Parent & Caregiver Forum

Minutes

Meeting _ 9 July 2026 _ St Joan of Arc staff room

Present:
Liam McCormick, Acting Asst Headteacher
Aine Stewart, Board of Governors
Shannon Cozzolino, Year 5 rep
Magali Lake, Year 6 rep
Fiona Shaw, Year 2 rep
Michelle, Year 3 rep
Pipa Hino, Year 5 rep
Delphine Marsan, Year 1 rep
Claudio Capelli, Year 4 rep
Gill Auld

Apologies:
Maria Smith, Reception rep

LMcC welcomed everyone to meeting.

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

- Feedback from Activity Week is very positive, with a good mix of travel, sports and other activities. FS suggested securing some videos or quotes from happy children.
- There is no information yet on next year's dates for secondary open days. LMcC will follow up on this in September.
- LMcC now has Arsenal contact.
- LMcC will circulate all dates at start of September term – and include the PA events.
- School will add curriculum maps to website in September.
- LMcC will follow up with LC re inset days being fixed at an earlier date

- Use of Arbor for parent communication is not advisable route for school – to be successful, al parents would have to have the app and have notifications always enabled. It is not the correct route for all information.
- LMcC re-iterated points from previous Forum re school trips – that these educational visits must align with the curriculum and be approved in advance as having educational value. Staff are aiming to arrange 3 trips per year – one per term – for each year group. LMcC added that children receive immense value from visits into school by groups and workshops. FS asked if this is perhaps a comm issue – LMcC said that the website is being redesigned soon to show a greater focus on enrichment and extracurricular activities. AS added that the information is mostly already included on class pages if parents look there.
- DM will prepare communication to parents re school lunches. Suggestion also to include snacks etc at ASC – this could go on website as info about all food across the day. DM will lead on this and prepare information.
- CC will include 'smartphone free pledge' info for parents in September.
- LMcC discussed Nursery provision with SLT, and this has now been addressed. Nursery children are now located in Nursery area for ASC and so are separate from the rest of the older children.
- There is now an ASC section in newsletter
- ASC pricing will remain the same for now. AS added the FGB have created an ASC committee to focus on the challenges surrounding capacity, pricing, booking etc. This will meet in the new academic year and report back to FGB with recommendations.
- Parent Forum objectives and rules were reviewed and circulated.

Actions:

- **Would be good to get some positive quotes or videos from Year 6 children re Activity Week**
- **LMcC will follow up on secondary open day dates and circulation of relevant dates in September**
- **LMcC will follow up with LC re inset dates**
- **DM will lead on compiling information and comms re food in school across the school day**

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

Item 2: AFTER SCHOOL CLUB / EXTENDED PROVISION

ISSUES RAISED
Booking process
Clubs
Urgent childcare
Capacity

LMCC noted that there had been a software error (common in other schools) which had caused the system to freeze during the booking process. This is unfortunate, but unavoidable on occasion. CC asked if someone from school could be on hand during this process (8pm, Sunday evening) in case of such issues. LMcC said that someone was indeed available and overseeing this process at this time, witnessed by the fact that the communication on the issue was sent out at 8.40pm on the dame evening.

The issues of urgent childcare provision, capacity and clubs will be reviewed by the Governor Committee which has been set up. LMcC added that for the next term, there are childcare spaces available every day at present. It was important to note that provision of food for children at ASC does limit capacity as we are working within a domestic kitchen. DM said some parent would be happy to secure a place and forego the meal – AS said this can be looked in Governors' review.

Action:

- **Governor Committee will review ASC provision**

Item 3. CURRICULUM AND ENRICHMENT ACTIVITIES

ISSUES RAISED
Sports in school
Residential trips
Music Education Islington
Spanish provision

LMcC said that sports are varied across the school and cover both competitive sports and non-competitive sports. Sports camp is extended to Year 5 and 6 and these are competitive in nature as they are borough-wide competition. Internally, inter-house competitions are available for every child to join and where every child gets a turn. Additionally, there are 2 x PE lessons per week which are devised to be inclusive.

PH suggested it maybe a comms issue – so that parents are not aware of the breadth on offer. LMcC will write to parents at the start of the year to set out the sports offer and show how these run across the year.

Year 3 had raised the issue of residential trips. LMcC said this had been looked at in detail last year and the cost would be significant for families. Given that some parents find it hard to contribute the (much less) level of funding for activity week, residential trips would therefore not be available to all children. FS added that the PA constitution requires that any contribution made by them must be for the benefit of ALL children, so the PA would not fund residential trip for some but do contribute to other events for all year 6 pupils.

The issue of accessing Music Education at Highbury Gove had been discussed previously and is not something school can offer – however LMcC said school is more

than happy to complete the paperwork to allow for parents to arrange this independently.

Year 3 raised concern over use of You Tube for Spanish lessons – LMcC said that school does not use You Tube but does utilise a video-based scheme which is recognised by Ofsted. Michelle (Year 3) volunteered to help with these lessons as she is a Spanish speaker. LMcC thanked Michelle for this offer and will follow up on this.

Action:

- **LMcC will write to parents about sports on offer across the year.**
- **LMcC will complete paperwork for Music Education in Islington discount.**
- **LMcC will contact Michelle re volunteering to help in Spanish lessons.**

AOB

The issue of hot weather and lack of air conditioning was raised.
AS said that the Governors have discussed this, and Finance Committee will be working with Diocese to progress this as a project as soon as possible. FS suggested looking at installing solar panels to fund the installation of a/c.

The issue of a 2 week half term was raised. LMcC explained that it is open to Academies to make these arrangements, but that we follow the term dates set out by the LA.

The issue of parents in playground at pick up was discussed. LMcC explained that the system we have in place currently is there for the safety of the children, especially as there is differing levels of need.

The issue of sharing class names with parents was raised. Due to GDPR school could not share all info but will be able to share name of class and class teacher with parents – this can go into reading record.

Action:

- **AS following up on air conditioning via Finance Committee**
- **LMcC will ensure new class info and name of new teacher is included in class record**

Dates of meetings for next year

Thursday 19 November, 8.40am
Thursday 11 March, 8.40am
Thursday 8 July, 8.40am