Parent Forum Meeting Minutes

Present:

Mr Morton, Ms Fraga, Rebekah Lessey, Rodney Lenthall (chair of Governors)

No.	Headings	Key Points	Actions
1.	**Welcome & Introduction**	DM welcomes parents & introduces present members of team and Chair of Governors.	
2.	**Celebrating success**	Brilliant term lots of exciting things. This team Rec yr5 been on trips. Horniman and Imperial War. Fantastic fund raising. Spring fair. SATs pre week.	
3.	**Upcoming events**	**Fri 7th June-** PTA quiz **Fri 7th June-** Portuguese community Celebration Assembly for Parents **Mon 10th June-**Phonics screening check commences **Wed 12th June- 16:00-17:00**– Year 1 transition meeting **Fri 14th June- 10:30-10:45** –Class assembly RB **Fri 14th June- 10:30** Film club yrs 4,5,6 **Wed 19th June- 11:00 & 14:00** – "The Big One" **Fri 21st June- 10:30-10:45** Class assembly RC Mon **Mon 24th June-** Sports day KS2 **Tue 25th June-** Sports day KS1 & EYFS **Wed 26th June- 9:00-10:00 & 15:30-16:30** Secondary Transfer meetings **Wed 26th June- 14:30-15:30** Nursery Induction meeting **Fri 28th June- 10:30-10:45**: Class assembly N **Fri 28th June- 15:30-17:30** Summer Fair **Wed 3rd July- 9:00 - 10:00** – Coffee morning **Fri 5th July- 14:00-15:15** Carnival **Mon 8th July- 15:45-16:30** Parent Forum **Tue 9th July-**After School: Parent evenings **Thur 11th July- 14:00-15:00** Year 6 production **Wed 17th July-16:30-18:00:** Yr 6 Leavers prom **Thurs 18th July- 13:00-15:30** Class parties **Fri 19th July-** Last Day of Term School closes at 14:30	
4.	**Matters of previous minutes**	Bullying policy- CF explained that the school has to have a statutory policy which covers the aims, types of bullying and how they can be addressed, monitored while working closely with parents, staff, governors and make sure it is addressed straight away. The school looks into the accusation as sometimes there can be confusion between being a victim of bullying and child incidents. Bullying is when it is consistent/systematic. If school comes across a range of serious concerns, the school will have to	**To send out late collection fee information to parents explaining the process.**

		fill in a Serious Behaviour Form and follow the right procedure. The policy is reviewed on 2year cycle. We also have workshops run by outside companies to speak to the different years about bullying. We have play leaders to encourage children to play nicely. Bullying is something the school does not tolerate. Upcoming information – There is no further Inset days planned for this term. But there may be one next term. Poling day is 23rd May. Add event times to school calendar- This has been done. Late policy collection- This was put in place to address the parents of the children who are persistently picking up their children late, who have not been registered to a club, and there has been no communication between the parent and the school. The late collection fee prices are as follows: If not collected by 3:40 we will charge £5. If not collected by 4pm another charge of £8. If parents know they are going to be late its quicker to register the child for afterschool club. In office we have an emergency list for those children to be put on after school clubs. If they are not picked up after school. A charge of £1 per min is in place after 6pm on top of the late fee. Halal food options- The parent responses have been received, which will be sent to the PPC Committee to be discussed.	
6.	**Parent discussion**	-Halal food results -Day off for religious festivities, can it not have an effect on 100% attendance. -The schools' communication has improved a lot. -Tucasi- Has been a dramatic change. The office no longer accepts Money and parents were not told. -Could each class have a reminder board/papers of the schools' activities, or put the school calendar on the School Notice Board. Send a text with link to activities weekly and Online payment. -More parent workshops for Tucasi. -"Taking Stock" has really worked well. -Direct parents to links from the website to useful information on there.	
7.	**Feedback**	-Absences/Religious holidays. Taking a day off school for any reason stops 100 attendances. As long as the attendance percentage is not too low it has no effect.	

		-Halal meals- The change would happen across the federation. -Communication has really improved. Taking stock has been really helpful, haven't missed any events. RL- from governors' point of view. Trying to give termly letters is also helpful so that parents get a full understanding. -Tucasi- works well, but more workshops would be helpful. There was no communication about not being able to pay in cash at the office. Maybe an allowance to put for film club could be made. -Tucasi Messages, are helpful. But it would be useful to put notices around school or on the big sandwiches board for referral. -Website. Remind parents via text/link that they can find information on there as well ie 2019/2020 Dates. -Music, Language & Art- it's available but not always affordable. Could it be made accessible to more.	**DM to share with the parents the % of parents that chose for or against halal food options.**
8.	**Next Parent Forum**	**Monday 8th July 2019 @ 3.45pm**	