PARENT FORUM MEETING MINUTES

Thursday 12th November 2026

1. Welcome and apologies

The meeting was attended by Mrs Rackham (BJS Deputy Headteacher), Mrs Fletcher (BIS Deputy Headteacher), Mrs Allum (Chair of Governors), and parent representatives NM (Penguin), JW and EL (Rhino), CW (Otter), LB (Kingfisher), NW (Panda), TA (Albatross), GC (Kiwi), SO (Koala), KB, and CJ (Narwhal).

Apologies were received from NT (Hippo Class representative) and AK (Jaguar Class representative).

2. Questions and queries raised by parent representatives

Opening the gates at 8.40am

Parents asked whether children could be admitted at 8.40am, as waiting outside in cold and wet weather can leave them uncomfortable. The schools had raised this with all staff at the Tuesday morning briefing and hoped there would already be an improvement.

Communication following incidents

Parents asked whether they could be informed about incidents. The schools explained that parents will always be informed if their child is harmed and will also be notified in the event of a lockdown. Information about other children or incidents cannot be shared due to confidentiality. Staff will speak to children involved in challenging incidents to ensure they understand what happened and to address any misinformation. Parents who have concerns about what their child reports are encouraged to contact school through staff, email, class email addresses, on the playground or at classroom doors, or by telephone.

Educational benefits of the beach trip

Parent representatives queried the educational value of the beach trip in light of the long coach journey and asked whether a more local destination had been considered, as well as whether coaches would have air conditioning and toilets. The schools explained that many children may not otherwise experience a visit to the beach. The trip supports the THRIVES vision and provides water-safety learning, enrichment, enjoyment, social and cultural experiences, as well as opportunities to support classroom learning (for example, writing stories involving the beach). The chosen beach allows the school to reserve a section and offers lifeguard-led talks. Closer destinations had been considered. Coaches will have air conditioning; coaches for younger pupils will have toilets, and stops can be made if needed. Attendance is a parental choice. Mrs Allum commented positively on the range of experiences offered by Broughton compared with other schools.

School timetable on the website

A parent expressed appreciation for having the timetable available on the school website. The schools thanked them for the positive feedback.

Communication and late changes/reminders

A concern was raised about communication, including changes being shared at short notice and a reminder about the timetable information session when details had not initially been provided. The staff apologised that the information had been thought to be included in Mr Reed's letter. The session was intended to address any questions not covered by the letter. Parents were also encouraged to speak to staff with any queries. Parent representatives noted that some parents had missed an Arbor message about a Monday club cancellation and asked whether this could be sent by text. The schools explained that texts are no longer available. Representatives suggested email, with class reps informed so that they could share the message through WhatsApp groups.

PE lesson frequency and duration

Parents queried why the timetable appeared to show one PE lesson per week. The schools clarified that PE is scheduled for one hour one week and one hour 40 minutes the following week. Children also take part in the Daily Mile and regular movement breaks. This arrangement does not apply to Reception, or to Year 3 because of swimming.

Lunchbox guidance

Parents asked for clarification about lunchbox rules, particularly chocolate biscuit bars and items such as Twix or mini Maltesers. The schools explained that they promote healthy eating and encourage balanced lunches. Biscuit bars such as Penguin, Kit-Kat and Rocky are acceptable as part of a balanced lunch, whereas confectionery bars such as Mars, Dairy Milk and Maltesers are not considered appropriate due to their size and sugar content. The school will meet with Phunky Foods to discuss a Healthy Eating Policy and share any updates. Parents were signposted to the NHS Food Scanner App for suggestions of healthier, school-compliant alternatives.

Toilet access at lunchtime during building works

Parents asked whether children could access toilets during break and lunchtime while building work was taking place. The schools confirmed that pupils can use the Year 6 toilets at the Junior School and, in fact, toilets across year groups are available at lunchtime. Children have been informed of this.

Signage for Reception

Parents noted that the sign directing visitors to Reception from the playground was difficult to see. The schools confirmed that there is a sign and agreed to raise the suggestion of improving its visibility.

Safeguarding arrangements for choir

Parents asked about safeguarding when children walk to choir while parents are on the playground. The schools explained that all clubs maintain registers. The adult leading the club takes the register at the beginning and, if a child is missing, Mrs Barlow radios the class teacher or school office.

Fire drill and children without shoes

Parents asked whether children who remove their shoes due to the new carpets could be allowed to put them on before walking to the evacuation point during a fire drill. The schools confirmed that this had been discussed with Year 5 staff, as it was the first drill with the new furniture and staff were unsure of the process. Allowances will be made for children to put on their shoes during drills. In a real fire, however, evacuation should not be delayed.

Quality of PE tops and jumpers

Parents reported that school PE tops and jumpers fray, lose quality and have hems that come down. The schools agreed to raise the issue with PL Schoolwear and requested specific examples of the problems so these could be passed on.

Crowding at Junior School pick-up

Parents raised concerns about crowding at pick-up, particularly for Years 5 and 6 in the smaller area during building works, which can make it difficult to see children leaving. The schools explained that the Year 6 exit had already been moved after concerns about congestion at the Year 3 gates. The situation is temporary and should improve; fewer Year 6 parents are expected to collect as the year progresses.

Teaching about Remembrance Day

A parent representative suggested that the significance of poppies could be explained more explicitly, perhaps through a short history lesson. The schools explained that Remembrance Day had been covered the previous day through assemblies at both schools, a minute's silence and class discussion. The timing after half term also coincides with Firework Night and Diwali, but Remembrance is always covered during the relevant week. Representatives reported that many children had come home sharing what they had learned.

Email links expiring

Parents reported that links in emails, such as those for Christmas lunch or school photographs, become unavailable over time, making it difficult to locate information later. The schools agreed to raise this with the office team. A parent representative noted that selecting 'Open in browser' can allow the document or webpage to open.

Library visits and book barcodes

Parents queried why children had not yet visited the library or brought home library books, as barcodes had reportedly not been set up. The schools explained that transferring pupils' names and barcodes to the Junior School system had taken time. Children had visited the library during this period, and all now have barcodes and will visit regularly.

Children leaving at the end of the day on time

Parents reported that children had occasionally been dismissed up to ten minutes late. The schools had fed this back to staff and noted that Friday Celebration Assemblies can sometimes run over. Parents were asked to let the schools know if this does not improve.

Morning gate opening times

Parents reported that the gate sometimes opens late, delaying drop-off, including for families with siblings or parents travelling to work. The schools confirmed that this feedback had been passed to staff.

Year 3 Christmas performance

Parents asked for confirmation of the date to enable them to arrange time off work. The schools noted that the information was included in the Year 3 newsletter. Year 3 will perform a short programme of songs followed by Christmas crafts with parents at 2.30pm on Monday 7th December.

Potential class changes at the end of the year

Parents asked whether classes were likely to be rearranged again at the end of the academic year. The schools explained that classes are not intended to be split every year. Reception classes are likely to be split and Year 2 may be split in the future, but not this year. Classes will not be split without a clear reason.

Forest School schedule

Parents requested dates for their child's Forest School sessions. Years 1 and 4 are scheduled for the Spring term, and Reception and Year 5 for the Summer term. As each class has half a term, specific dates will be decided by class teachers nearer the time and shared with families.

Playground toilet repairs

Parents asked for an update on the playground toilet, noting that children were struggling with queues at break and lunch. The schools confirmed that the toilets have now been fixed and reassured representatives that all 120 pupils do not use them at the same time.

Toileting and drinking during class

Parents queried when children are allowed to use the toilet or drink, and reported concerns that some children may not be drinking enough. The schools explained that children are only encouraged to wait during the carpet input of a lesson; children who need to go urgently, and those with toileting needs, are permitted to go. Water bottles are accessible in classrooms. Lunchtime can be challenging as children may eat quickly to get outside and sometimes enter the hall without their bottles. Year 2 water-bottle monitors have been introduced, alongside adult reminders. Parents were encouraged to raise individual concerns with class teachers. Representatives asked that the expectations also be communicated to children.

Telephone appointments for parents' evening

Parents asked whether they could book a parents' evening appointment and have the meeting by telephone if they were unable to attend in person, for example while at work or supervising siblings. The schools explained that this had been discussed previously and they would be keen to explore the option further. Representatives will be updated if arrangements change.

3. Other points raised and school updates

Future Parent Forum meeting times

A survey of class representatives indicated that Thursdays and Fridays were most popular, as was any time of day. The next meeting will therefore be held on a Friday at 9.00am.

Potential Bike Bus

Representatives were asked whether parents/carers might be interested in a Bike Bus and whether pupils would benefit from regular cycling following Bikeability training. A Bike Bus would involve children cycling together along a set route with stops, helping develop cycling skills and potentially reduce congestion around the school. Funded cycle training for Bike Bus leaders may be available. This idea will be shared through WhatsApp groups to gauge interest.

School photographs

Feedback was that some parents did not like the bookshelf background, would have preferred an alternative background option, and felt the photographs were expensive.

Guidelines for class WhatsApp groups

Representatives were asked to encourage parents who have concerns or complaints in WhatsApp groups to contact a member of staff. The schools will draft guidelines for WhatsApp groups and share them with class representatives for feedback.

PTFA volunteering for Winter Warmer

The PTFA asked representatives to remind families about volunteering and to provide honest feedback about what may be discouraging participation. Representatives explained that sign-up requests can appear through WhatsApp, face-to-face requests from staff and sheets displayed on windows, which can be confusing. It was suggested that the Christmas period is already busy and that families may volunteer closer to the event. The PTFA explained that early responses are important to determine how many stalls can run; currently, there may not be enough volunteers to run the games room. The PTFA would appreciate responses even if families are unable to volunteer, and noted that children could miss out if the event cannot proceed due to insufficient help. A suggestion was made to offer raffle tickets as an incentive. The schools and representatives acknowledged the PTFA’s hard work.

Year 3 fluency session attendance

It was felt that parents had simply missed the fluency session. For future sessions, it was suggested that the office message class representatives so they can share the information through WhatsApp groups.

4. Date, time and location of the next meeting

Friday 5th February 2027 at 9.00am, in the Infant School hall.