

**MINUTES OF WESTFIELD FIRST SCHOOL PARENT FORUM MEETING
HELD ON WEDNESDAY 13th NOVEMBER 2013 AT 9.00AM**

PRESENT:

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

		Action
1.	The Minutes of the last Meeting were agreed.	
2.	<p>Action Points</p> <p>The Book of Compliments is ready to be displayed in the main reception area, but has no compliments in it! Forum Reps were asked to make some entries in the book over the next week or so. The book will be held in the school office for the time being.</p> <p>As previously minuted information was obtained from Thomas Coram about the use of their minibus. They have a few members of staff who are able to drive it. Drivers are only covered under the terms of the insurance if they have attended some special training and parents are not covered at all.</p>	
3.	<p>Year 4 parents asked for clarification regarding Year 5 and 6 provision in a number of areas:</p> <p>Swimming: It has been agreed between all the schools in the town that children in Years 3 and 4 will receive swimming lessons. This means that children in Year 2 at Westfield will no longer go swimming with school.</p> <p>Changing Facilities: At the Sports Centre there are separate changing rooms for boys and girls. At the school we do not have the space to provide separate areas, and in most primary schools boys and girls get changed for PE in one area. The teaching staff will take a sensitive and sensible approach and do not believe that there will be a problem, however the situation will be monitored and reviewed if necessary.</p> <p>Music: Music will continue to be taught as set out in the National Curriculum for Years 5 and 6 and instrument tuition will be offered to pupils as it is currently.</p> <p>Design and Technology: This subject will continue to be taught as set out in the National Curriculum for Years 5 and 6.</p> <p>Staffing: No decisions can be made about which teachers will be placed in each class until much later in the academic year. Teachers may resign at any point up to May half-term (to leave in July) so a staff plan for the next academic year will not be drawn up before June next year. Most of the teachers at Westfield are trained to teach across the Primary age range, with some trained in Early Years. The County Council is providing additional training for teachers and teaching assistants across the town who will be moving into a Year 5/6 class.</p> <p>Provision for Most Able: Teachers plan and offer differentiated learning in all lessons in order to ensure all pupils make good progress. This applies to pupils in Years 5 and 6 in the same way as all other year groups.</p>	SCHOOL TO INFORM Y2 PARENTS

4.	<p>A Year 1 parent asked if it would be possible to build a wall between Year 1 and the Reception class as some Year 1 pupils find the noise from Reception distracting. The school staff did consider relocating Year 1 into the current Nursery classroom, but it was felt that the Year 1 children would be equally, if not more, distracted by the Nursery and Reception children playing outside the classroom window so the decision was made to leave the classes in their current locations. It would be difficult to build a dividing wall due to the toilets and wall storage in the area, but Mrs Bennett will ask the Site Manager to have a look at the area to see if it would be possible to divide the areas in any way.</p>	SCHOOL
5.	<p>A Year 4 parent asked where children sit if they feel unwell during the day. Children may stay in their classroom to see if they start to improve, or they may sit outside the office or in the corner of the dining room/outside Mrs Bennett's office. It depends on how ill they are and whether they are about to go home. Staff are sympathetic and caring towards children who feel unwell and use their discretion as to the best place to treat them.</p>	
6.	<p>Any Other Business</p> <p>A Year 2 parent was concerned that parents had not been informed about the recent absence of a member of staff. Mrs Bennett explained that parents will be informed if the school feels it appropriate and if the absence is known in advance.</p> <p>There was a general discussion about how Year 4 pupils will cope with transition to Years 5, 6 and beyond. The school is aware that issues will arise, such as pupils walking to and from school without a parent, and also pupils bringing mobile phones to school. Staff plan to hold a meeting with parents in the Summer term to discuss such issues.</p>	
11.	<p>Date of next meeting:</p> <p>Wednesday 12th February at 2.00pm.</p>	