



St Gilbert's R.C. Primary School

Parents Forum – Meeting Minutes – 16 November 2017

Meeting time: 5:00pm

Location: Staff room, St. Gilbert's RC Primary School

Present:

Josie Killeen (JK)	Year 2 teacher (Joint Chair)
Jennie Boslem (JB)	Nursery teacher (Joint Chair)
Jaime Bradborn (JBr)	Parent Forum Representative – Nursery
Sam Thompson (ST)	Parent Forum Representative – Reception
Faye Outram (FO)	Parent Forum Representative – Year 2
Sam Glynn-Atkins (SGA)	Parent Forum Representative – Year 3
Kim Donaghy (KD)	Parent Forum Representative – Year 6

Apologies:

Victoria Neville (VN)	Assistant Headteacher (Chair)
Jennifer Tumelty (JT)	Headteacher
Faye Breen (FB)	Governor
Katrina Foster (KF)	Parent Forum Representative – Year 1
Michelle Keogh (MK)	Parent Forum Representative – Year 4/5
Vacant	Parent Forum Representative – Year 4
Louise Clarke (LC)	Parent Forum Representative – Year 5

Item	Description
1.	Welcome & prayer
2.	Follow up from the last meeting <u>School Uniform</u> JB informed that the school are aware that lots of parents have been unhappy with the quality of the uniform, as has the school. She went on to inform that the school are not aware of any formal contract with the current company who provide the school uniform, therefore school have been in touch with Whittakers (an alternative supplier who provide the uniform at St Patricks, and who are based in Swinton). JB/JK tabled some samples of an alternative jumper and cardigan. The alternatives were noted to be slightly different in colour however FO, who works in for a sports clothing provider, suggested that these garments would likely perform better for children, given that they are 50% cotton & 50% acrylic, as opposed to the 100% acrylic ones from PSU. A proposal will go to the next Governing Body meeting, recommending that the knitwear be sourced from elsewhere. <u>Website dates</u> JB informed that, acting upon concerns that had been raised, this issue has been discussed at staff meetings, and a commitment has been made to try to ensure that the school communication is as efficient and accurate as possible. It was noted that date changes are now highlighted in the weekly newsletter. <u>Woodland</u> The woodland area behind nursery has now been cleared and a sensory path has been constructed by contract gardeners, containing a structure and a specific digging area. The sensory path will be ready for use once bark has been added. <u>Card reader for electronic payments</u> JB informed that the school Business Manager had stated that it is not possible for an electronic



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	<p>card reader to be used, however school can order a card for use with the Paypoint functions available at local shops, in order for parents who haven't got use of a computer, to load the card and this would link to Parent Pay.</p> <p>ST asked for the reason that an electronic card reader could not be used, and KD suggested that this could, potentially be due to the amount of work involved in reconciling all the different payments (JK/JB to clarify).</p> <p>JB informed that it is hoped that Milk payments would soon go onto Parent Pay.</p> <p>JBr asked if Building Fund could also go on to Parent Pay and it was noted that this is being worked towards.</p> <p><u>RAG letter</u> JB confirmed that changes have now been made to the system for disseminating the attendance information.</p> <p><u>Social events</u> The group heard that the school discos had been well received by both students and parents.</p> <p><u>Coffee afternoon for EYFS parents</u> The coffee afternoon was arranged via personal invitations and approximately 15 parents attended. It had been hoped that more parents would take up the invitation, however the event was otherwise successful.</p> <p><u>Facebook reselling site</u> KD informed the group that the site is up and running. A batch order was organised over the summer to save on delivery charges, however activity has reduced somewhat since the start of the autumn term, as would be expected. Action: Facebook uniform selling site to be re-advertised via the school newsletter</p>
3.	<p>Review the constitution</p> <p>Given the new agenda format, following the parent questionnaire, SGA had suggested that the group take the opportunity to review the group constitution to ensure that the group is serving the function it was anticipated. The group agreed that this was the case although it was noted that a Year 4 representative is required.</p> <p>SGA was keen to ensure that other parents had the option of joining the group and it was noted that this had been advertised on the newsletter.</p> <p>Action: Parent Forum role to be re-advertised with the representative names and contact details</p> <p>The group discussed ways of engaging with other parents to ensure that opinions are represented as appropriate. A year group Whats App group or private Facebook page was suggested.</p> <p>Action: Representatives to consider setting up a year group Whats App group or private Facebook page for the year group they represent</p>
4.	<p>Feedback from parent questionnaires</p> <p><u>After care</u> A small number of parents had requested longer hours for After Care so that it would finish at 5.30pm or 6.00pm. The group heard that a questionnaire had gone out to parents last year, but a change was not deemed viable for those few people that had wanted it.</p> <p>JB informed that a letter would shortly be being sent out detailing a suggested discount for families with 3 or more children using after care. The letter also includes information about childcare vouchers and how to use them at St Gilberts.</p>



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	<p><u>School photographs</u> JK noted that there had not been as many parents purchasing school photographs, and noted that anecdotally, the reasons were due partly to the antiquated poses used. Parents seemed to like the whole class arrangements. The group suggested that some alternative providers be sought or the current provider be asked to suggest alternative poses/arrangements. JBr also informed the group that there are providers who can mix and match the packages, particularly for families who have more than one child. Action: JBr to inform school of the school photograph provider that allows a more flexible approach to the shots included within packages</p> <p><u>School lunches</u> JK informed the group that a panel has been set up, of two junior boys, with responsibility for canvassing opinions from other students in relation to school lunches, with Mr Graves then taking those opinions to discuss with kitchen staff. SGA highlighted that school had asked parents to only bring in fruit for the snack at morning break, however school continued to serve biscuits and cakes at lunchtime. FO asked whether a small sandwich would be an acceptable alternative for children who do not like fruit, however it was felt that this would open the floodgates to all manner of requests. KD suggested that parents pay for fruit to be provided rather than sending it in and it was agreed that this could be considered. Action: School to consider asking parents to pay for KS2 fruit for morning break</p> <p><u>Bikes/scooters</u> JK informed that following an HSE visit, the school gateway was not considered large enough to house a bikeshed, given the volume of foot traffic and buggies, however Mr Graves continues to look into the issue given that cycling is a healthy initiative. It was noted that the potential shed would need to be big enough to house all potential bikes and therefore a questionnaire was suggested to ascertain the number of students interested in riding a bike to school. Action: School to send out questionnaire to ascertain the numbers of students interested in riding a bike to school</p> <p><u>KS2 coming into school in the morning</u> MK raised the issue in advance of the meeting, in relation to the congestion caused by all KS2 children using one doorway to enter school in the mornings (Y3/4/4-5/5/6). With only one door open, it had been highlighted that this could become a safety issue due to the stampede when the bell goes. It was suggested that Years 4/4-5/6 could enter school through the far door. Action: JK/JB to find out whether Years 4/4-5/6 could enter school through an alternative door in the mornings</p>
5.	<p>Any other business</p> <p><u>Homework</u> – KD informed that a large number of parents do not want the KS2 homework books to be reinstated, with some parents feeling that they took up far too much time and contained some topics that had not already been covered in school. Parents preferred the more recent worksheets. SGA asked school to consider removing homework altogether, as evidenced in Finland, to have less impact on quality family time, however the majority of the group felt that homework allowed them to stay in touch with work being studied in class.</p>



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	<p><u>Y1 gates</u> – KD expressed a concern from a parent that the Y1 gates are being used inappropriately. JB had not noticed this happening when she opens the gates for Nursery children, however she agreed to keep an eye on the situation.</p> <p><u>Parking/Walking Bus</u> – KD highlighted that some of the parking and driving and speed on Cambell Rd and the surrounding avenues is inappropriate. JB suggested that the local Parking Attendant/PCSO could be asked to monitor the situation. KD asked whether there would be any interest in organising a 'walking bus'. It was acknowledged that this would need to be organised without the input from school due to stringent requirements that could become barriers to this healthy solution.</p> <p><u>Y2 SATS</u> – KD asked, on behalf of a Y3 parent whether they could have their child's Y2 SATS scores, as other schools have provided these to parents rather than a generic overview. JK agreed that parents have a right to see the scores if they wish to and advised that parents should contact her directly if this is the case.</p> <p><u>PTA</u> – JBr informed the group that a number of parents had approached Mr Graves to discuss fundraising for a school minibus. She also expressed some concern that the school does not have a PTA, given that parents wish to participate in fundraising for school. Action: JB/JK to ask Mr Graves to consider forming a PTA</p> <p>SGA highlighted that, in general, the Parent Forum had been keen to work towards running events and had suggested this previously, to enable more events to be offered without applying additional pressure to the staff, who already work extremely hard for the benefit of the children. A discussion took place around a general feeling of wanting the school and parent relationship to evolve, and it was noted in particular that the Easter Bingo had felt very community orientated for all those who had attended. It was felt that this should be encouraged and expanded upon, tapping into the willingness of parents to make this happen.</p> <p><u>After school club</u> – FO asked for football to be included as part of the KS1 offering for After School Clubs</p> <p>KD asked if the teaching staff could inform the Parent Forum of the types of sessions they would wish to have for After School Clubs and the representatives would try to source this provision from suitably qualified (and DBS checked) parents or other providers. This is particularly helpful if it is non-sports related, as the provision of sports clubs seems to be well covered. Action: Teaching staff to inform the Parent Forum of the types of sessions they would wish to have for non-sports related After School Clubs</p>
6.	<p>Date & time of next meeting:</p> <p>TBA by email</p>

