

# PARENT FORUM

## MINUTES



**Location:** WPA



**Date:** 21/01/2025



**Time:** 18:00

### IN ATTENDANCE

Stuart Mallott (WPA)

Loren Bradley (WPA)

Alyshia O'Connor (Chair)

Emma Makeham

Rachel Young

Dawn Lamb

Becky Smoothy

Leigh Parker

Phoebe Buckley

Lucy Ellerker-Jones

Joanna Hance

Jade Wheatley

### APOLOGIES

Michelle Marchant

Carly Parkinson

Carly Smith

Clare Whapshott

### ACTION POINTS

- Update the Parent Forum Ambassador roles & details - Alyshia O'Connor
- Share the link to the WPA Essentials - Loren Bradley
- Remind all families that school books are available for browsing before & after parent consultation appointments - Loren Bradley
- Simplify the Sway Newsletter - Loren Bradley
- Look into a 'meet the team' section on the school's website - Stuart Mallott
- Share details of covering staff during trips & residentials - Stuart & Loren
- Potential BromCom introduction session - Loren Bradley

AGENDA	SUMMARY
<b>Welcome and introductions</b>	Welcome to all parents
<b>Last meetings minutes &amp; action points</b>	<ul style="list-style-type: none"> <li>• Parent Forum posters have been updated and shared both on email and around the school</li> <li>• Alyshia will finish updating the Parent Forum Ambassador roles &amp; details</li> <li>• WPA Essentials are now listed on the school's website under 'curriculum' - it was decided not to print them and individually stick them into homework books but instead the office will share the link with all families</li> <li>• Mr Mallott investigated the feasibility of offering a school logo backpack but it was deemed too expensive to consider</li> <li>• The KS1 gate morning rota has been reviewed and is in place</li> <li>• Spellings are now being shared on Class Dojo weekly as well as on EdShed</li> </ul>
<b>Expectations for Parent Forum Meetings</b>	Alyshia shared the expectations for Parent Forum - reminding all attendees that respect is required at all times and that it is not the forum for raising personal grievances which should be instead be relayed to school as per the Communications Policy
<b>Celebrations</b>	<p>All agreed the pantomime trip before Christmas was a great success and Mr Mallott thanked the PTFA for their support in supplying both treats &amp; accompanying volunteers. The Christmas carol services were also applauded for being well-organised and the children's behaviour exemplary - Loren said all were looking forward to the Easter services</p> <p>Decorations Day was agreed to have been a success also - it was just suggested that some of the crafts could potentially be simplified, especially for the KS2 classes</p> <p>The Warboys Christmas House (down Old Mill Avenue) raised an incredible amount of money for the school and its Opal Play Scheme - resources have already been purchased and enjoyed by the children. The children will be sharing their thanks in the Opal assembly this week</p> <p>Alyshia thanked Loren for sharing regular survey reminders which resulted in a high response rate</p> <p>Loren said it was nice to see higher attendance and parental support for extra meetings &amp; invitations into school such as this week's KS2 maths lessons, phonics evenings etc. Mr Mallott agreed that it was appreciated by the teaching staff who coordinate such events</p> <p>One parent said her son had enjoyed a hot chocolate with Mr Mallott - Mr Mallott shared that he had been inviting children to celebrate their improved handwriting</p> <p>Any other positive notes can be shared with Parent Forum by email</p>

AGENDA	SUMMARY
<b>Weekly Newsletter Feedback</b>	<p>The results of the recent weekly newsletter surveys were collated and discussed. It was agreed that the school office would continue to use Sway links but would simplify the content to avoid any formatting issues and time constraints - that the suggestions for more photographs, celebrations of other achievements etc would be incorporated into the more in-depth termly newsletter that is already shared. Moving forward it was agreed that the weekly Sway newsletter would share:</p> <ul style="list-style-type: none"> <li>● Key dates</li> <li>● Stars of the week</li> <li>● PTFA events</li> <li>● Links to reminders</li> </ul>
<b>Communication with Parents</b>	<p>Concerns were raised on behalf of those not in attendance of the short notice given regarding the change of teaching staff in Year One - those that did attend agreed that whilst it was relatively short notice, the change was communicated clearly by the school, Mrs Bartlett made the effort to meet the children before the Christmas break, Mrs Riggall reassured the children that she would see them soon and Mrs Reid messaged home to confirm the change in working days. Mr Mallott said he understood the concerns but that he can only email the families when everything is agreed and in place and that he will always give parents as much notice as he can. All parents in Seals Class have the opportunity to meet Mrs Bartlett &amp; Mrs Reid next Wednesday at 3.15</p> <p>Whilst discussing communication re teaching staff, it was asked if, when classes go on residential &amp; trips, that the covering teaching staff could be shared with the parents of the children staying in school - Mr Mallott &amp; Loren agreed to do this in future</p>
<b>SEN - EHCP &amp; Funding</b>	<p>Mr Mallott shared a PowerPoint presentation with Parent Forum detailing the funding &amp; process behind an EHCP. The school is using a graduated approach - assess   plan   do   review - and all teachers can raise age-related concerns. An EHCP sets targets for the child and school. School contributes some of their budget to each EHCP awarded. By Year 3 a concrete plan for the child should be in place and annual reviews will be carried out to check that the support is still sufficient</p>
<b>Lost Property</b>	<p>Loren advised that Year 5 &amp; 6 lost property monitors will now sift through the jumpers etc in the box by reception - all named items will be returned to the child's class but good condition, unnamed items will be donated to the PTFA - parents are still welcome to go through the box outside the office if they are looking for a missing item.</p>
<b>Any Other Business</b>	<p>Wraparound care - Mr Mallott shared his hope that Josh Hales   YDP Cambridge will take over the school's wraparound care after February half term. The survey results are not yet all in and conversations are still ongoing but all information, when concrete, will be shared with all families</p> <p>BromCom - Loren advised that all information, communications etc will be shared via the new school app (BromCom   My Child At School) bar the school dinners which will be booked via ParentMail until February half term. From March parents will be able to log absences (email or vmail msg to continue too) and from Summer Term, BromCom will also be used for registering for school clubs. Loren has suggested hosting a BromCom introduction session via Zoom or Teams - tbc</p>

Thank you everyone for coming and your contributions. :)

Next Meeting: Tuesday 11<sup>th</sup> March 2025 at 6:00pm