



Minutes

Meeting _ 10 July 2025 _ St Joan of Arc staff room

Present:

Liam McCormick, Acting Asst Headteacher
Lindsey Christie, Board of Governors
Pippa Greenbank, Year 6 rep
Maria Smith, Nursery rep
Fiona Shaw, Year 1 and Year 2 rep
Chris Sudall, Year 5 rep
Delphine Marsan, Reception rep
Claudio Capelli, Year 3 rep
Gill Auld

LMcC welcomed everyone to meeting.

Item 1: Update on actions arising from minutes of last meeting

- Points around ASC are noted in section below covering the discussion later in meeting.
- Children have been well informed re the development of Wellbeing Ambassadors – through promotion in Assembly and increased presence in playground.
- The PA is still trying to secure supplier for fruit – hopeful for Autumn term.
- The issue of fundraising is covered in more depth later in meeting, below.

As there were no further issues arising from minutes of last meeting, these were accepted.

Item 2

After School Childcare and Clubs – Nursery, Reception and Year 1 parents raised issues around capacity, lack of flexibility, booking system, late provision tea, price, siblings and feedback.



DM, CS and others reported an issue with the booking system on the evening it opened. LMcC noted that some parents were booking more places than they needed and LC noted that some were frustrated by the system only holding places for 20 minutes in basket so that by the time another child was added, the first had disappeared. LMcC will review system again – and check on usage of ASC with Ms Cumpstey, and on attendance stats. He has checked with other schools in area – for example Ambler has 45 spaces per night which is ample for their needs, and they add extra clubs on top. This is the structure we are trying to set up at SJOA as discussed at Parents' Forum in November 2024.

DM asked why numbers cannot be increased – LMcC explained it was due to space and staff ratios. DM then asked if Elizabeth House could be considered an option. LMcC explained that this had previously been looked at by SLT (see minutes of Parents' Forum 4 July 2024). It was shown to be unsatisfactory due to Safeguarding reasons. LC noted that we did ask EH last year if they would collect from SJOA but they will not. LMcC stressed again that getting children to Elizabeth House from SJOA would be a private arrangement between parents and childminder, and it is not something school could arrange.

LMcC has looked at how families are using the provision – and the numbers show most parents are using clubs more than childcare, plus the capacity overall has increased with the separation of clubs and childcare - from September there will be 100 places a night for childcare. DM thought the middle hour is an issue for children in year 3 and 4 who cannot go home and come back by themselves.

LMcC added that there is a possibility of utilising the Church Hall – but this would have to be adapted for safeguarding and security reasons. This is being looked at in September by SLT.

Parents raised concern over increase in pricing – specifically when booking a club and childcare. The new system means they are effectively paying twice, and it becomes very expensive. LC said the pricing structure had been agreed by the Governors and that would be taken back to them for discussion. LC also suggested separating timings of booking the two provision – so that childcare can be booked first, then clubs released a few days later.

DM asked if it would be possible to have an 'ad hoc' system where parents were contacted if spaces became available on the day. LMcC explained that this would not be possible as it would entail having a person working full time to manage bookings and reallocate spaces (when some weeks no spaces become available). PG asked if siblings could be booked at the same time, rather than doing separately. DM added that it would be good to have the 'go live' dates well in advance so parents can plan.

The issues of late provision, food and feedback to parents were discussed. The late provision on Magic Booking is a system rule and it is clearly stated, while food is



varied at ASC including fruit, veg and chicken. LMCC said that with the large numbers of children attending each night, feedback is not possible but if there is an issue, staff will contact the parent directly.

Actions:

- **LC/LMCC will take the issue of pricing back to Governors for consideration**
- **LMCC will investigate a staggered system of booking, separating childcare and clubs by a few days**
- **LMCC will review data on all spaces used/not used with Ms Cumpstey**
- **LMCC will clarify how the waiting list system works – with a view to having siblings as a priority on wait list, rather than the time stamp**

Item 3

Year 6 Residential – raised by Year 1 and Year 5

FS and CS noted that many families are in favour of a residential and we are one of the few schools not offering this.

LMCC noted that this was raised at a previous Forum (November 2023) and was subsequently discussed by SLT. The outcome was noted in minutes of Forum held in November 2024 and the issues around safeguarding and staffing remain the same. LC suggested contacting PGL to ask for costs for a two-night stay, and to look at the costs of coaches. We will then have up-to-date information, and the costs may prove prohibitive.

PG suggested getting feedback on activity week – as this is very well received and is organised by the school. There is also the camping weekend which Year 6 organise and which is also very successful and includes about half the year group.

CS suggested we look at more interesting trips locally. LMCC reminded all that trips are linked to the curriculum. FS has a contact at Arsenal who is keen to offer trip and will put them in touch with LMCC.

Actions:

- **LC will get costs from PGL and coach company**
- **PG will gather feedback from activity week**
- **FS to put Arsenal in touch with LMCC**

Item 4

Fundraising/school income – raised by Year 1

FS noted that some parents have the perception that school has large income and therefore does not need to fundraise and suggested that there is a communication from PA to explain how and why funds are raised. DM added that a lot of parents don't know what the money is used for. LMCC noted that there



was a slideshow at the fete to explain – which can be sent out via the PA and via class reps to families.

LMcC has sent costs of Year 6 items as requested at last Forum, and these can be used to devise a fundraising target, along with subsidy for activity week for those Year 6 who cannot access it.

FS said the PA is looking at doing more targeted events – DM agreed there could be more regular events. LMcC agreed that this is an activity for the PA to consider.

Action:

- **FS will send out slideshow explaining fundraising to parents via the PA**
- **Class reps will circulate slideshow to parents**
- **FS and PA will devise more regular targeted events, and will liaise with Year 6 for targeted fundraising**

AOB

CC asked if there would be more advance notice of events, eg the marathon. LMcC said that this timing relies on the ballot allocation.

LMcC noted that staffing organisation has taken longer this year – meetings for new Reception parents will be next week.

Cooling fans in rooms – LMcC noted that there are safety issues with handheld or floor/desk fans – hair getting caught, pencils getting stuck in – but school is looking at wall mounted fans for next year.

LMcC will review older children activity as role models for younger children. At present, they are librarians, wellbeing ambassadors, sports captains but will look at reading with younger children, especially during world book week. FS suggested a buddy system which is successful in other schools.

Actions:

- School to look at wall mounted fans in classrooms
- LMcC will review older children reading with younger children

Dates of meetings for 2025/26

Thursday 20 November, 8.40am

Thursday 12 March, 8.40am

Thursday 9 July, 8.40am