



Parent Forum Minutes

Date	30.06.2023
Time	14.00 start
Venue	Staff Room
Apologies : LT/TH	

Item
<ul style="list-style-type: none"> • Welcome <p>Ian Gisbourne the link Governor introduced himself. He asked if the parent forum is working for parents and if anything needs to change. It was agreed that the forum is working for parents and is a good method of communication, however the timing of the meeting within the academic year would benefit from changing to enable feedback to be actioned. Dates of the next year's meeting will be shared soon, but the meetings will be held before the half term break of each term.</p> <p>Parents felt it was a nice way to share the little things that might not always be passed on, however if there are larger concerns or anything safeguarding these should be raised ahead of the forum, with the school office in the first instance who will pass it onto the correct person.</p> <p>Some issues that were raised for forum had already been actioned by the Head Teacher so didn't necessarily need raising again.</p>
<ul style="list-style-type: none"> • Lunch Menu <p>From the 1st of November, following a long tender exercise, school will be transferring to a new caterer. More information to follow, but the menu will be changing and as part of the menu changes, children and parent forum will have input into the choices available.</p> <p>School will aim to check lunch boxes of children in KS1 to ensure the children are eating all their lunch.</p>
<ul style="list-style-type: none"> • Snacks <p>From the new academic year, any snacks that are brought into school for break time should be a whole piece of fruit or vegetable (can be cut up). Discussions had around children who have intolerances to eating fruit and veg and if this would be problematic. Majority of parents were in agreement that this would be helpful when knowing what to send in. School will try and monitor at break times and remind pupils. Other snacks can form part of their packed lunch if bringing one.</p>
<ul style="list-style-type: none"> • PTFA Spending <p>Thank you for the summer fair passed on from parents - it was a lovely day. <i>Can parents be given more information on how/when the money is spent?</i> – All parents</p>

<p>are welcome to attend the PTFA meetings to help decide where the money is spent. Each year, they hold a AGM meeting and the minutes are published on the website along with a treasurer's report detailing where the money has been spent. Money currently being raised is going towards new playground equipment – currently waiting for final quotes to be received. Pictures of initial possible new designs were shared.</p>
<ul style="list-style-type: none"> Emergency contact for out of school hours for events/trips etc. A school mobile phone will be sourced and the contact number to be shared where appropriate
<ul style="list-style-type: none"> Club registration All clubs have a register and club staff are asked to check with office on arrival for pupil absence on their register. The club leader should follow up directly with the office staff if a pupil is absent.
<ul style="list-style-type: none"> Non-Prescribed medication <i>Can we have calpol/hayfever medication etc in school?</i> Policy states only in exceptional circumstances – if parents believe it is exceptional circumstances, write to the Head teacher via the office explaining the exceptional circumstances and a decision will be made as to whether or not it will be approved. Parents are encouraged to use one a day hayfever medication where possible. Calpol may be agreed eg following an operation for pain relief rather than a child being unwell. School want to minimize the amount of medication kept in school for safeguarding reasons.
<ul style="list-style-type: none"> KS2 children reading expectations Information was shared with parents at the beginning of year 3 on expectations. Children do read regularly in school but there is no expectation for it to be recorded in reading records. Reading records are more to track what is being read at home.
<ul style="list-style-type: none"> Sports Day A lovely experience but some parents suggested an hour would be enough, rather than two as it was very hot. Feedback from the children however was that they loved it and the length of time was different and appropriate for different year groups. Children were provided with shade and staff ensured they had drinks, hats and suncream,
<ul style="list-style-type: none"> ME sports Positive feedback shared regarding meeting and change.
<ul style="list-style-type: none"> Summer fair Lots of positive feedback – thank you to the PTFA and staff that helped on the day
<ul style="list-style-type: none"> Engagement in sports Mr Smedley is leaving – <i>how is the same level of engagement in sport going to be supported?</i> Mr Smedley is leaving to train to become a teacher. He has done amazing work. We are hoping to have ME sports support PE lessons and lunchtimes as well as lots of clubs afterschool alongside the afterschool care. Parents will be called upon to help volunteer to help at events if they have a DBS check – school can source a DBS please email sriley@willesley.leics.sch.uk to arrange one.
<ul style="list-style-type: none"> AOB

Year 5 lunch boxes being left outside – they are under shade and it is slightly cooler outside than inside. Please use ice packs in the lunch box.

- Some parents' were confused by where to drop pupils off for transition day.
Can this be communicated to parents ahead of the day?