot of paperwork printing particularly when you have multiple children in the school?

2. A letter did go out to tell parents/carers that they would have to provide their child with a packed lunch. Staff checked all children had a lunch and those that didn't were bought one. A parent rep queried whether parents were then charged for the lunches that were bought, LR will look into this.

3. We already use the same photographers and we will ask the PTA to look into using the same Christmas card suppliers next year.

4. We appreciate that some parents/carers are disappointed but we have decided to do it this way this year purely for logistical reasons. We worked out that if the whole school took part we would have to do 6 performances which just isn't possible. It's because of COVID that some children have missed out and unfortunately that is out of our control. We are going to make sure all year groups have to opportunity to do some sort of performance over the course of the year. Year 6 will do an end of year performance, Year 5 will perform at Young Voices both in London and in school for parents/carers to watch and Year 4 will do a class assembly.

5. This is a good point, we will make it clearer. When we have a day such as Christmas jumper day or wear something spotty, it will always be with mufti.

6. A letter is coming out shortly.

7. We aim to respond to emails within 5 working days, if we don't please chase us. We get lots!

8. Yes. Mrs Sumner who teaches music at the schools is going to arrange for the children to perform to their parents too. The date for this is to be confirmed.

9. The office are already working on this and hope to have it in place in the Spring term.

<p>Panda class: The things parents of Panda class are appreciating: Whole school approach to play inc zones at lunch Daily mile Friendly welcome to school each morning by staff and senior leaders Array of after school (enrichment) clubs Support medical needs in school (finding ways to manage school trips so they don't miss out, different eating times so they don't miss break time etc.) New books in classroom from Mr Jenkins Xmas lunch invite for Parents Lots more interactive activities involving parents (face to face parents evening, the bullying on-line workshop, the sensory snug, prompt email replies from the class teacher) New years disco planned Great that the parents and Kids were allowed to stay and watch the school football match Variety of trips and workshops (inc trip to theatre) 1. Change of day for farmers market wasn't communicated to parents 2. Xmas – lack of performance this year for Year 5. We haven't been able to see the kids perform (in person) properly since year 1. A parent has offered her time if that would help with drama/performance? 3. The reading diary still doesn't work for all – it might help if the Teacher/TA could comment in them every so often so we can be assured it is more than a counting the number of times they have written in the book exercise? 4. The future Y6 residential – do you know the likely location/rough cost please?</p>	<p>Panda class: Thank you so much for your positive feedback, it's much appreciated.</p> <ol style="list-style-type: none"> 1. We apologise for this. 2. Please see the answers to similar questions asked earlier in the meeting. 3. The comments are all looked at, staff just don't have time to write in all of the reading diaries. We will suggest to staff that they write encouraging comments every now and again for the children who need the motivation. This was suggested by parent reps. 4. We are hoping to go back to France but this is proving difficult. If not, it'll be somewhere in the UK and we are expecting it to cost between £250 and £350. There will be an option to pay in instalments.
<p>Ocelot class: No class representative</p>	
<p>Jaguar class: What do Year 6 do in Forest School? I feel that the area could be used for so many different things and is currently really underutilised.</p>	<p>Jaguar class: We have asked Mrs Barradas to write something for the newsletter at the end of this term about what the children have been doing in Forest School. We have also asked her to let teachers know what she's going to cover each half term so teachers can include it in the class newsletter you</p>

	get at the end of each half term about the new term.
3. Information/updates/queries from the schools - Reading volunteers - Communication with staff members and the Code of Conduct - Formally thank the PTA - Communication with the PTA	Please put a message in your Whatsapp group asking for reading volunteers for both schools. If anyone has any time at all please pop into the office of the school you would like to volunteer in. Mr Reed put something in a newsletter recently about the way parents/carers speak to staff and it has continued to be a problem. The Code of Conduct has been sent out with these minutes as a reminder for all parents/carers. The office staff often bear the brunt of people's frustrations when they come in to speak to a member of the SLT which isn't fair on them. School staff are all human and being spoken to aggressively will inevitable have an affect on them. The school would like to thank the PTA for the amazing work they do for the school. They volunteer their time to organise events such as the Winter Warmer and they raise funds which are vital for the school. Of late members of the PTA have been approached and spoken to angrily by parents/carers which is unacceptable. If you feel different events should be organised please approach the PTA and offer to organise them. As we said earlier, the PTA are volunteers who are already doing as much as they can which we are very grateful for.
4. Date, time and location of the next meeting	Thursday 9 th February at 2:00pm in the Infant School hall.