

**MINUTES OF WESTFIELD PRIMARY SCHOOL PARENT FORUM MEETING  
HELD ON THURSDAY 5<sup>TH</sup> DECEMBER 2019 AT 7PM**

**PRESENT:**

Suzanne Stace - Headteacher (SS)	Andrew Katzen – Chair (AK)
Rebecca Trowbridge – Year 4 (RT)	Cordelia Gohil – Year 2 & 5 (CG)
Emily Perks – Year6 (EP)	Jo Harding – Year 3 (JH)
Denise Arnold – Office Manager (DA)	

Apologies from: Hannah Bolton, Karen Piatek & Angharad Harrison

**Questions / Parent Feedback** – denotes where Parent Forum Reps are asking questions/giving feedback

**Staff Feedback** – denotes feedback from staff representatives / Governors at Parent Forum

**Action steps** – denotes where an action is required and who is responsible.

		<b>Action</b>
<b>1.</b>	<b>Welcome &amp; Introductions</b>	
<b>2.</b>	<p><b><u>Focus for this term – how school shares information about childrens’ progress as well as how parents can obtain information to support at home by utilizing the information available on the school website</u></b></p> <p>Parents were asked for their feedback on the following:</p> <ul style="list-style-type: none"> <li>Do they regularly use the website and find it useful?</li> <li>Is it easy for them to find the information they are looking for?</li> <li>Is there any information that they feel is missing which would be useful for parents?</li> <li>Are they aware of all the resources that are available?</li> </ul> <p>The feedback gained from the parents and Parent Forum Reps was as follows:</p> <p><b>School website</b></p> <ul style="list-style-type: none"> <li>Positive feedback – “easy to navigate”; “can find what’s needed quite easily”; overall “happy with website”</li> <li>Class information incl. timetables, curriculum maps etc. currently located under ‘Children’ tab on website – <b>suggested that this should be relocated to ‘Parent’ tab and rename ‘Children’ tab to ‘Year Groups’</b></li> <li>Question raised as to whether it’s possible to have Google calendar with main dates/term dates for parents to link to with separate colours for each class? <b>School Office to research</b></li> </ul>	Office
<b>3.</b>	<p><b>Parent Communication / Teachers 2 Parents</b></p> <ul style="list-style-type: none"> <li>Parents have received information via text messages about signing up for Teachers2Parents app? DA advised that this has not been instigated by school and we have not requested this. <b>DA to contact T2P to enquire why parents received this information without school consent</b></li> <li>Clarification requested as to why some letters are sent as paper copies? DA/SS confirmed school preference is to send via email but if an urgent response or consent is required within a quick timescale then we will send via both email and paper copy as not all parents have the facility to print forms at home.</li> <li>Introduction of consent forms via wisepay welcomed and overall consent form for local visits being introduced to hopefully reduce number of permission slips needed</li> </ul>	DA

#### 4. Any Other Business – Raised by Parent Forum Reps

- Pink Slips – a concern has been raised that pink slip messages are not being passed onto the teaching staff? SS/DA confirmed that all pink slips are put into the respective class pigeon hole which are collected each morning by a pupil from each class. All the pink slips are checked by the office staff and If the message is felt to be of an urgent nature, these are hand delivered directly to the teaching staff by the office staff.
- Parents have requested clarification with regard to parent helpers at after school sporting events. Concerns raised – there is not always a member of school staff present and parents have been asked to manage and support teams – some parents have expressed concerns about this as although happy to support, parents are unsure how to manage teams due to not knowing rules etc and concerns around administration of first aid if needed. SS acknowledged that we do understand these concerns but explained that it is a big commitment for the staff to co-ordinate and attend sporting events outside school hours due to their own personal and teaching commitments. We are aware that parents previously expressed that they wanted the children to be involved in more competitive sports and the children enjoy taking part and we do our best to take part in as much as we possibly can with the staff available, however, sometimes we do ask if parents are happy to support us as we are not able to provide a staff presence for every event.
- We acknowledge that parents do not wish to take full responsibility for such events and confirmed it is the responsibility of the school hosting the event to support and facilitate any first aid needs.
- SS advised that we have previously looked at the possibility of having a minibus to aid transport arrangements but it would not be cost effective.
- Parent forum reps felt that parents would be happy to support in the knowledge that hosting school take responsibility for event.
- Forum reps also felt that having contact information for parents of children taking part would be helpful. SS/DA explained that due to GDPR regulations it is not possible to share contact information without prior parental consent. We have, however, now started to include within the fixture permission letters, a consent form asking if parents are happy to share their phone/email details.
- Non-Gender Toilets / Not washing hands before lunch – feedback from Y5/6 parents that school should have communicated to parents that the toilets were being changed from gendered to unisex and children not being reminded to wash their hands before lunch. SS advised that the classroom toilets have always been non-gender and as a school we want to show equality and non-gender bias. A decision was made to change the toilets in the dining room to non-gender whilst the school was decorated over the summer. SS advised that she gave an assembly to all the children about toilet etiquette and hygiene and all staff will continue to remind the children of the importance of this.
- Parents Evening Consultations - A Y4 parent asked about the timings of the Parent Consultation Evenings as it was felt that having one in October was too early and then another in February was too soon afterwards. SS confirmed that the 1<sup>st</sup> parent evening is to discuss how your child has settled into school and ways we are supporting their child in school as well as ways they can support their child at home with their learning. The 2<sup>nd</sup> parent evening which is held half way through the academic year is an opportunity for parents/carers to discuss their child's progress and further ways parents can support their child with their learning at home and allow time for parents to give the necessary support before the end of year. Parents/carers always have the opportunity to speak to the teachers with any concerns by arranging an appointment.

