

**MINUTES OF WESTFIELD FIRST SCHOOL PARENT FORUM MEETING
HELD ON WEDNESDAY 12TH FEBRUARY 2014 AT 2.00PM**

PRESENT:

Liz Mitchell (Chair)	Rachael Hawkins (2EP)
Dolores Bennett (Headteacher)	Sharon Mattingley (2DC)
Fiona Thompson (School Secretary)	Holly Green (Y3)
Helen James (YR)	Fiona Ripley (Y4)
Denise Arnold (Y1)	
Jo Harding (Y1)	

APOLOGIES: Jane Suh (YN)

		Action
1.	The Minutes of the last meeting were agreed.	
2.	<p>Action Points</p> <p>Parents were informed that swimming lessons arranged by the school would take place for children in Years 3 and 4.</p> <p>The school has purchased a ‘butcher’s–style’ curtain to hang between Reception and Year 1 which it is hoped which reduce noise travelling from one area to the other.</p>	
3.	<p>Provision in Year 5</p> <p>The school is well aware of the requirements of the Year 5 and Year 6 curriculum and will prepare the classroom and buy the necessary resources in time for September 2014. The school will not buy any items until later in the Summer term due to a lack of storage space. The ‘spare classroom’, which will be used as a classroom in September, is used extensively and needs to be kept clear. The County Council has granted the school two ‘Reorganisation Days’ when staff will be in school, but it will be closed to pupils. These have been arranged for 21st and 22nd July 2014.</p>	
4.	<p>Creative Arts</p> <p>A parent raised the question of extending the provision of drama/singing within the school day. It would be difficult to do this on a regular, weekly, basis as teaching of another subject would have to be reduced, which may then make it difficult to meet the requirements of the National Curriculum. It may be possible to organise one-off workshops which W1SPA may be able to fund.</p>	
5.	<p>Pot of Gold</p> <p>A parent sought clarification on when a child is moved up to the Pot of Gold on the behaviour system chart. All children start the day on the ‘Sunshine’ and move up to the ‘Rainbow’ if they display excellent behaviour/manners, etc. Each teacher has a system to monitor the movement from the ‘Rainbow’ and up to the ‘Pot of Gold’.</p>	
6.	<p>Musical Instrument Tuition</p> <p>A Year 2 parent would like their child to commence musical instrument tuition within school earlier than is currently offered. The school will investigate the possibility but if we are not able to fulfil a parent’s requirements they may wish to consider private tuition after school.</p> <p><i>After the meeting Mrs Thompson spoke to Mrs Spain, our teacher from the Hertfordshire Music Service, who said that teaching could not start before Year 3.</i></p>	

7.	<p>Homework</p> <p>Some Year 4 parents feel that the children should receive more homework each week. There is no statutory requirement for teachers to set homework. Some children choose to extend their learning with extra research after a piece of work in school has particularly inspired them.</p> <p>There have been several occasions when pupils have been set an optional 'project-type' piece of homework, and very few children have chosen to complete it. At other times it has been very obvious that the piece of work has been completed by a parent!</p> <p>Mrs Bennett will consult with staff about homework and will report back to the Forum.</p>	SCHOOL
8.	<p>School Trips</p> <p>Year 2 children will visit the Boxmoor Trust in the Summer term. Usually each class goes on one trip per year and it is restricted to this amount due to the cost to parents. The school is conscious of the fact that some families struggle financially and we also ask families to pay for items like swimming lessons and instrument tuition. Some families have advised us that the current trips are too expensive and others would like more!</p>	
9.	<p>Communication</p> <p>There are many occasions when parents miss various deadlines which have been clearly publicised in the weekly Newsletter. This can be very frustrating for the staff working in the school office. The parents at the Forum felt that communication from the school was good but a suggestion was made that the bullet points highlighted at the top of each Newsletter could be included in the main body of the email so that parents do not have to open the attachment.</p>	
10.	<p>Punctuality</p> <p>A suggestion was made that children should be rewarded for arriving at school on time every day. Office staff will investigate how this could be handled from an administrative point of view.</p>	SCHOOL
11.	<p>Library Books</p> <p>A Year 4 parent asked if it would be possible for pupils to borrow a library book each day as well as a reading book. Parents present at the Forum felt that families should be encouraged to use the Library if they want extra books.</p>	
12.	<p>Any Other Business</p> <p>A parent enquired about the Sainsbury's voucher scheme. Last year's vouchers were used to 'purchase' various items of outdoor sporting equipment and the scheme is running again this year.</p> <p>Liz Mitchell asked Parent Forum Reps to remind the parents in their classes about the type of agenda items which are suitable for the Parent Forum and those which should be raised directly with the class teacher.</p>	
11.	<p>Date of next meeting:</p> <p>Wednesday 7th May 2014 at 2.00pm. Agenda items to school office by Friday 2nd May.</p>	