

**Thorndown Primary School - Parent Forum Minutes**  
**Thursday 21<sup>st</sup> January 2016**

**Present:**

- Heather Wood (Chair), Rob Jagger (Governor) Vicci Godbold (Head teacher), Helen Cooper (Staff), Amanda Mumford, Georgina Pope, Clare Lorman-Hall, Pawel Kurkiewicz
  
- Apologies: Bea Wain and Louise Lawson (Secretary)

**1. Introductions and welcome by Heather Wood**

**2. Election of Chair and Secretary**

Heather Wood was re-elected as Chair.

Louise Lawson is not standing for re-election as Secretary due to other commitments. Due to the low turnout, the election of Secretary was postponed until the March meeting.

Thank you to Louise for being so efficient in the role over the past year.

**3. Minutes of last meeting and matters arising**

- All the class vacancies are now filled – thank you to Bea Wain who volunteered to fill the two remaining vacancies (Rabbit and Zebras)
  
- Update on School Uniform working party – Mrs Cooper has contacted other schools for information about their suppliers. She will narrow it down to two and then arrange for some volunteers to sample the uniforms including washing and drying to help chose the best product. It may be possible to have two suppliers so that parents can choose the budget that suits them. Mrs Cooper is also investigating whether some uniform suppliers can provide uniforms with student names already sewn in.

All of these suggestions were popular with the parents present – Georgina Pope and Tina Circuit have volunteered to sample the new uniforms and provide feedback.

- FOTS fund raising – well done to Georgina Pope who has taken on the role of FOTS chair and to Amanda Mumford for supporting her as secretary. Lucy Howe has volunteered to be responsible for the FOTS website and Anna Wallace will be compiling the newsletter. Georgina Pope will periodically check with Mrs Cooper that people requesting access to the FOTS Facebook page are parents of Thorndown Pupils.

#### **4. School/Parent Communications (Main Agenda Item)**

Parents like the system of having set email days each week to reduce the amount of inbox traffic. **Agreed** – this system will continue

The current system of sending e-cards and text reminders is effective in urgent situations (the text reminders are expensive and so are not used routinely). **Agreed** – current practice to continue

Miss Godbold is currently exploring whether Facebook is a useful communication tool for the School.

Feedback on Home/School Diaries – the new format is popular. Overall the diaries work well in Reception and Key Stage 1. They can also work well for Years 3 and 4. However, parents reported that they were used less for Years 5 and 6 and so it may be possible to stop issuing diaries for this age group. **Agreed** – Diaries for Years 5 and 6 will not be issued for September 2016 and feedback on this will be sought from parents over the course of the 2016/17 year.

The group discussed whether there needed to be more awareness raising in relation to the Parent Forum due to low attendance.

**Agreed** Miss Godbold will include an update on the Forum in the next Newsletter and set out some of the key achievements and impact that the forum has had in the space of a year.

**Agreed** – Miss Godbold will arrange for future Forum dates to be added to the weekly Lowdown.

Open Classroom – Parents are pleased that an open class room session has been set up for years 3 and 4 and are looking forward to attending. Feedback will be sought at the end of the session.

#### **5. AOB**

- Concerns about rough play at dinner time were raised by several parents. Miss Godbold will speak to the Lunchtime Supervisors.
- Concerns were raised that sometimes school dinners run out – Miss Godbold to investigate as Lunchtime were clear that this would not be happening.
- There was some positive feedback regarding revised absence letters (stage 1) although concerns were noted from parents that stage 2 letters can seem threatening, especially when the school is already aware of genuine absence through illness etc. Miss Godbold reiterated that Stage 2 letters are issued by the Education Welfare Officer but will remind parents about the process.

## 6. Forward Agenda

- a) Residential Trips (whether there is enough interest to continue running trips and, if not, how they should be replaced)
- b) Sex Education
- c) Election of Forum Secretary

## 7. Date of Next Meeting

- **Date: Thursday 10<sup>th</sup> March 2016, 7.30 pm**
- **Venue: Seahorse Classroom (next to year 5/6 stairs)**

*All parents are members of the parent forum and are welcome to attend the meetings. If you cannot attend but wish to raise an issue you can email [parentforum@thorndown.cambs.sch.uk](mailto:parentforum@thorndown.cambs.sch.uk) post a note in the suggestion box in the lobby or raise it with your class representative.*