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| **Greenway Primary and Nursery School****Parent Forum** | **20.00****Tuesday 17th May 2016****Cedar classroom** |
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| **Minutes** |
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| **Present:** | Katharine Ellwood – Head Teacher, Nigel Wiggins – Governor (Chair), Caroline Crozier – Deputy Head.Parent Forum Members: Emma Gaskill & Natasha Goss (Red Ash) Gemma Chatt (Elm), Karin Huber (Pine) Helen Hanbidge (Beech), Caroline Green (Silver Birch), Izzy Hall (Maple), Laura Whittingham-Jones & Liz Hopwood (Chestnut), Becky St. John (Oak), Suzanne Mitchell (Cedar) |
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1. Apologies were received from Dan Bishop (Green Ash), Nicola Shukla (Silver Birch), Beverley Brookes (Willow), Kate Moody (Sycamore) Charlotte Woollett (Spruce)
2. Minutes from the last meeting 04/02/16 were agreed and action points reviewed

- Nursery coffee morning still to be confirmed. (Post meeting note : **Nursery coffee morning on Monday 13 June 9-10am.)**

- Netball – Year 6 girls got priority as have been in the club for 3 years. Boys will be included next year.

- Uniform – see below

- Mathletics – no longer set for homework. New feedback suggests no homework in Chestnut for a while – Katharine said it may be due to holidays, followed by residential trip but she will investigate.

- Child shows parent texts – sending text reminders of something that has been on the calendar since the start of the year is extra work for the busy office staff. Katharine asked that parents make a note of these dates when they receive the school calendar. No texts will be going out from the office with regards to reminders for Child show Parents.

1. Information for New Parents

The group have met with Katharine. There is a lot of duplication on the leaflet and the website, however it was agreed that a ‘one stop’ place for all the information was required to support new parents and that the website should be the driver for this. This will also be trialled with some new parents at the Reception and Nursery meeting in June. It was also suggested that new class reps have a ‘buddy’ class rep so they understand their role.

**Action:** **Katharine will review the work already done with SLT. She will also speak to Sue Lyus as the point of contact in the office.**

1. Mums and Daughters session

Katharine apologised again for the late notice of the meeting. She asked PF members for their feedback on the issue of a dad who felt excluded from the session. Most members felt uneasy about a male being present and some said their daughters would feel uneasy too. Everyone agreed that if there was a situation where there was no mother in the family to attend, school would deal sensitively with this and suggest other female members of the family who might attend.

1. Football before and after school. Katharine referred to last newsletter and message regarding this. Children need to either have an adult with them who is responsible for them or to play football off the school grounds.

**Action: PF members to refer any queries about this to the last newsletter**

1. School dinners

- Curry too spicy

**Action:** **Katharine will pass on to kitchen.**

- Complaint from Year 2 and Year 4 parent

**Action:** **Karin will ask the parent who raised this to speak to Katharine with more specific information**

**-** Chestnut – portion sizes too small. Katharine explained how the rota works so it’s not about being last in. There haven’t been complaints from older children.

**Action:** **School staff will monitor Year 4 boys to see what they’re choosing.**

- Are children with packed lunches eating outside during sports week? Yes.

1. Discussion of matters raised through Parent Forum reps

- Poor quality uniform – Lesley Popescu has suggested a small working party to look at samples from the supplier with her.

**Action:** **Lesley will contact suppliers. Karin, Emma, Izzy, Gemma, Natasha, Helen all volunteered to be on this working party with her, they will meet before the end of term.**

- Mothers and Daughters – positive feedback shared.

- Maths homework – Mathletics homework has reduced. On the marking of homework, school’s marking policy says that homework will be marked weekly and that stars or house points will be awarded where appropriate. It was suggested that a simple ‘well done’ or a stamp could be used so children feel they are getting some feedback.

**Action:** **Caroline Crozier will pass on comments to teaching staff.**

- Talk homework – should be set on Tuesday so they have two days for it.

**Action:** **Caroline will reiterate this to teaching staff.**

- Staffing – Katharine explained that there is a legal requirement for certain adult:child ratios in nursery and reception. Some 1:1 TA support is funded through Exceptional Needs Funding (ENF). Elsewhere the school deploys TA support according to the needs of the children. These can change, throughout the year, so deployment of TAs changes too.

- Transition from Reception to Year 1 – ‘Welcome to your new class’ meeting gives parents the bulk of the information they will need. However due to the class size in Reception this year information regarding the split into two Year 1 classes will be communicated to parents

**Action:** **Katharine will communicate with parents about transition to Year 1 by letter/meeting – TBC (Post meeting note: A letter will be sent to the current Reception cohort regarding transition and the split into two Yr 1 classes on the transition day – July 7.)**

- School trips – contribution to the cost of trips is voluntary and there are ways in which parents can be supported with these if needed. Year 1/2 trip to Chiltern Open Air Museum – the activities were different this year.

- School production – this will only involve Year 6 children.

- Sports – notice of Sports Week (which would include Sports Day) was in the school calendar at the start of the year. There was a discussion about how to cope with the difficulties of rescheduling Sports Day when weather is not conducive. Feedback about Carousel activities when siblings are together was positive. Lots of positive feedback from parents about amount of sport and the way sport at Greenway has changed. We do a lot of sport already at school so won’t be considering ‘morning exercise’.

- Competitive events – advance notice of all events is difficult as there is so much going on. Next year there will be a separate sports newsletter as there is too much to put in the existing newsletter. Some PF members felt that there are sometimes too many communications about events so this is a case of not being able to please everyone.

- Team selection policy is on the school website.

- Tri-golf – Each Year 3 class did an activity. Tri-golf at Ashlyns , Athletics at the Sports centre and the Ashlyns Sport Leaders worked with a class.

- There will be no football pitch on the small field.

-SATs – overwhelmingly positive feedback from parents. Breakfast club was well-received. Preparation was adequate, low-key and positive. There are no plans for a party as children have Letton to look forward to and the intention was for SATs to be as low-key as possible. School could not have given parents more information than it did because we didn’t have it ourselves. SATs aren’t used to determine where children are placed at their next school as secondary schools test children once they get there. Year 6 teachers will be using feedback comments from children to inform next year’s approach, although generally there is no intention to do things differently as they went well this year.

1. AOB

- Caroline Green said thanks on behalf of parents whose children were taken to see the Queen.

- Nigel thanked all Parent Forum members for another year of service and wished the children of the year 6 parents the very best as they left for other schools.

ACTIONS SUMMARY

* **Katharine** will review the work already done with SLT (w.r.t info for new parents). She will also speak to Sue Lyus as the point of contact in the office.
* **PF members** to refer any queries regarding playing football before or after school to the last newsletter
* **Katharine** will pass on to kitchen the comments regarding the curry being too spicy
* **Karin** will ask the parent who raised concerns over school dinners to speak to Katharine with more specific information
* **School** will monitor Year 4 boys to see what they’re choosing following complaint regarding portion sizes of school dinners
* **Lesley Popescu** will contact alternate suppliers of school uniform. **Karin, Emma, Izzy, Gemma, Natasha, Helen** all volunteered to be on this working party with her, they will meet before the end of term.
* **Caroline Crozier** will pass on comments to teaching staff regarding homework feedback and that talk homework should be set on Tuesday to allow 2 days for completion

**Katharine** will communicate with parents about transition to Year 1 by letter/meeting – TBC **(Post meeting note: A letter will be sent to the current Reception cohort regarding transition and the split into two Yr 1 classes on the transition day – July 7.)**