



Minutes

Meeting _ 23 November 2023 _ St Joan of Arc staff room

Present:

Ben Fuiava, Asst Headteacher
Lindsay Christie, Board of Governors
Pippa Greenbank, Y5 Rep
Emer Kelly, Year 2 rep
Aine Stewart, Year 6 Rep
Adam Barnett Year 4 rep
Angela Sanchez, Year 1 Rep
Gill Auld

Apologies from:

Fiona Toomey, Year 3 Rep
Fiona Shaw, Reception Rep

BF welcomed everyone to meeting and asked if there were any issues arising from minutes of the previous meeting. There were no issues arising so minutes were accepted.

Attending reps asked that those not present get minutes – GA will circulate to all and post on website. PG offered to contact those organising the Nursery class fruit etc to mention Forum to them. They should be in the reps' WhatsApp group, (if not, perhaps PG could get them added?) and they will also need to send consent to GA for her to be able to use email address to circulate information.

Item 1: After School Club

Issues raised:

- Capacity – could this be increased?
- Flexibility – in terms of booking slots and also in terms of times available for collecting children
- Homework club – can this be introduced at ASC?

**Capacity:**

BF set the context of current ASC arrangements explaining that the capacity has more than doubled since before Covid, and now accepts children from Nursery. 85 children regularly attend – representing 20% of school. The change to staffing by school TAs has improved behaviour and has the added benefit of children knowing the staff well.

School is aware of the issue, and this has been discussed at Governor meeting who are keen to understand what the need is. There will be a survey going out to all parents next week to ascertain the level of demand which will provide data showing where the gaps may be. Important to remember that numbers are limited by staffing ratios.

Action:

Survey to be circulated to all parents.

Flexibility:

There is a feeling among parents that the booking system is challenging and can be stressful, which could be solved through better communication especially for new parents. Reps suggested they will organise a training session on how to book – via a zoom link which can then be recorded. This can also be included as part of the onboarding for new parents in summer term.

BF/LC agreed that school will review and try to tweak the data capture on Magic Booking to help avoid booking into wrong age group. It was also agreed that BF/LC will investigate possibility of booking for the year, rather than term by term.

BF confirmed that the 2 collections times for children which are currently available are set to comply with staff ratios, however in general children can be collected anytime from 5.10pm (once the children have been fed at 5pm) – 5.45pm.

Action:

Improve communication and organise training session/video

Review and tweak data controls if possible and to investigate feasibility of booking for the year

Devise parent survey on demand for ASC

Homework:

In response to request for homework to be included as part of ASC, BF said school will not include homework as this is intended to be done at home, with parents where appropriate. It is an activity beneficial to both children and families when done together.



No action required.

Item 2: Homework on Google Classrooms

Issue raised: some parents feel that some staff are not using Google Classrooms with regularity.

BF acknowledged that staff may occasionally forget to upload homework onto Google Classrooms but stressed that homework is always pasted into the children's books each week. BF has reminded staff to also use GC for homework.

Reps suggested that this may be a communication issue – especially around Tapestry. Some parents are unsure about how to use this platform. LC said a reminder was sent out to parents but that this could be sent out again.

Action:

Staff will upload homework to GC weekly

School will circulate comms around Tapestry

Item 3: Lunch – is enough time allocated for lunch/are there checks?

BF confirmed that children are given 20 minutes to eat lunch and that this is enough time for most – any still eating after this time will be allowed to wait to finish. Staff always check that each child has eaten before they are invited to leave the hall.

BF also reported that following last Parent and Carer Forum, the system for reporting issues at lunchtime has been amended so that lunchtime supervisors include their reports on the central system.

No action required.

Item 4: Covered buggy park

Issue raised: lack of protection from weather for buggies left outside.

BF reported that from January onwards, the covered area outside Nursery will be made available to parents to leave buggies.

Addendum to meeting: Covered buggy area is now in operation.

No further action required.



Item 5: Secondary References

Issue raised: what is the process for writing these?

BF confirmed that secondary school contacts school, who refers it to class teacher. This then goes to the school office and is sent back to secondary school. If any have not been received, parents are advised to contact school to check. No action required.

Item 6: Timestable Rockstars

Issue raised: has access to this been stopped?

BF confirmed that TR is a very expensive programme which is limited as it doesn't analyse results, so school will be moving to new programme J2 Plus which complements the times tables book. There is some concern that Year 4 parents are not aware of this change, BF will follow up.

Action: BF will follow up on comms re times table practice.

Item 7: School trips

Issues raised:


- some parents keen for school to organise trips to more exciting places
- request for info re residential trip

BF confirmed that school trips are designed to fit with curriculum content, and that each one must be quality assured in addition to assessed for safety and transport issues. This reduces the choice but school are always looking for perfect correlation. Some recent trips have been very well received, especially BBC and British Museum. BF will take thoughts back to leadership team.

Reps asked if a residential trip would be possible – and perhaps funded by the PA? It was felt that this provides a good opportunity for children to get 'secondary ready'. BF agreed to take this back to leadership team for discussion.

Action: BF will discuss trips and residential option with leadership team.

Item 8: List of Secondary schools chosen by SJOA children



BF is to confirm that there is a list of all school options available from Mr V – he will arrange for this to be sent out again to parents; and that the information on where SJOA children move on to is also available.

It was agreed that some families have the impression that there are no good secondary options locally and that this could potentially have an impact on numbers at SJOA as families leave lower down school in readiness for secondary choice. It was suggested that sharing information on the secondary schools that SJA pupils go on to, and recent experiences of SJA families, would help all families. Reps agreed that this could be organised by PA/parents support network, rather than by school.

LC added that St Aloysius is becoming co-educational and will accept girls from September 2024, thus providing a mixed Catholic secondary option in Islington.

Action:

BF will circulate list of schools and data on which secondaries SJOA children move on to

Ask parents support network to devise opportunity to meet Year 7 parents (especially for Year 5 parents)

AOB

There is a concern around timings of bathroom breaks – and these may be too strict. BF will investigate this issue.

Dates of next meetings:

Thursday 14 March, 8.40am

Thursday 4 July, 8.40am