



## Parent Forum Meeting

Date:	Tuesday, 5 <sup>th</sup> December 2023			
Attendees:				
	<i>Name</i>	<i>Year Group</i>	<i>Class</i>	<i>Attended</i>
	Mr. Wanford	Headteacher		✓
	Mrs. Curtis-Cross	School Business Officer		✓
	Rachel Braidford	Nursery	Little Acorns	✓
	<i>Vacant</i>	Reception	Birch	
	<i>Vacant</i>	Reception	Hazel	
	Sannah Khan	Reception	Willow	✓
	Richard Rangel	Year One	Beech	✓
	Laurilee Green	Year One	Elm	✓
	<i>Vacant</i>	Year One	Lime	
	<i>Vacant</i>	Year Two	Oak	
	Holly Fox	Year Two	Plane	x
	<i>Vacant</i>	Year Three	Alder	
	Kamila Dawson	Year Three	Cedar	✓
	Louise O'Driscoll	Year Four	Ash	✓
	Laurilee Green	Year Four	Rowan	✓
	Jayne Bendell	Year Five	Maple	x
	<i>Vacant</i>	Year Five	Sycamore	
	Laurilee Green	Year Six	Aspen	✓
	Laura Nunn	Year Six	Hawthorn	✓

Review of previous/outstanding actions	Progress?
Nothing outstanding from previous meeting on 05/10/2023	N/A

	Agenda Item	Discussion/actions
1	Welcome	<p>Mr. Wanford thanked those forum reps for attending and welcomed everybody to the meeting.</p> <p>Mr. Wanford noted there were a few items he wanted to bring up, being aware that they may be what parents/carers want to feed back:</p> <p><u>Young Voices @ 02 arena</u></p> <p>Mr. Wanford explained that there had been some frustration from parents/carers about purchasing of tickets, and the lack of availability. He explained about the letter that was sent on Monday and why this had come about, and how in trying to avoid last years situation of the school purchasing tickets and</p>

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		<p>being liable for payment, it had meant that this year tickets were not easily available for parents/carers to buy publically. Looking ahead next year the school have since been made aware of how Young Voices can invoice schools for tickets to save on up-front purchasing, although this still carries a risk that parents/carers do not pay. He apologised to parents/carers whose children were attending for the communication about this and lack of tickets – although the school were not made aware of the glitch in the system of buying tickets properly before a decision was made on what solution to use this year.</p> <ul style="list-style-type: none"> <li>• Can parent/carer volunteers be informed ASAP to confirm if they are required or not, this then enables parents/carers to purchase audience tickets if necessary.</li> <li>• Parents/carers would have appreciated more notice with regards to the transport and parking cost.</li> </ul> <p><u>Christmas presents</u></p> <p>Mr. Wanford explained that ordinarily the school had purchased Christmas gifts for each child (in the form of a book) which was given on the last day of term. Historically, this had been paid for by the school using public money, but as the school became bigger this was no longer financially viable and also the quality vs cost was an issue. The idea had originally come about to ensure consistency across the school, as well as ensure that staff were not being asked to pay for these themselves. Mr. Wanford spoke with the PTA who have agreed to fund a present this year, so that each child gets a pair of socks (approximately £1 each). This still has a cost of approximately £700, which is PTA money raised. Mr. Wanford asked for parent/carer feedback on this, and whether the school should still do this, or re-invest the money in another way, and the benefits it brought.</p> <ul style="list-style-type: none"> <li>• Green Ridge is a school of lots of different cultures, but it's nice for all children to receive something to unwrap and celebrate Christmas.</li> <li>• There was a suggestion of doing a Lucky Dip or equivalent, but one consistent gift per child is probably better logistically and for fairness. Also prevents unnecessary plastic from a sustainability point of view.</li> </ul> <p><u>Building update</u></p> <p>Mr. Wanford explained that building work was due to start in the new academic year (date yet to be confirmed, but potentially late January/February). There will be separate communication going out about this and what this means, as the Y5/Y6 entrance will no longer be in use, and potentially some of the carpark may also be out of use.</p> <ul style="list-style-type: none"> <li>• FareShare ideally require access to parking near the front of the school on a Monday afternoon to enable them to offload goods from their vehicle.</li> </ul> <p>ACT: Mrs. Curtis-Cross to liaise with Site/Admin team to arrange for a signposted cone to be prepared ahead of the</p>

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		<p>potential car park closure. This is to be placed within one of the parking bays outside the front of the school ahead of the end of the school day.</p> <p><u>FareShare</u> Staff are growing increasingly concerned with regards to children taking items.</p> <ul style="list-style-type: none"> <li>• ACT: Mrs. Upfold to include reminder within newsletter to remind parents/carers of rules relating to FareShare.</li> </ul>
2	<p>Whole School</p> <p>Issues raised from parents/carers on the online feedback and from the meeting</p>	Nothing to raise.
3	<p>Nursery</p> <p>Issues raised from parents/carers on the online feedback and from the meeting</p>	Nothing to raise.
4	<p>Reception</p> <p>Issues raised from parents/carers on the online feedback and from the meeting</p>	<p>Communication is great, but some parents/carers are sometimes stressed when events are only shared within the newsletter the week before the event is due to take place. Perhaps information about enrichments clubs, Stay and Learn sessions etc. could be shared within the Meet the Teacher meetings at the beginning of each academic year.</p> <p>Key dates document used to be sent to parents/carers at the beginning of each academic year, but the decision was made to not share this with parents/carers this year due to the amount of changes that can sometimes occur. Based on feedback received, key dates have since been shared with parents/carers within the newsletter sent on Friday, 1<sup>st</sup> December.</p> <p>Some children who attend Busy Living feel like they're missing out when birthdays etc. are being celebrated and sweets are distributed at the end of the school day.</p> <p>Unfortunately, it's something that is difficult for us to manage, as children are not always being dismissed at the end of the school day and many attend enrichment clubs or Busy Living. Staff also cannot be held responsible for the distribution of sweets etc. when celebrating birthdays or religious celebrations. This is why parents/carers are encouraged to support their child with doing so at the end of the day.</p> <p>Donations for non-uniform days/sponsorship money isn't always taken out of children's bags resulting in it being returned home.</p> <p>Laurilee Green, Parent Forum Representative and Chair of the PTA, mentioned that the PTA often do a sweep of each classroom on non-uniform days etc. in order to collect any donations that have not already been handed in.</p>

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		<p>A parent/carer mentioned that their child's library book hasn't been changed in a month. Perhaps further information can be shared with parents/carers with regards to how library visits work.</p> <p>The children visit the library every week, so we're not sure as to why the child hasn't changed their book as they would have had multiple opportunities.</p> <p>There was some confusion caused regarding backpacks and what to bring during the recent Waddesdon Manor trip.</p> <p>Mr. Wanford was aware that there had been some confusion and that children had been asked to bring their lunch in a disposable bag but had still been asked to bring a backpack or to hold their water bottle, coat etc. This will likely be reconsidered in the future, in which parents/carers may no longer be asked to provide their child's packed lunch in a disposable bag for sustainability purposes.</p> <p>Why aren't Reception children taking part in the Christmas production this year?</p> <p>The decision is solely based on logistics as there is simply not enough hall space. We appreciate the disappointment that may have been caused, but the children are taking part in the Early Years Christmas Singalong on Monday, 18<sup>th</sup> December.</p>
5	<p>Year One</p> <p>Issues raised from parents/carers on the online feedback and from the meeting</p>	<p>There appears to have been a lack of communication regarding Mrs. Gupta's recent departure from Green Ridge.</p> <p>Sadly, Mrs. Gupta had to leave suddenly due to personal reasons and recruitment has also proved difficult. We are however pleased to confirm that we have now recruited to replace Mrs. Gupta and Mrs. Jus who both left recently. Rest assured we are doing what we can with supply staff in the meantime. Unfortunately, staffing in general has been a struggle this term, and I don't think we're alone having spoken with other schools.</p> <p>It can be difficult sharing information around staff absence with parents/carers, and we can't always foresee what is going to happen. However, we do acknowledge that we need to think about how/when we share information with parents/carers when necessary.</p>
6	<p>Year Two</p> <p>Issues raised from parents/carers on the online feedback and from the meeting</p>	<p>When children have an accident at school which results in a notification via Medical Tracker being sent to parents/carers, the information is not being passed onto Busy Living so they are unaware. A parent/carer has advised that they are having to call and notify Busy Living themselves each time but sometimes don't receive the notification until late. Is there anything that can be done so that the information is passed onto Busy Living?</p> <p>It's not our responsibility to share this information with Busy Living and we cannot do so due to GDPR. Parents/carers will always be called ahead of any notifications being sent out when a head bump/substantial injury occurs, to which Miss. Eaver will always suggest that a child is collected early/does</p>

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		<p>not attend Busy Living/enrichment clubs if she deems this necessary.</p> <p>Several parents/carers have said that their children (across the years) are not drinking enough during the day and it's causing issues. It has been said that they are only allowed access to their water bottles at break and lunch times.</p> <p>Of course we encourage children to drink water, but it's not something that can be measured. Water bottles are not allowed on desks in case they were to spill, but children can still access them within the designated boxes. If the children are on the carpet they likely aren't encouraged/allowed to access their water bottles at that time, but they can certainly do so after.</p> <p>Can children be monitored at lunch time to ensure they have eaten something before going out to play.</p> <p>Yes, and we have a lot of staff around during the lunch period, but we also have a lot of children within the hall at one time. Staff do walk around and encourage the children, and ensure children eat enough before moving on to puddings when eating hot meals, however it's harder to monitor those eating packed lunches. The children also tend to leave the hall together, so there is no incentive to not eat as they can't go out to play any sooner.</p>
7	<p>Year Three</p> <p>Issues raised from parents/carers on the online feedback and from the meeting</p>	<p>Some parents/carers have advised that they only recently found out that there is not a Teaching Assistant within Year Three and parents/carers would appreciate having this confirmed ASAP as some may have already purchased Christmas cards/gifts for someone that is no longer in the classroom/s.</p> <p>Please inform those parents/carers concerned to seek clarity from the class teacher when dropping off/picking up. They will be able to confirm which members of staff have/have not been in the classroom/s recently.</p> <p>People often park on the side of the car park and not in an actual space. People often park in the disabled bays too. Perhaps there could be more signs.</p> <p>We can consider displaying more signs, but this is not something that we can police.</p> <p>Why can't children have more than one piece of fruit during break time?</p> <p>We believe one piece is ample, but we're sure our staff would allow children to have access to more fruit if they were to ask.</p> <p>It has been said that the banners around the perimeter of the school site are starting to look ugly.</p> <p>ACT: Site team to be asked to remove them.</p> <p>There is still plenty of positive feedback around the recent move to Arbor for enrichment club bookings, however it has been raised that current clubs for the Autumn term are still</p>

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		<p>listed, parents/carers are unable to see when clubs are full or if spaces remain and there is not a basket button option.</p> <p>Mrs. Curtis-Cross acknowledged and appreciated the feedback received and explained the following.</p> <ul style="list-style-type: none"> <li>Autumn clubs are still listed as the sessions are still ongoing for this term. To try and avoid any confusion, Spring term clubs were listed as Spring Term (CLUB NAME and ELIGIBLE YEAR GROUPS).</li> <li>We're unsure as to why parents/carers are unable to see if clubs have reached capacity and this has been fed back to Arbor in hope that it's a feature that can be introduced in the future.</li> <li>Again, we don't know why Arbor doesn't have a basket function. This has also been fed back, as we appreciate that it's not ideal that parents/carers have to top up their child's account ahead of signing up. Especially if a club is full and a space isn't available.</li> </ul> <p>A parent/carers mentioned that they are aware that not every class has a Teaching Assistant, but for the first half of the Autumn term, their child's class didn't visit the library and the Class Teacher advised that this was due to not having a Teaching Assistant and requiring support.</p> <p>Mr. Wanford said that this should not be the case and that all classed should visit the library with or without a Teaching Assistant. This will be fed back to the Year Three team.</p>
8	<p>Year Four</p> <p>Issues raised from parents/carers on the online feedback and from the meeting</p>	<p>Sometimes the home learning quiz isn't displaying on Teams until a Saturday and there are a couple of problems with the questions asked and open text answers causing issues.</p> <p>Mr. Wanford advised that the Class Teacher is likely scheduling the quiz for the wrong time. This will be fed back to the Year Four team as there must be a system glitch.</p> <p>Will the children be doing a Christingle this year?</p> <p>There will still be a Christingle assembly in which Gareth Lane will be coming in, but the children will not be making their own Christingle as it difficult to ensure all children have access to an orange and it has been fed back the Christingles also often cause a lot of wastage from where the children tend to consume the sweets and not the orange.</p> <p>The home learning quiz is worthwhile as it is relevant to what the children have been learning, but often the additional task set is just repeating the lesson that has already taken place and can be a struggle to get the children to want to do it.</p> <p>To provide some assurance, Miss. Thomassen has been tasked with doing a home learning review in the Spring term. Further information relating to this will be shared in due course.</p>
9	<p>Year Five</p> <p>Issues raised from parents/carers on the online feedback and from the meeting</p>	<p>Nothing to raise.</p>

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10	<p>Year Six</p> <p>Issues raised from parents/carers on the online feedback and from the meeting</p>	<p>There was a concern from a parent/carer regarding the timing of the Isle of Wight residential trip and the transition days. She said that last year her child missed one of the transition days at Waddesdon Secondary School, and it appears to have been diarised the same for this year. A second parent/carer (even without a dates clash) said that the timing isn't ideal with the transition days because they return tired from the trip. They appreciate it's too late in the year to change it now but wanted to give the feedback to potentially help future cohorts.</p> <p>We appreciate that it's not ideal but sometimes it's out of our control as availability is often based on when the hotel can be available on a weekend. We try to hold our residential trips on weekends as it's cheaper for parents/carers. There is a narrow window of time that the children can actually go but we can certainly look into this ahead of next year.</p> <p>A parent/carer has raised that they do not feel like there are enough staff around during break and lunch times, and this can result in children within different year groups mixing.</p> <p>Our children are generally very good at staying in their designated areas and there are staff on hand within all areas to prevent mixing and help minimise incidents/accidents.</p>
11	AOB	<p>There has been a lot of positive feedback regarding the recent individual and sibling school photos.</p> <p>Do the school not provide Travel Tracker badges anymore?</p> <p>We believe this is linked to a problem with our subscription.</p> <p>ACT: Mrs. Curtis-Cross to investigate.</p>
12	Next meeting	Tuesday, 30 <sup>th</sup> January 2024, 2,15pm