

**MINUTES OF WESTFIELD FIRST SCHOOL PARENT FORUM MEETING  
HELD ON WEDNESDAY 4<sup>TH</sup> FEBRUARY AT 2.00PM**

**PRESENT:**

Liz Mitchell (Chair)	Jo Harding (Y2)
Suzanne Stace (Headteacher)	Denise Arnold (Y2)
Annamarie Wagner (YN)	Rachael Hawkins (Y3 HS/AL)
Lucy Ellison (YR)	Fiona Ripley (Y5)
Hannah Bolton (YR)	Helen James (Y1)
Holly Green (Y1/Y4)	

		<b>Action</b>
<b>1.</b>	<b>Apologies</b> Sharon Mattingly	
<b>2.</b>	<b>Minutes of the Last Meeting</b> The minutes of the meeting held on 1 <sup>st</sup> December 2014 were agreed.	
<b>3.</b>	<b>Action Points</b> There were no action points from the last meeting.	
<b>4.</b>	<b>Earrings</b> Some parents in Year 4 are feeling that their children are being pressured into having their ears pierced/wear clip-ons. They wanted to know what the policy was and the school's thoughts on the matter. Mrs Stace said in the past the rule was that if a child wore earrings to school they must be covered with tape, especially when undertaking PE/Games or physical activity. Mrs Stace and the staff have reviewed the policy and want to clarify that a small gold or silver stud may be worn to school and covered with tape for physical activities. The children would be responsible for putting their own tape on. This will be reiterated in the newsletter, along with the hair policy and Mrs Stace will remind the staff to be vigilant.	<b>Reminder to go in the newsletter</b>
<b>5.</b>	<b>Club Donations</b> A few parents in Year 2 have suggested that paying for some of the extra-curricular clubs would help to generate more money for the school and boost the sports equipment. Mrs Stace recognised the importance of keeping Mr Jones and he is now employed as a Sports Coach/TA until the end of this academic year. A discussion took place about the amount that should be paid for each club and it was agreed that £3 per session was fair. This is still a relatively low amount but it will allow the school to make some money to benefit the children.	<b>Increase the amount charged for clubs</b>
<b>6.</b>	<b>Notification of Values Awards</b> Some parents felt they would like to be informed in advance of their child receiving a values leaf so they can attend that assembly. Mrs Stace informed parents of the process behind the values leaves. The children are not picked until the Thursday of that week and that is too short a notice period to inform parents. It is meant to be a surprise in contrast to the Headteacher's awards. It was also suggested that if the parents were informed and weren't receiving a Headteacher's award that week, they would be able to guess they were getting a leaf. Mrs Stace said that she has given the matter some thought but at the present time cannot offer an alternative system. Parents can enjoy their child sharing the achievement when they get home.	

7.	<p><b>Timings of workshops/concerts</b></p> <p>Some parents felt that recent workshops/concerts were either too late or too early and wondered if two 'showings' could be adopted to ensure as many people as possible could attend. Mrs Stace made the parents aware of the bigger implications of doing this. Having earlier timings has implications on use of the hall and freeing up the teacher who may be leading that workshop (needing to pay someone to replace them). Mrs Stace appreciates that a number of workshops/events have been planned for this half-term and in future will plan so that there are less events taking place within one half-term. A mixture of afternoon and evening events will take place but it will never be possible to accommodate everyone's wishes. Another Big Write workshop will take place during an afternoon. Date to follow.</p>	
8.	<p><b>Playtime</b></p> <p>Some parents in Year 3 and Reception raised a concern that a child was being pushed around by some boys in Year 5. Should the younger children be better supervised/what is the level of supervision? Mrs Stace assured parents that the ratios in place are in line with health and safety guidelines and that children whose behaviour becomes heightened quickly do not go out if they are demonstrating such behaviour. She clarified that Reception children have a different morning play to the rest of the school as this gives them time to access the curriculum fully. They all have playtime together at lunchtime. There is a buddy system in place where Year 4 children are supporting a good play ethic and the children know they can go to a child who is wearing a band if they have a problem. Mrs Stace also added that the staffroom overlooks the playground and the teachers and assistants are always watching. The playground staff also do a handover with information that needs to be passed on. Mrs Stace can't promise it won't happen, but is confident that everything is in place to avoid it.</p> <p>A few parents have commented on Year 3 getting an extra play in the afternoon and acknowledged it as a positive thing, but questioned why they had it? Mrs Stace suggested that sometimes children just need a 'brain break'. It is down to the discretion of the teacher to administer what they feel is appropriate and promoting good behaviour gets extra minutes towards golden time.</p>	
9.	<p><b>Meeting place</b></p> <p>Although Year 2 and Reception raised this there has been an ongoing issue of what can be done to alleviate the swarm of parents on the yellow line at drop off? Mrs Stace said that perhaps we need to remind parents about their responsibility to not let their children run around/play on bikes/scooters before the bell. They should be encouraged to park their bikes/scooters and then line up to help keep them safe.</p> <p>It was asked what the wet weather protocol was and Mrs Stace said that teachers need to be in their classroom to receive the children. They have briefing every day and sometimes it goes on towards 8.40am, meaning that it would be unsafe to send the children down to an empty classroom. Mrs Stace suggested that parents leave as late as they can on such days to save them hanging around waiting for the teachers to come up to the meeting area. She will try to open the doors as soon as possible. An action was agreed to repaint the line and make it a thick hatched line with the possibility of a thick hatched line running from the back of the meeting place so the children can get to their lines. It was also suggested that a spot is painted to show where the line should start for each year group. It was also agreed that Year 2 could line up in two even lines, splitting the class in half, to alleviate the heavy boy/girl ratio.</p>	<p><b>Mrs Stace to talk to Mr Bray and organise repainting of lines</b></p>

<p><b>10.</b></p>	<p><b>Parent View</b>  Mrs Stace voiced how much the school values parent feedback which is used to further enhance and improve the school in many different ways. She reiterated the importance of parents approaching a member of staff if they have a concern so that it can be resolved quickly, rather than it being shared on Facebook or email. Mrs Stace thanked the parents who take the time to email or share positive feedback which is appreciated by all the staff who work extremely hard. Mrs Stace would like to encourage parents to take a few minutes to go on to the Ofsted Parent View website and complete the online questionnaire as Ofsted take this into consideration prior to a visit. Mrs Stace would also like to continue to use the Post-It feedback for parents to share their views.</p>	<p><b>Parent Forum reps to encourage their cohort to fill in form</b></p>
<p><b>11.</b></p>	<p><b>Uniform Review</b>  Mrs Stace has read all of the emails sent to her and sees it as quite a split view. She suggested the general view to be a yes to the sports hoody and the rest is inconclusive. It was agreed that the sports hoody will be included on the school uniform list as an optional item. Mrs Stace is going to get some samples of blue polo shirts for people to look at and review. It was felt that Year 5 and 6 should remain in the same uniform.</p> <p>A suggestion was made that we make more of recycling uniforms either through the eco-team or W1SPA. Mrs Green said this had been discussed and they will try and make second hand uniform available more frequently.</p>	<p><b>Mrs Stace to get samples of polo shirts</b></p>
<p><b>12.</b></p>	<p><b>Date for Next Meeting</b>  Wednesday 25<sup>th</sup> March 2015 at 1.45pm  Agenda items to be submitted by Friday 20<sup>th</sup> March 2015</p>	