



St Gilbert's R.C. Primary School

Parents Forum – Meeting Minutes – 22 June 2017

Meeting time: 5:00pm

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

Present:

J Killeen (JK)	Year 1 teacher (Joint Chair)
J Boslem (JB)	Nursery teacher (Joint Chair)
Faye Breen (FB)	Governor
Sam Thompson (ST)	Parent Forum Representative – Nursery
Sam Glynn-Atkins (SGA)	Parent Forum Representative – Year 2
Jaime Bradborn (JBr)	Parent Forum Representative – Year 3
Louise Clarke (CL)	Parent Forum Representative – Year 4
Kim Donaghy (KD)	Parent Forum Representative – Year 5

Apologies:

Victoria Neville (VN)	Assistant Headteacher (Chair)
Jennifer Tumelty (JT)	Headteacher
Katrina Foster (KF)	Parent Forum Representative – Reception
Pauline Griffin (PG)	Parent Forum Representative – Year 1
Michelle Keogh (MK)	Parent Forum Representative – Year 4

Item	Description	Action
1.	Welcome & prayer	
2.	<p>Follow up from the last meeting</p> <p>a. Communication <u>Facebook page</u> – JB informed that she had consulted with JT. Unfortunately, Facebook is not accessible within the school grounds due to filters, and it was commented that it is also difficult to monitor. JB informed that some years ago, there had been some inappropriate comments made on Facebook in relation to a member of staff. On a positive note, JB informed that the use of Twitter is increasing.</p> <p><u>Class Dojo App</u> – JB highlighted that this is an expensive tool. She did however point out that staff do aim to make themselves available at the end of the school day and, appreciating that working parents would not find this convenient, they also offer options for parents to book a separate timeslot to discuss any concerns. JB informed the group that inconsistencies with parent contact details are holding up the use of the texting service.</p> <p>b. School Uniform <u>Facebook marketplace</u> – JB informed that the school would be happy for this to be set up but it must contain a disclaimer for the school, being clear that any arrangements are between the relevant parents.</p> <p>JK also reminded that parents can donate pre-loved uniform to school. SGA informed of the conversation at a previous meeting whereby JT had stated that school did not have the storage space. This had been the only issue, as there had been plenty of parents offering to launder donations. LC offered to store any donated items or pass these to class teachers who may be in a position to offer these items as appropriate.</p> <p>KD informed that she has set up the page and just needs to test it and outline how the process would work. JB reported that the school would be happy to publicise the page</p>	



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	<p>via Twitter and on next newsletter.</p> <p><u>Uniform quality</u> – The group heard that staff share the concerns raised, particularly in relation to the jumper sleeves. JB informed that the school is tied into the contract with the current provider for a further 2 years. JB/JK advised that queries should be emailed directly to the supplier, including photographic evidence of any defects, where possible. It was noted that some complaints have resulted in a replacement.</p> <p><u>Girls uniform proposed amendment</u> – JB informed that JT had taken the decision that the girls uniform would continue as it stands. Part of the reason for this decision is due to the price comparison of a girls versus a boys uniform, and the addition of a tie would make a girls uniform increase. Currently the cost of a uniform is comparable for both sexes.</p> <p>JB reminded the group of her concerns in relation to the quality of the revere collar blouse from the school supplier and the lack of availability of a long sleeved version. KD suggested that school organise for a sample of each size to be brought to school for parents to consider. FB informed that Trutex do long sleeve versions of the blouse.</p> <p>Action: JB/JK to arrange for the uniform supplier to bring a sample of each size of girls blouse to school for the next uniform event</p> <p>c. School Social Events</p> <p><u>Fun events</u> – JB informed that the staff have had excellent feedback from the events arranged so far. She discussed the intention to host a Quiz night/Race night next term, but highlighted that the Autumn term is very busy for the staff. JB also reported that the Easter Bingo would likely be held again next year.</p> <p>JB advised that the school would be happy to have parents help out with the events. JB advised that an afternoon café had been organised for a few weeks into the new year, but acknowledged that this is not convenient for working parents.</p> <p>JB asked for suggestions for an event towards the end of October, but added that it would not be appropriate for a Catholic school to hold a Halloween dance. Suggestions were made as follows - Bat Walk, a camping event on the field or an inside sleepover.</p> <p>ST reminded the group of discussions at the last meeting about a Welcome disco (without a theme). The group discussed the different approaches in terms of the separation or not of the EYFS, KS1 & KS2, and the consensus was that it would be easier for parents to hold separate evenings. It was acknowledged that the team of parent helpers would need to be larger to support any staff who would be interested in taking a lead on the events.</p> <p><u>Parent interest in helping out for school events</u> – SGA informed that she had at least five volunteers from Year 2, aside from the group members. It was agreed that there wouldn't be a shortage of parents interested in helping.</p> <p><u>Welcome/orientation events</u> – Discussion took place around holding a school walkround or Open morning for parents of new students (around October), in addition to the less formal social occasion discussed above.</p> <p>d. After school club volunteers</p> <p>JB informed that this suggestion from the previous meeting was not feasible due to DBS checks that would be needed in order for parents to deliver sessions. SGA reminded the group that the intention was for outside providers to be sourced in order to take the pressure off staff, and to resolve the issue of the afterschool clubs being so</p>	<p style="text-align: center;">JB/JK</p>



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	<p>sport focused. She further explained that she had contacted Salford Red Devils Foundation, and the Salford Health Improvement Service (who are positioned to deliver sessions to families rather than just children). SGA agreed to feed back with more information once known.</p> <p>LC advised that she could offer Drama & Arts sessions and that she has an up-to-date DBS. KD suggested some Financial Services training that JB felt may be useful for the Year 6 Enterprise.</p> <p>JBr noted that the Code club only ran for one half term, yet demand was high for this session.</p> <p>e. Aftercare</p> <p><u>Potential for 15 minute extension</u> – JB reported that any extension to the current times would have implications on staffing, due to the Working Time Directive in terms of breaks, and also their contracts. JB also re-iterated the information that VN had provided - parents have been consulted previously but there had been little response.</p> <p><u>Headteacher</u> – the group noted that JT has been appointed as Headteacher since the last meeting, and also noted the temporary arrangements to cover JT's maternity leave.</p>	
3.	<p>Gardener</p> <p>JK informed that a new gardener has been identified, has visited the site and the school hope to make an appointment soon.</p>	
4.	<p>Suggestions for website</p> <p>JK asked for comments on the school website.</p> <p>Some members of the group advised that they only consult the website occasionally.</p> <p>JBr highlighted that the calendar component of the website frequently contains mistakes or no useful information at all. She went on to give the example of Sports Day earlier that day, whereby there were inconsistencies in the communication of start times between letters home, the website and messages given out by office staff.</p> <p>ST added that clicks on calendar items that one would expect to bring up more information, only contains the same information. Another example given was for the nursery visit, which is on the calendar but lacks a time.</p> <p>JK stated that website is in its infancy and informed that staff will be receiving training. She acknowledged that consistency of messages for parents/carers needs to be addressed.</p> <p>Action: JB/JK to raise concerns around inconsistent messages to parents, at the next Staff Meeting</p> <p>Action: JB/JK to consider arranging for 'good news stories' to go on the newsletter as examples of what parents could have seen if they used Twitter and followed the school tweets, and also offer a practical demonstration of Twitter (to be arranged with LC) for new users</p>	<p>JB/JK</p> <p>JB/JK</p>
5.	<p>Woodland Area</p> <p>JK advised that there is a woodland area on the school property that runs at the side and the rear of the nursery class. JK advised that Mr Stephens had started to clear this area before he left but more work needs to be undertaken in order to finish this area and allow it to be able to be used. JK asked for volunteers.</p>	



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7.	Date & time of next meeting: TBA by email	