

## Parent Forum Meeting Notes

13.1.20

- Review of Actions from the last meeting (23.9.19)

### **Helen Hamilton – Parents Association Representative**

There is a PTA social page for parents to access and sign up to support events. The Parent's Association are keen to create a 'community' of parents.

Events for 2020 include; Disco, Chocolate Bingo, St Patricks Evening, quiz (adults only), raffle, summer fayre and disco.

Ideas from the Parent Forum –

- Include a notice board/page on the website with details of how to join & photos of the Parents Association (PA) members.
- Have a generic school email to contact the PA.
- Include more details of the meetings on parentmails eg agenda, breakdown of specific tasks.
- Make parents aware that the group is small and more parents are needed. Remind parents that any offer of help (1 hour) is welcome.
- Ask specific year groups/Key stages to organise an event eg Easter raffle (with guidance from a current member of the PA).
- A representative of the PA to attend Parent forum meetings.

### **Daniel Moore – OLOL Finance Director**

- New tendering process for school meals (worth £2,000,000) to be launched – for Sept 2020. This will include 21 schools. A procurement specialist has been appointed. Notts County Council, Nottingham city, Aspens and other catering providers will be approached. This will be advertised; providers will visit the school and submit a proposal. Chefs/cooks in school do provide feedback to the Trust and this is taken on board. The contract will be awarded around Easter, and there will be a lead in time for September. Schools are invited to take part in the process. Each provider produces a written bid and samples of food. There needs to be flexibility on the menu, depending on the schools.
- AB asked if parents could raise questions to the Trust during the procurement process. DM said this could happen.
- It was asked if the catering could be provided in house (by school/Trust) - DM said in his experience that this can create an additional burden on schools but this has not been ruled out. A suggestion was made that a management team within the Trust could deal with 'issues' rather than the HT.

- The issue of pricing /portion sizes was raised – could we increase the price to ensure children get more choice? DM stated that cost is only one factor in the decision making process.
- AB asked DM if parents could be part of the procurement process. DM to check.

#### **Actions**

- DM to let AB know when the procurement process begins – AB will email parents for questions.
- Could parents have a contact email to direct any complaints/concerns regarding school meals as opposed to raising with the school?

- **Feedback on the use of Parentpay**

Positive feedback. Parents find the system easy to use and like the fact it can be accessed via their phone.

**Actions** - AB to confirm:

Will parents be able to pay for Nativity Cds/music lessons in the future?

Could the parents Association use parent pay eg payment of the calendars?

- **Feedback on the timings of the Advent/Christmas celebrations**

Parents feel that providing dates for the year in the September newsletter is extremely beneficial – parents are given enough notice so can make arrangements to attend performances.

Parents are happy with the timings. Parents particularly like 'Carols around the tree'.

- **Views on attending Achievement Assemblies**

It was asked if parents could have more notice (a month) as to whether their child was in the assembly. Mrs Blake explained that the assembly is to showcase and celebrate recent work. Parents like attending & the children like to see their parents there. We discussed changing the assembly to a morning but this would impact on the teaching and learning during the morning sessions.

- **Year 5 specific – Feedback on the additional cost to the Berlin trip**

There was an increase of £60, which was unexpected. Flights were booked as soon as they were released but they had doubled in price from last year.

**Action**

Going forward the school would state in the initial letter to parents that the cost is approximate until we know the exact price of flights (once they are released).

- **Assessment– Feedback**

A discussion was held on how feedback is provided to Year 6 pupils following assessments throughout the year. AB & BW explained that children receive individual feedback in order to support their learning.

**Action**

AB to speak with SLT, Year 6 staff and pupils

- **Travel to after school sporting events**

One parent highlighted potential safeguarding issues relating to the transportation of children to sporting events after school. It was asked if the school checks that adults are insured.

**Action**

AB to seek legal advice.

- **End of the day collection arrangements**

An alternative suggestion (provided by a parent in Year 2), for the collection of pupils from the playground was shared and discussed at length.

AB highlighted that the priority of the school was to ensure pupils were safe – teachers only release children once their parent/carer has been identified. AB stated that the suggested idea could be disruptive to pupils still working in classrooms. The majority of parents felt the current system works and that parents and pupils are used to it. AB reminded parents that to ease some congestion FS2 and KS1 do come out slightly earlier.

**Actions**

Ensure – clearway against railings for parents collecting FS2 children.

Remind parents to be courteous when leaving the playground and where possible keep left.

- Inform parents of the next meeting and remind them about the suggestion box in the school entrance.

Date of next meeting: 27<sup>th</sup> April 7pm