

Hackleton CEVA Primary School



'Inspiring learning for life'

Parent Forum Meeting Minutes

Date:	Thursday 12 th October 2023
Time:	9:15am
Location:	Hackleton CEVA Primary School
In Attendance:	Mrs Gillam (Headteacher) Mrs Roberts (Deputy headteacher) Mrs Parker (Business Manager) - Minutes 9 Parents with year groups Reception through to 6 represented

Item:		Actions
1.	Welcome	
1.1	Mrs Gillam welcomed everyone to the Parent Forum Meeting	
2.	Purpose of the meeting	
2.1	<p>Mrs Gillam explained that the purpose of the meeting was to share ideas on what parents thought the school was doing well and what the school was not doing well. The meeting was not the place to air individual concerns or complaints, these should be directed to the correct individual through the normal channels.</p> <p>Parents who were unable to attend the meeting were offered the option to email questions, no email questions were received.</p>	
3.	There were no minutes from the previous meeting as this had to be cancelled due to insufficient interest	
4.	<p>Mrs Gillam was asked by governors to communicate 2 items</p> <ol style="list-style-type: none"> 1. How we communicate with parents: Is there too much information, not enough information? 2. The 'School Vision': How important was this to parents when choosing a school? What are the thoughts on the draft version of a new vision? 	
4.1	<p>There was a wider discussion amongst those that attended with the consensus that the new format on 'Sway' had been well received. They appreciated the 'headlines' in each issue. Comments were</p>	

	<p>made that sometimes there was a lot of information but others said it was easy to navigate to the items of interest. Having the 'dates for the diary' was very useful as it helped parents plan in advance. A question was asked if links could be added to items in the newsletter to take parents directly to an item, Mrs Gillam said it created additional work but that parents did have 'headlines' so could scroll through the news letter to the item of interest.</p> <p>Mrs Gillam would like all parents to have Teams notifications set up as this is where class information such as photos and learning resources will be posted. Items of importance will always be communicated via email, non-urgent and class specific items will be posted on Teams. There is the potential for a training session for parents if it was felt it was needed to help guide parents through the process of receiving the notifications.</p>	<p>We may set up a training session if it is beneficial</p>
4.2	<p>Mrs Gillam asked if parents had read the 'School Vision' before choosing Hackleton school? Would they read a school's vision before visiting any school?</p> <p>All parents said they had not read the 'School Vision' and it would not impact on their choice of a school.</p> <p>The group were shown the current 'School Vision' and a new draft version and were asked for feedback and input. As a Church school we do need to include our Christian values and we want to add inclusivity and diversity in our vision. There was a lot of useful discussion on wording that could be included. Mrs Roberts will share the new version with Class 6 and ask for their thoughts.</p>	
5.	Open Questions	
	How is the relationship with the Church?	
	<p>This is being re-established. Mr and Mrs Watson and Rev Julie have been into school to attend worship assemblies and Rev Julie will be leading collective worship on occasions throughout the year. We are in the process of booking visits to the church for this academic year. Mrs Gillam and other staff will be attending the licencing for Rev Mark Hurly on the 28th November in Piddington Church.</p> <p>The school was thanked for the art work provided to the church.</p>	
	Why is the gate locked in the corner of the playground?	
	<p>We opened this gate during Covid to facilitate a one-way system in the playground but feel there is not a need for this to be open now. Unlike the main gate, it is not set on a timer and needs to be manually unlocked. We are happy to review this if it is felt to be of benefit.</p> <p>Parents like the drop off at the gate in the morning.</p> <p>Mrs Gillam mentioned that children attending morning clubs are still being dropped off too early. Morning clubs are open to children from 7.55am but we have children arriving at 7.45am and the relevant adults are not always in the school building at that time to supervise the children.</p>	
	Mrs Gillam asked the Forum what they thought the school was doing well or not so well?	

	<p>A comment was made that some parents don't feel the need to attend these meetings as they were happy with what we were currently doing. Mrs Gillam said it helpful that parents come along to the meetings so that we can continue to work together in partnership.</p> <p>Mrs Roberts told the Forum that the positive comments the staff received last year were greatly received and gave the staff a much-needed moral boost.</p>	
	Is the school going to have a new School Counsellor?	
	<p>Not at the moment as we do not have sufficient budget to employ a replacement. Mrs Barras has been employed for 3 afternoons each week to help children who have been identified that might benefit from additional support with their well-being. Her job will be to focus on building self-esteem and providing children with the skills to deal with other issues. This will be evidenced by further discussions with teachers on the impact in classrooms.</p>	
	Is there someone available to talk to children who are experiencing problems at home?	
	<p>Mental health is an item in the School Development Plan. Mrs Pickles is the Mental Health lead in school. Mental health is openly discussed in class as part of our PSHE curriculum. We have plans to develop the rough grass area in the playground. This area will be resurfaced and fenced. We will install buddy benches to support children with socialising and friendship at playtimes. A well-being group is also being set up. Mrs Gillam is available to children when they need to talk to someone.</p>	
	Do Year 6 children still read with Key Stage one children?	
	<p>Not any longer due to curriculum constraints. Year 6 act as librarians and do often read to Key Stage 1 children when it is their library day. Children can change their library books any day during the lunch period. Information about becoming a reading volunteer will be coming out shortly along with other ways in which people can help in school.</p>	
	Parent consultation meetings – Do parents feel the ratio of face to face and on-line appointments is suitable?	
	<p>All of the parents attending the meeting said they had the appointment type of their choice. Mrs Parker was concerned that we did not have enough face to face appointments anymore and that perhaps we should consult with teachers the possibility of making the third evening a hybrid of both face to face and on-line.</p>	<p>Mrs Parker to look at appointments for the next meeting.</p>
	A parent wanted to thank the school for keeping the options of face to face and on-line appointments for the parent consultation meetings.	
	A parent wanted to thank the school and staff for helping her child make so much progress after the impact of Covid on their learning.	
	A parent wanted to thank the school for making them feel included and invited to participate in school events.	

	Mrs Gillam asked the Forum that moving forward should the school keep the meetings in their current format? Should the meetings be called something else such as Coffee and Chat?	
	The consensus was to keep it in its current format and keep its current name. We will hold future meetings in the mornings and keep to once per term.	
	Mrs Gillam and Mrs Roberts thanked those that attended. The meeting concluded at 10.30am.	