



## St Gilbert's R.C. Primary School

### Parents Forum – Meeting Minutes – 15 March 2017

**Meeting time: 5:00pm**

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

**Present:**

Victoria Neville (VN)	Assistant Headteacher (Chair)
Sam Thompson (ST)	Parent Forum Representative – Nursery
Katrina Foster (KF)	Parent Forum Representative – Reception
Sam Glynn-Atkins (SGA)	Parent Forum Representative – Year 2
Jaime Bradborn (JB)	Parent Forum Representative – Year 3
Michelle Keogh (MK)	Parent Forum Representative – Year 4
Kim Donaghy (KD)	Parent Forum Representative – Year 5

**Apologies:**

Jennifer Tumelty (JT)	Head of School
Pauline Griffin (PG)	Parent Forum Representative – Year 1
Faye Breen (FB)	Governor

Item	Description	Action
1.	<b>Welcome &amp; prayer</b>	
2.	<p><b>Follow up from the last meeting</b></p> <p><b>a. Travel/bikes</b> Urban Vision have visited the school since the last meeting since a whole school travel plan is being developed in the next year. A site survey has been undertaken, and engineers have also visited the site. It was identified that only one area of land was potentially suitable and this was considered by Urban Vision, to be unsafe due to access reasons in relation to Health &amp; Safety, and also in terms of access for emergency services. An option was considered whereby the staff car park could be reorganised and a path installed, however this would cost around £50k.</p> <p><b>b. Communication</b> VN reported that the newsletters had been well received and the group agreed. SGA advised that the parents she had spoken to had expressed that they preferred Facebook to Twitter. VN reminded that there is a Twitter feed on the website. If a Facebook page were considered, KD offered to moderate. <b>Action: VN to consider a private Facebook group for the school</b></p> <p>VN reported a glitch with the text messaging service due to the way in which the parent contact numbers had been uploaded – the school have requested updated contact information from parents and will then re-upload and progress the project. It was suggested that the Class Dojo app be considered as a method to both manage behaviour and communicate with parents. <b>Action: VN to investigate the possibility of using the Class Dojo app</b></p> <p>Parent feedback had suggested that one letter per family be used in order to reduce costs, however VN outlined that the reliability of children was variable. The group highlighted that Multi faith week was communicated in advance, however the actual date was provided quite late and this does not afford parents the opportunity to make provision to attend this kind of event. More timely info was requested.</p> <p><b>c. School Uniform</b> Parents views were positive in relation to offers to launder school uniform but the</p>	<p></p> <p style="text-align: right;"><b>VN</b></p> <p style="text-align: right;"><b>VN</b></p>



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	<p>storage of this presented an issue.            The group considered how this initiative would operate in terms of payment, donations, where the uniform would be sold so as not to make parents feel self-conscious in purchasing second hand uniform.  <b>Action: VN to check with JT whether a Facebook marketplace may be acceptable for the sale of second hand uniform</b>            KD offered to find out how to set up a private Facebook St Gilberts uniform marketplace.  <b>Action: KD to check FB how to set up a Facebook marketplace for the sale of second hand uniform</b>            It was acknowledged that there remains the option to have a uniform stall at the various school fayres, however it was also acknowledged that some parents would wish this to be a private transaction</p> <p>The quality of the woollen items of uniform was highlighted, as was the reverse collar shirts for girls.  <b>Action: VN to highlight quality issues with the uniform provider</b>            KF described the difficulty in finding an alternative supplier for the girls shirts, and the group asked whether there was any reason that the girls could not be allowed to wear a regular shirt and tie, as per the boys uniform.  <b>Action: VN to request an amendment to the girls uniform to be permitted</b></p>	<p>VN</p> <p>KD</p> <p>VN</p> <p>VN</p>
3.	<p><b>School Social Events</b></p> <p>VN advised that the school are looking at organising more fun events throughout the year, following on from the cinema night at Christmas for the Juniors. VN advised that Easter Bingo is currently being planned, along with the usual Summer Fayre and a Silver Trail (which is a type of race using 5 and 10p coins).            VN asked for any other ideas, and the following were suggested:</p> <ul style="list-style-type: none"> <li>- School disco – staggered approach or over 2 nights to separate the upper and lower school (acknowledging that this would depend upon available staffing, the group asked why parents could not help out, rather than put additional pressure on the staff – potentially a PTA could run this kind of thing going forward?)</li> <li>- Halloween disco</li> <li>- Valentine disco</li> <li>- Sports Day refreshments stall</li> </ul> <p><b>Action: All to see if any parents would be interested in helping out and for sports day refreshments</b></p> <ul style="list-style-type: none"> <li>- Welcome event in September – this was suggested to create the atmosphere of inclusivity of parents, with parents and children attending together to meet each other. This would happen once pupils have been accepted into the school</li> <li>- Prospective pupils open evening – to look round the school</li> </ul> <p><b>Action: VN to speak to JT about the suggested fun events</b></p>	<p>All</p> <p>VN</p>
4.	<p><b>Holiday dates</b></p> <p>The group acknowledged that holiday dates were of particular issue for parents with children in both St Patricks and St Gilberts, with the Easter break meaning that 3 weeks need covering if parents need to arrange childcare.            VN informed that St Gilberts follow the diocese instruction so that the children remain in school during Holy Week, with the SATS following. St Patricks plan around GCSE preparations. VN advised that there seems to be an anomaly this year. St Patricks are</p>	



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	<p>encouraged to share their holiday dates with St Gilberts but are slow to do so, and where St Gilberts try to stay the same each year, St Patricks do change theirs. The parents expressed appreciated that holiday dates are communicated to parents well in advance.</p>	
<p><b>5.</b></p>	<p><b>Any other business</b></p> <p>Treat trips – VN discussed the class treat trips which are historically awarded for good behaviour, and expressed a wish to make sure it is fair for all children. She suggested that KS1 would be grouped together and KS2 grouped together separately, maybe doing something more age appropriate, possibly to do different activities at the Athletic Centre. It was also suggested that mixing up the year groups would encourage team working, however it was acknowledged that being separated from friend groups and purely sporting activities, may not achieve the fun outcome for all children. Gullivers World was also suggested but the group were unsure whether this would be cost prohibitive.</p> <p>After school clubs – It was acknowledged that more have been offered this year, however these are mostly sport based, particularly for the older children. It was suggested that a range of activities be considered:</p> <ul style="list-style-type: none"> <li>• Dance</li> <li>• First aid</li> <li>• Self defence</li> <li>• Languages</li> <li>• Craft</li> <li>• Cooking</li> <li>• Joint adult &amp; kids clubs</li> </ul> <p>Again, it was acknowledged that costs may well increase, and the possibility of a reduced price for more than one child in same family could be considered. It was mentioned that the timings make it difficult for some parents who have other children not in clubs (not worth going home, before coming back for collection)</p> <p><b>Action: All to ask around for volunteers who could run a club</b></p> <p>Parent Forum – All reported that they were willing to continue, but noted the need to offer the opportunity to others</p> <p>World Book Day – Lots of comments had been received from parents having found the theme too restrictive and babyish for the older pupils. It was requested that the themes be removed and consider allowing favourite books to be at the heart of the day. VN reported that the school are looking at doing something different.</p> <p>Kitchen – SGA fed back some parents comments around the choice of food available given that the school kitchen had been refurbished. VN confirmed that the two issues are unrelated, it was necessary to refurbish the kitchen when the catering was taken back in house from the council. It was acknowledged that the children choose what they want regardless of the options.</p> <p>No food at school – some parents had commented that the kitchen had ‘run out’ of food and the children hadn’t had lunch. VN was surprised to hear this comment since all children are fed. She wondered whether the children’s first choice had not been available and this had led to the comment. VN advised that the food order has been increased.</p>	



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	<p>KF highlighted that sometimes the food offered is not what is on the menu online, VN advised that a recent change had to be made because of Ash Wednesday. She also responded to a query around the type of fruit available, responding that there is always apples and bananas, sometimes oranges, grapes, melon</p> <p>Aftercare – JB highlighted that aftercare runs til 5.15pm and it makes the offer unable to be accessed by some parents, as they can't get to school until 5.30pm. She asked whether is it possible to extend by 15 minutes.</p> <p><b>Action: VN to check whether aftercare times could be extended by 15 minutes</b></p> <p>The group heard that parents were surveyed last year in an attempt to ascertain interest in a later opening until 6pm, however this generated very little response from parents.</p> <p>Head Teacher – An announcement is due about the Head Teacher arrangements around Easter time.</p>	
6.	<p><b>Date &amp; time of next meeting:</b></p> <p>TBA by email</p>	