



## Parent Forum Minutes 28<sup>th</sup> February 2024 at 14:00

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### Present

Mike Cornforth (MC) - Nursery and Year 1  
Hayley Childe (HC) - Year 1  
Emma Rhodes (ER) - Year 1/Year 2  
Nicola Roberts (NR) - Year 2  
Vicky Walker (VW) - Year 3  
Cass James (CJ) - Year 4  
Laura Jones (LJ) - Year 5  
Mrs Weatherby (LW)  
Mrs Medcalf (JM)

### Apologies

Laura Wisdom (Reception)  
Bibiana White (Year 6)

### Welcome

LW started the meeting by welcoming all reps and sharing an overview of Parent Forum:

- Aims to give parents/carers a voice.
- Parent Forum is a two-way process.
- All parents/carers are invited to meetings but can also share things via the designated reps.

LW then asked reps then asked for any items that they wished to raise.

### Dangerous Driving (raised by HC and ER)

HC and ER raised concerns around dangerous driving by another parent who obstructs the pedestrian crossing with their vehicle. LW said she has spoken with parents about this and repeatedly shares reminders via ParentMail. However, this is where the schools where jurisdiction ends. LW added that any parking or driving complaints can be reported to Worcestershire County Council (WCC) or the local PCSO's.

ER offered to make contact with someone she knows at WCC Highways to obtain safety information to be stuck on cars that are causing obstructions. LW agreed to this.

VW asked if speedbumps could be installed, and MC suggested the crossing could be raised. LW reminded reps of a road safety survey that was issued to parents/carers and staff last year and suggested that we repeat this. The results could then be shared with WCC.

### Actions:

- ER to obtain safety information from WCC Highways.
- JM to draft road safety survey for parents/carers and staff.

## **Newsletters (LW)**

LW said that school aims to send a newsletter every 2-3 weeks. This is currently created on Microsoft Sway and shared via ParentMail. The newsletter share content about what's been taking place in school, reminders for upcoming events and signposts to parental support etc. LW asked if there is any other content or signposting parents might benefit from. Reps unanimously said that newsletter content was really good. No suggestions shared.

## **Communication from School (LW)**

LW asked the reps if communication from school is shared with parents/carers with enough notice. All reps agreed that notice is sufficient.

## **School Website (LW)**

LW shared that a new school website is being set up due to a change in providers. The website will have the same content as it does on the current one, but will have a different design. LW said feedback would welcome when it has gone live.

## **Parent Meetings (LW)**

LW asked reps how they found the new system for booking Parent Meetings. All reps agreed that it works well and is much easier to use.

## **Aspens / School Catering (LW)**

LW reminded reps that catering is provided by an external provider, Aspens. Weekly meetings take place between LW and the Kitchen Manager and further termly meetings take place with Aspens management. The meetings aim to share feedback as Aspens are keen to increase uptake of school lunches.

LW asked reps what they think could help with this and reps suggested the following:

- food tasting session for both adults and children, this is already done for new Reception intakes but could be wider to other year groups to encourage more uptake.
- A menu that isn't too complicated as this isn't appealing to children.
- A simplified menu would encourage more orders as children struggle with too much choice.
- Photos of the meals on the portal could help children to understand what their meal will be.

LW asked reps why some parents prefer to provide packed lunches, rather than ordering a packed lunch from Aspens. Reps shared the following feedback:

- Children do not like butter
- Children do not like complicated sandwich fillings.
- Puddings cannot be selected on the portal.
- The portal does not allow parents to input any dietary info or dislikes, such as no mayonnaise.

Reps shared that overall, the ordering portal is easy to use, however, it would make it easier to have a function that repeats orders.

Reps also shared that the menu for 'theme days' is too complicated, and children often do not understand what food is going to be served.

JM reminded reps that a feedback form is available on the school website that shares results directly with Aspens.

Actions:

- LW to share feedback with Aspens.
- JM to share reminder with the whole school regarding the direct feedback form.

### **Dougie the Dog (CJ)**

CJ asked whether or not Dougie visits all pupils. LW advised that all pupils get an opportunity to see Dougie in school, but the majority of his time is spent with the Nurture Group as Dougie belongs to Mrs Liggitt.

Reps shared that children would like to see more of Dougie as this can help them to overcome any anxieties they may have around dogs. NR shared that her daughter said she 'had the best day of school ever' when she recently got to look after Dougie for a short period with Miss Mayo.

Actions:

LW to liaise with Mrs Liggitt around how we can involve Dougie around school more often.

### **Seesaw/Home Learning (ER)**

ER said that Seesaw is inaccessible on some devices due to their age. She added that it seems counterintuitive to do homework online and asked if it would be possible to have paper-based homework.

LW suggested that parents/carers could state their preferences as to how their child's homework is set via a form, and teachers would then know. Homework would still be sent via Seesaw regardless, but it would allow for paper-based copies to be issued to those who have requested it. LW and JM will aim to share a form in the first half of the Summer term.

Actions:

- JM to draft a form for parents/carers to state their preference e.g. paper-based or online.
- All reps to provide feedback in the Autumn term.

### **Animal Visits (HC)**

HC asked if we were able to set up a visit from an 'animal man' for pupils.

Actions:

JM to search for a supplier.

### **Police/External bodies (LJ)**

LJ asked if there are plans for external bodies such as the police to be involved in school. LW shared that there has been more engagement taking place recently

with workshops etc. and that all pupils in Year 6 take part in the Young Citizen Challenge at the local police and fire station.  
The local policing team have been offered a stall at the upcoming Summer fayre.

### **Moving Forwards (LW)**

Parent forum will be held termly.

LW asked reps what time they would prefer meetings to be held. All agreed that the afternoon before pick-up works well.

Agreed that meetings will take place at 2:30pm moving forwards.

A date for the next meeting will be shared in advance.

### Actions:

LW to set date of next meeting, JM to share with reps and parents/carers.

### **Summary of Actions**

- ER to obtain safety information from WCC Highways.
- JM to draft road safety survey for parents/carers and staff.
- LW to share catering feedback with Aspens.
- JM to share reminder with the whole school regarding the direct feedback form.
- LW to liaise with Mrs Liggitt around how we can involve Dougie around school more often.
- JM to draft a form for parents/carers to state their home learning preference e.g. paper-based or online.
- All reps to provide feedback on home learning in the Autumn term.
- JM to search for an 'animal man' supplier.
- LW to set date of next meeting.
- JM to share date of next meeting with reps and parents/carers.