



Parent Forum Meeting Minutes

Date	Wednesday, 23 rd September at 9.00am																																																																																																														
Attendees:	<table border="1"> <thead> <tr> <th>Name</th><th>Year Group</th><th>Class</th><th>Attended</th></tr> </thead> <tbody> <tr><td>Mrs. Fraser</td><td>Headteacher</td><td></td><td>✓</td></tr> <tr><td>Mr. Ladyman</td><td>Deputy Headteacher</td><td></td><td>x</td></tr> <tr><td>Mrs. Lewis</td><td>Office Administrator</td><td></td><td>✓</td></tr> <tr><td>Lubna Toor</td><td>Nursery</td><td>Little Berries</td><td>✓</td></tr> <tr><td>Shaima Harkassi</td><td>Nursery</td><td>Little Pines</td><td>✓</td></tr> <tr><td>Vacant</td><td>Nursery</td><td>Little Acorns</td><td></td></tr> <tr><td>Kiran Bagga</td><td>Reception</td><td>Birch</td><td>✓</td></tr> <tr><td>Vacant</td><td>Reception</td><td>Hazel</td><td></td></tr> <tr><td>Sannah Khan</td><td>Reception</td><td>Willow</td><td>✓</td></tr> <tr><td>Kiran Bagga</td><td>Year One</td><td>Beech</td><td>✓</td></tr> <tr><td>Vacant</td><td>Year One</td><td>Elm</td><td></td></tr> <tr><td>Gemma Moncada</td><td>Year One</td><td>Lime</td><td>✓</td></tr> <tr><td>Siobhan Connolly</td><td>Year Two</td><td>Oak</td><td>✓</td></tr> <tr><td>Vacant</td><td>Year Two</td><td>Plane</td><td></td></tr> <tr><td>Sharon Patterson</td><td>Year Two</td><td>Spruce</td><td>✓</td></tr> <tr><td>Sannah Khan</td><td>Year Three</td><td>Alder</td><td>✓</td></tr> <tr><td>Vacant</td><td>Year Three</td><td>Cedar</td><td></td></tr> <tr><td>Sophie Baker</td><td>Year Three</td><td>Chestnut</td><td>✓</td></tr> <tr><td>Vacant</td><td>Year Four</td><td>Ash</td><td></td></tr> <tr><td>Vacant</td><td>Year Four</td><td>Rowan</td><td></td></tr> <tr><td>Laurilee Green</td><td>Year Four</td><td>Walnut</td><td>✓</td></tr> <tr><td>Vacant</td><td>Year Five</td><td>Maple</td><td></td></tr> <tr><td>Vacant</td><td>Year Five</td><td>Poplar</td><td></td></tr> <tr><td>Vacant</td><td>Year Five</td><td>Sycamore</td><td></td></tr> <tr><td>Sharon Patterson</td><td>Year Six</td><td>Aspen</td><td>✓</td></tr> <tr><td>Laura Nunn</td><td>Year Six</td><td>Hawthorn</td><td>✓</td></tr> </tbody> </table>			Name	Year Group	Class	Attended	Mrs. Fraser	Headteacher		✓	Mr. Ladyman	Deputy Headteacher		x	Mrs. Lewis	Office Administrator		✓	Lubna Toor	Nursery	Little Berries	✓	Shaima Harkassi	Nursery	Little Pines	✓	Vacant	Nursery	Little Acorns		Kiran Bagga	Reception	Birch	✓	Vacant	Reception	Hazel		Sannah Khan	Reception	Willow	✓	Kiran Bagga	Year One	Beech	✓	Vacant	Year One	Elm		Gemma Moncada	Year One	Lime	✓	Siobhan Connolly	Year Two	Oak	✓	Vacant	Year Two	Plane		Sharon Patterson	Year Two	Spruce	✓	Sannah Khan	Year Three	Alder	✓	Vacant	Year Three	Cedar		Sophie Baker	Year Three	Chestnut	✓	Vacant	Year Four	Ash		Vacant	Year Four	Rowan		Laurilee Green	Year Four	Walnut	✓	Vacant	Year Five	Maple		Vacant	Year Five	Poplar		Vacant	Year Five	Sycamore		Sharon Patterson	Year Six	Aspen	✓	Laura Nunn	Year Six	Hawthorn	✓
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Please note: Parent Forum is to raise questions that reflect a consensus. Individual opinions will not be discussed within the meeting and alternative channels of communication must be utilised.

Issues raised from parents/carers on the online feedback and from the meeting	
Nursery	Nothing to raise
Reception	It was queried if it is possible for the reception teachers to remind the children to check that they have their belongings at carpet time before sending them home/busy living. <i>We do our best to ensure that children leave the classroom with their belongings at the end of the school day. However, if items are left</i>

	<i>behind at Busy Living, they are usually returned to the Reception team the following day.</i> <i>We would appreciate your support in encouraging children to be aware of their belongings and to check that they have collected everything before leaving club. We will, of course, continue to remind children whenever possible and support them in developing their independence and responsibility for their personal items.</i> <i>If any items remain missing, please let us know and we will be happy to check classroom areas.</i> 2. <i>Would it be possible to open the school gates any earlier to avoid congestion at the front of the school?</i> <i>The gates cannot be opened much earlier due to directed hours however we will ensure that they are opened promptly each day.</i> 3. <i>The queue by the Hazel and Birch class gate means that it is becoming very congested around the front of the school as some people are not keeping to the sides when queueing up</i> <i>We do have signs in place to try and ensure that parents/carers are lining up along the sides, but we will keep reminding parents to be mindful of where they are standing.</i>
Year One	1. Some parents/carers have requested that labelled uniform doesn't get put in lost property all the time! Parents/carers have ensured they label children's uniform and then teachers/children are not checking the label and put it in lost property! <i>We will remind teachers and support staff to ensure that they are checking any lost property for labels and ensure that those items of clothing are kept in the child's classroom so only non-labelled items are going to lost property.</i>
Year Two	Nothing to raise.
Year Three	1. Will the termly overviews be uploaded on the website? <i>They have started to be uploaded onto the website, but we will chase the Phase Leaders for the year groups that aren't uploaded and ensure they are visible shortly.</i>
Year Four	1. Some parents/carers have queried why swimming is only for one term and not the whole school year. <i>There are curriculum implications and financial implications to the swimming lessons and so they are now aligned with what is typical for a primary school.</i> 2. Are the school up to date with the new Benedict's law updates? <i>The school were preparing for these changes in the summer term during the last academic year and all staff have done the relevant training. The new Allergy Policy is on the website, and a lanyard system is all in place. The school also have an allergens audit coming up soon to which during preparations no changes were required to be made.</i>
Year Five	Nothing to raise.
Year Six	1. One parent/carer requested that the school admin team take an extra five minutes to proof read letters sent out. Sometimes after putting dates in diaries we get a correction a couple of hours later, and it's extra work for parents. <i>The information for letters regarding trips is given to the admin team via the phase lead for that year group. We will take the feedback onboard and be sure to double check that all the information provided to the admin team is correct.</i> 2. Parents/carers have been made aware that girls are still being asked to change in the toilets when changing for clubs after school and there are not enough cubicles, meaning they are in full sight of the corridor (also not very hygienic).

	<i>This has been addressed and a new process is in place. The club lead will be monitoring this as of this week.</i>
Whole School	1. It was queried as to why the lunch menu has changed so much. It has been mentioned that there is no cheese for the beans for jacket potatoes anymore and there are some interesting options with a lot of food that children won't necessarily want to eat resulting in more children needing to have the cold option or a packed lunch. There is also a request for more variety of vegetarian options (everything each day is beans/sausages based) <i>The school is in agreement with this. We encourage parents/carers contact HCL at https://www.hcl.co.uk/ copying in the school so we are aware of communications being sent. Unfortunately, as a school we cannot do anything immediately but any emails will back up what the school are trying to argue.</i> 2. It has been observed that the school gates for after school club seem to be getting later and later in being opened. When some parents are rushing to get back to work and have younger kids to maintain whilst it's really busy it's not ideal. <i>The gates will remain to be managed to best of our ability until Mr. Morris and the site team are back – this will be because Mr. Morris used to open it when he left at 4.00pm. We are unable to open them any earlier due to clubs taking place on the playground.</i> 3. Some parents/carers have questioned why Busy Living can't operate in the old classrooms when there is an event such as pupil learning reviews in the hall? This has been the case in the previous year at least so just seems strange that it's not allowed now and another stress for working parents who rely on that care. <i>This is an operational decision of the school.</i> 4. Is the school looking at cooling solutions for the summer term? E.g. Portable air con units for classrooms <i>No, the Trust will communicate this is due course. Considering shading options for outside spaces.</i> 5. Can there be a consideration of a summer uniform for boys. Can they have polos or be allowed to wear PE kit without being told every week via a newsletter? <i>As per the Parent Forum minutes from 8th July the following was recorded – 'Top buttons are able to be undone and ties can be removed. We won't consider a polo shirt at this point but uniform in general will be thought of to ensure the best for our pupils.'</i> 6. Has the school thought about having outside canopies on the playground so they can play outside in the shade during the summer. As when the weather is hot, the school has no shade at all and it's unfair to keep the children inside all day. Also, it would be good for sports day as there is only one wooden gazebo and the PTA take it for their stall. <i>As above.</i>
Positive Feedback	1. The upcoming Year Six school trip to Amersham looks great! 2. Really handy wearing PE kit to school
Next Meeting	Tuesday, 24 th November at 2.30pm