



Parent & Caregiver Forum

Minutes

Meeting _ 23 April 2026 _ St Joan of Arc staff room

Present:

Liam McCormick, Acting Asst Headteacher
Lindsey Christie, Board of Governors
Carolina Mareno, Board of Governors
Shannon Cozzolino, Year 5 rep
Maria Smith, Reception rep
Fiona Shaw, Year 2 rep
Delphine Marsan, Year 1 rep
Claudio Capelli, Year 4 rep
Gill Auld

Apologies:

Pippa Greenbank, Year 5 rep
Catalina, Nursery rep


LMcC welcomed everyone to meeting.

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

- As PG has sent apologies, the feedback on activity week will be held over till next meeting. The issue of transition day clashing with this week can't be solved by SJOA as it is different for different schools. CM will feed this back to DW (Governor) as something for the council to consider in their planning.
- FS will send Arsenal contact.
- ASC pricing policy will be discussed this month and so will be shared at next meeting

Actions:

- **PG will feedback on activity week at next meeting in July**

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- **CM will let DW know re transition day**
 - **SFS to send Arsenal contact**
 - **ASC pricing update will be shared in July**

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

Item 2: COMMUNICATION AND EVENTS

Early Calendar Planning

LMcC said that all dates for academic year 2026/27 will be in place by September – these will be published on the school website and circulated. FS asked if these dates could include the dates for PA events – LMcC said he would ensure this happened.

Diversifying Event Scheduling

LMcC noted that Assemblies were mainly on Wednesdays and Thursday, but that Mass had to be on Fridays. It was agreed that this was largely an issue for Reception and parents of younger children, but that the early planning in place from September should help with this scheduling.

Can we have the syllabus in advance?

The curriculum maps are shared by teachers at the start of the year and are on google classrooms. However, these will now also be added to the website from September to allow parents easy access across the year.

Can you publish the calendar?

The school dates are issued by the LA and so we don't have access to these until the LA publishes them. Inset dates are more flexible and are decided by the FGB in the spring term. LC will enquire if these can be obtained any earlier.

Number of communication channels is difficult to manage.

LMcC confirmed that the newsletter is the main source of relaying information to parents, but that on some occasions information comes in and must go out at short notice, so we rely on text and email for these.

SC noted that the issue was around some parents being sent info (specifically about PE) and some not, so it led to some confusion. LC said that school is currently looking at Arbor as a means of communication. LC/LMcC/FS will research this and update at next meeting if this might be possible for September.

Action:

- LMcC will circulate all dates at start of September term – and include the PA events
- School will add curriculum maps to website in September

- LC will enquire if inset days can be fixed at an earlier date
- LMcC/LC/CM will update on use of Arbor for parent communication

Item 3. ENRICHMENT ACTIVITIES

School trips

LMcC confirmed that SLT will be reviewing these educational visits in summer term. Important to note that these must be in line with the curriculum and, as such, are not 'trips' or 'treats' – they must have an educational value to support curriculum.

DM asked if it would be possible to use public transport for school visits as other schools do – for example the timing of the visit to Little Angel Theatre would be in line when public transport is free. SC and FS added that there are a lot of parents who would be happy to help with visits and could compile a list if required. LMcC will consider both these points and update at next meeting.

Music Education Islington Partnership

DM shared information about this group which is available for schools to sign up to at small cost. It is an after-school activity which takes place at Highbury Grove, and school must organise getting children there. LMcC noted that this would be an issue in terms of staffing and cost if organised by school as the programme runs from 4.15pm so children must be looked after between 3-4pm then taken to HG. Is therefore not possible as a school activity due to these issues.

Recent trip to Ben Kinsella exhibition

LMcC noted that this was an individual issue and has already been actioned with the parent concerned.

Action:

- LMcC will update on travel to local visits, and the offer of compiling a list of parents willing to help with this

Item 4. SCHOOL MEALS

LMcC reminded group that staff show the children everything on offer at lunchtime and talk them through the options – which on a Friday includes fish, a baked potato and one other alternative. This provides 3 options plus a salad bar, fruit and yoghurt. The menu is available for parents to view on the website.

DM said some children forget to bring lunch when they are switching over from school meals to packed lunch – she will draft a communication to remind parents. She will also include info re school meals and include some photographs on this.

Action:

- Dm will prepare communication to parents re school lunches



Item 5. SMARTPHONES, SOCIAL MEDIA AND ONLINE SAFETY

LMcC reported that children have online safety lessons once every half term and that HH sends information on safety to parents. There is now a statutory ban on smartphones in all schools – and the current rule at SJOA is for smartphones (and smart watches) to be handed in at the start of the day and they are given back at the end of day. CC said the recent workshop for parents was useful – and noted that a Year 4 parent is keen to progress the ‘smartphone free pledge’ for parents. CC will go back to check – as this would be a parent-led initiative.

- CC to discuss ‘smartphone free pledge’ with parents

Item 6. The Wellbeing Bill

LMcC said that school has already taken steps to be ahead of this - the smartphone ban which school is already doing covers one aspect of this bill, and our approach to the cost to families for school uniform is also already in line with requirements.

Item 7. Last Day Provision of After School Care

LMcC noted that as this happens three times over the year and will be known in advance – from September for the whole year – this is not something school is considering.


Item 8. After School Club

FS shared feedback from Nursery parents who have a concern about the space allocated for nursery children in ASC. Some parents feel additional funding would be acceptable to allow for more space and extra staff for nursery children. LC said that this is something school will have to consider and report back on, and in meantime, some communication will be prepared to share with these parents. LMcC and LC will update at next meeting.

LMcC noted that refunds for missed sessions are returned to parents’ magic booking account as a credit. If parents do not see this credit, they should of course contact ASC directly.

LMcC has discussed the possibility of reports with ASC providers and for these to be provided it would mean one out of the six paid for sessions would be given over to report writing. School feel this is not value for money – especially as newsletters are already circulated with information. LMcC suggested that the newsletter could be revised to offer more structured information and include photos.

LMcC reported that only 2 ‘asked for’ sessions were not available across the whole of this term. In the end, emails were sent out so that all (apart from these 2) got what they needed in the end.



Pricing for ASC is being looked at this term and LMCC will report back. It is important to bear in mind that the model we have adopted of using school TAs who know the children well is expensive but was clearly preferred by the parents when surveyed.

Action:

- LMCC will discuss nursery ASC provision with SLT and address concerns from nursery parents
- LMCC will ask for ASC newsletter to be revised to include more info and photos
- LMCC will report on ASC pricing at next meeting

Item 9. Behaviour

LMCC has reviewed the issue of children missing playtimes and while infrequent, it used to help set expectations and keep children safe on the classroom. Similarly with the restorative approach – while it can sometimes be a whole class discussion, it is mainly used on an individual basis.

AOB

SC asked if PE uniform could be worn on other days when children did not have PE. LMCC said not as SJOA is a uniform school.

DM asked if there could be an afterschool club for homework. LMCC said that homework is now set Friday to Friday to allow time for all parents to engage at home. It is also an important part of keeping in touch with what the children are learning at school.

LMCC reminded reps to share with parents that the forum is for shared suggestions and is not the appropriate route to share individual complaints – there is a separate process for complaints. LMCC/LC/CM are reviewing the Forum rules which will be recirculated as a reminder of purpose. It is also important to avoid some issues recurring repeatedly.

Action:

- LMCC/LC/CM will review Parent Forum objectives and rules; and circulate

Date of next meeting

Thursday 9 July, 8.40am