



Parent & Caregiver Forum

Minutes

Meeting _ 14 March 2024 _ St Joan of Arc staff room

Present:

Ben Fuiava, Asst Headteacher
Vanessa Pazos, Board of Governors
Pippa Greenbank, Y5 Rep
Adam Barnett Year 4 rep
Keisha Merrifield , Year 1 Rep
Gill Auld

Apologies from:

Aine Stewart, Year 6 Rep
Fiona Shaw, Reception Rep


BF welcomed everyone to meeting.

Item 1: Actions arising from minutes of last meeting

- Results of parent survey will be included in this week's newsletter.
- Updating the booking system for ASC – LM to lead. GA will mail LM to get update.
- BF will follow up on the production of an instruction video for Tapestry for new parents ready for September.
- Survey re demand for ASC has been completed.
- Discussion on trips and residential trips tabled for SLT meeting – BF will ensure it is on agenda. On the issue costs and subsidies – VP will research what other local schools do (Canonbury).
- List of secondary school requested at last meeting has been issued.
- BF has spoken to staff re toilet breaks and is assured that these are allowed when necessary.

Action:

GA will mail LM to get update on ASC possible booking changes.



BF will follow up on the production of an instruction video for Tapestry
BF will ensure discussion on residential trips is on SLT agenda
VP will research what other local schools do re subsidies

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

Item 2: Homework

Issues raised:

- Times tables learning
- Spellings in books as well as on GC

Times Tables:

Some parents raised an issue of how times tables are taught in class, which is causing some children anxiety. BF confirmed that there are adjustments in place in class to allow all children access to times tables learning appropriate for them; and that there is a necessity for practice to master these. BF acknowledged the issue raised by one parent and suggested that this will be better raised with class teacher on an individual level, but that he will follow up Y4 staff re being extra vigilant regarding anxiety levels with certain exercises.

Copying out spelling words:

There had been a request for spelling words to be copied into books as well as shown on GC. BF noted that the use of GC has the additional benefit of training children to see this as a method for homework as preparation for secondary school. There is also the risk of some children not copying words down correctly in the first place. BF suggested they could go on the class WhatsApp group. PG agreed this good idea and she will do. Maths sheets are already handed out each week.

Action:

BF to follow up with Y4 staff re times tables.
PG will put weekly spelling on class WhatsApp.

Item 3: After School Club

Issues raised:

- Review of booking system
- Booking for whole year
- Flexibility in provision
- Pick-up time

Review of booking system to help prevent errors:

Some parents are finding ASC booking system tricky to navigate. AB noted that the issue is related to the fact that spaces need to be booked according to age of child, rather than year group which can lead to errors. BF will follow up on this to find out if this can be changed.



Booking for whole year:

BF will be looking into possibility of allowing booking across the whole year – this will be included on the survey in summer to ascertain demand. While annual booking will give surety to some parents, it also raises the issue of there being spaces some days where children booked across the year do not turn up, while there may be others who need the space, and should be carefully considered.

Flexibility in provision and pick up times:

Miss Campbell has been looking into the possibility of offering flexibility for short term provision – BF will follow up on this. However, there can be no flexibility on general pick-up times as this may cause an issue with staff ratios, which are a legal requirement.

Action:

BF will find out re booking system

BF will add annual booking to ASC survey

BF will find out re short term provision

Item 4: Communications

Issues raised:

- Getting in touch policy
- Advance notice of sports trials

Getting in touch with school:

Parent had asked if there is a standard response time to emails sent in. BF advised that there is no standard response time for school to reply to messages but that the office@ email is the correct way to contact school. When an email is sent in, the office then forwards to relevant class or teacher, or to relevant member of SLT. BF further advised that if the matter is urgent, parent can call the school number.

Sports trials:

Some parents would like more notice of upcoming sports trials. BF will speak to Ms Newman to ask if it's possible to get notice of sports trials to parents in advance. VP suggested these could go in school newsletter. BF agreed this was a good idea.

In addition, it was agreed that BF will ask Miss Campbell to include a link to the Parent and Caregiver Forum in the newsletter.

Action:

BF will speak to Ms Newman.

BF will ask Miss Campbell about adding to newsletter.

BF will ask Miss Campbell about including link to Forum minutes in newsletter.



Item 4: Miscellaneous

Issues raised:

- Space for 'Mindfulness Corner'
- Uniform options

Space for Mindfulness Corner:

Parents have asked if it is possible to find space for mindfulness – whether within reading corners or additional space. BF confirmed that that a space on the school grounds (TBC) will be deemed a 'Wellbeing Space' and that school now has elected Wellbeing Ambassadors to lead on this. PG asked if it would be possible for books on wellbeing and mindfulness to be grouped together in reading corners to help children. BF agreed this was a good idea and will speak to AV on this. VP suggested that Year 4 do this already.

Uniforms:

Parents had asked if there could be an alternative to the PE shirt and to the main school jumper as some children are not comfortable. BF stressed that the process for uniform alterations requires a uniform policy review. A review should only be engaged when existing uniform is not fit for purpose, not cost effective or not sustainable. If there is a medical or other reason, then the parent can ask to make an adjustment.

Action:

BF will ask VA re grouping mindfulness books in classroom reading corners.

AOB

There was no AOB. BF thanked the class reps for the hard work that they do to help with communication.

Dates of next meeting:

Thursday 4 July, 8.40am