

Park Grove Parent Forum

Notes from meeting 7 May 2015

Held in the Board Room at 9am

These notes include feedback from Ms Sawyer in *italics*

1. Setting up the forum:

- agreed meetings should be once per half term, alternate day and evening
- suggested there should be more promotion, e.g. posters on the noticeboard outside class 3 and also a presence at Parents Evening
- membership/representatives? – agreed no formal system of representatives – the forum should be open to all, and if parents can't make it they can use email or the suggestion box in the foyer
- staff attendance? - suggested that staff be invited to attend for short part of meeting if a particular issue could be discussed, and also that if staff would like to discuss a new initiative with a small group of parents, the forum would be very happy to host them *JS pointed out that this would be dependent upon staff availability and timetabling*
- how should staff feedback be gathered and outcomes reported? – agreed that Chair takes notes to meeting to JS, and after JS/staff had fed back on any issues, notes to be circulated, posted on website and a copy on the notice board
- suggested we should send out agenda items in advance where possible to encourage attendance
- Terms of Reference – we looked at some sample terms of reference from other parent forums and agreed to draft a simple version for ourselves (to be included in the notes and then agreed formally at the next meeting):

Park Grove Parent Forum - Draft Terms of Reference

We are an informal group which is open to all and meets once per half term. We are chaired by a Governor who is also a parent, and who has responsibility for parent liaison.

Our aims:

- to develop and improve dialogue between parents and school
- to act as an avenue for parent feedback both positive and negative
- to raise staff awareness of the needs of students and parents
- to raise the profile of the school in the community

Out of scope:

items relating to specific pupils, parents or members of staff which should be discussed according to the school policies as appropriate

2. Issues brought to the meeting for discussion

- a. **School dinners** . a parent had felt that there was lack of quality, reduced choice, food often seem to run out, baked potatoes now no longer on the menu as a choice every day, children not allowed to have veggie option if they were not vegetarian. Other parents had similar concerns

There was a suggestion of random parent monitoring of the meals, and also a request to know how /when school monitors them. Children have also complained of dirty cutlery.

Noted at the forum that the school has to use the N Yorks provider so difficult to switch to another. Discussed issue of teachers eating school meals, but acknowledged that lunch hours are their free times and have MSAs to supervise in dining hall. Discussions around behaviour policies on handwashing, bringing in coats, what is the Golden Table?

JS – the school meal provider carries out random spot checks to monitor the school dinners, and these have resulted in actions in the past. JS also will often take a school meal or grab bag, to check on quality. It is not possible for parents to be inspectors or monitors – not their role, and issues around safeguarding etc.

Aware of complaints in the past and trying to mitigate them e.g.

- *the classes go into the hall on a rota so that if a choice does run out, it is not always the same class that is left with just one choice;*
- *caterers try to anticipate more popular choices and make more of them;*
- *if the vegetarian choice is going to be popular (e.g. pizza) will make more – but generally have to keep an eye on the amount of vegetarian choices left and ensure that the full-time vegetarians who may be coming in later are able to have their meal;*
- *keep track of bands and try to anticipate choices – but in particular when a new menu is brought in, it takes a few weeks to work out what proportions of choices should be cooked;*
- *JS instructed the kitchen to over-order at the beginning of a new menu to try and anticipate choices*
- *the grab bag has replaced the baked potato as the third choice every day – this is a result of having to manage the increased demand of KS1 free meals*
- *there is a general issue of trying to work to the reduced budget (school meals reduced to £2 per day) plus a higher volume of children due to the KS1 free meals*
- *the school council is also asked regularly to comment on school meals*

- *handwashing – KS1 children sent to wash hands before going into hall. KS2 encouraged to go to loo and wash hands at beginning of lunch break. Not logistically possible to send KS2 in from the playground to wash hands just before lunch, but there is handgel in the hall. similarly not possible to send KS2 children*

upstairs to hang up coats, therefore they are taken into the hall and hung on back of chairs

- *the golden table is for children who show good behaviour/kindness at lunchtime. The lunchtime supervisors choose each week.*

b. **PE** - General discussion – praise for total sports, question if school can encourage links from total sports to equipment e.g. basketball hoops for playtime

- A KS1 parent had noted that there seemed to be a lot of missed PE lessons in favour of other things – harvest festival practice, visit from Vicar, assembly practice, nativity practice, interviews. Discussed and wondered if possible to spread across other lessons and not always PE to be the first to go?
- Clarification on whether they need plimsolls or trainers for outside
- Discussion on some KS2 classes who change for PE at beginning of day but don't do PE until later on.
- *JS – basketball hoop might be possible, looking into it **update – arrived and installed!***
- *Missed lessons – JS has studied class diaries with teachers and agrees that some lessons have been missed for e.g. nativity rehearsals - afternoons were used as there was no other time that could be used and PE was part of an afternoon. "Sadly, some part of the curriculum has to be missed if we want to have high quality musical/drama performances as these have to be scheduled to be practised during the school day. They swap subjects around so that the same subject doesn't always suffer."*
- *trainers should be worn for outside PE if possible*
- *KS Total Sports PE lessons are on very tight timetable and children need to be changed at the beginning of the day, otherwise they would miss a good part of their lesson in going down to get changed*

c. **Other issues** – a parent had suggested class names instead of numbers, to help with the confusion of class numbers versus year numbers, and also the perception that children do not progress “in order” when they go from e.g. class 1 to 4 to 3.

JS – has thought of this before and will explore

Next meeting 15 June 7.00pm at school in Boardroom

Hazel Colquhoun to continue to co-ordinate and take notes