



## **School Mission Statement**

To provide, within the Anglican ethos and based on gospel principles, a safe, challenging and stimulating environment, where children can grow personally, socially and academically. We offer an innovative curriculum, underpinned by dedicated and imaginative teaching, that develops a sense of purpose and curiosity in learning that will be life long.

## **Parent Forum Minutes**

**Wednesday 2<sup>nd</sup> February 2011 at 7.00pm**

Present: Kate Harrison, Janet Lewis, Vicky Lewis, Alison Wilkinson, Lisa Broad, Sarah Hopkins, Gill Moger-Taylor, Suze Lamour, Elinor Pepperell, Rachel Evans

1. Apologies for absence

Kate Wilson, Jane Hushon, Debbie Hewett (late arrival)

2. Minutes of the last meeting and matters arising

- ST sending an e-mail for Parent Reps photos for website/classroom doors, reminder of who reps are.

3. Single Point of Entry (LB and AW)

- Single Entry Point – gives parents choice of start time for full time education according to birth date.
- Single offer point brought in September 2011 – to give more flexibility and choice for starting school. Enable to defer September entry to January and vice versa for January starters. All nursery parents have been consulted via questionnaire. 35% responded.
- The part time hours for F2 (Reception class) are to be set at 9am -12 Noon by the school. Parents will be able to continue to buy extra in F1 (Nursery class). There were questions raised about lunchtimes between F1 and F2 which were clarified- F1 lunch in F2 classroom, F2 children eat lunch in the hall.
- If you want to defer, need to tell school – to be confirmed by admissions.

- Nursery rearrangements at lunchtime – afternoon session to be always starting with lunch, as a social experience, for all children. Morning children to go before lunch at 12:00. Ask parents to have a mixture of morning and afternoon sessions.
- It will be difficult for children starting in F2 full time to change back to part-time; decisions about changing from full-part-full time will have to be made on a termly basis – cannot be changed mid-term.
- How to reach parents to inform them of new arrangements was discussed, those who did not respond to questionnaires.
- Arrangements for home visits to be considered.
- Whiteboard is being purchased for outside of nursery to communicate what children have spent time doing during the session.
- What is... bubble – to inform parents of Nursery terms – rainbow fish, pink box etc.
- Reporting to parents – Learning Jamboree's, sending books home for parents to look at but then not returned. Parents at meeting felt that Nursery reported to parents well.
- Provision for appointments to see Nursery staff about child's entry to full time education was discussed.

#### 4. Clothing for trips (DH)

School trips in cold weather, children do not have appropriate clothing. Can we have a box of items for cold weather trips? Dressing up items to be loaned/shared. Letters for trip contain quite clear instructions about activities that will be done and clothes to be worn. Spare carrier bag of gloves, hats/sunhats for summer and scarves kept in class cloakrooms. It was a good idea to give letters with ideas for construction of outfits for dressing up days – Tudors, Christmas costumes etc. – to be fed back to staff.

#### 5. School Dinners (KK and JH)

E-mail from Jane Hushon read out which raised concerns/queries re School Dinners-

- Quality of cooking
- Food choices running out
- Poor presentation of food
- Increased used of baked beans
- Catering for individual needs

Taster session for Nursery – choice not good.

Some days not enough portions.

VL had spoken to the Kitchen Manager who had explained that each day 3 choices available – main, vegetarian and alternative. Menu is set by County. She has to judge how many children are likely to require which choice. Cook is happy to cater for individual needs as far as is practicable.

Parents asked if some sauces could be made for the pasta – which can seem dry without. VL to speak to Kitchen Manager about this. VL to talk to KM about baked bean option.

VL to look into the possibility of changing the system slightly to manage numbers of different meals – e.g. choices made in the morning when dinner register taken? VL/ST to talk to RE about how the system works at Woodbury Salterton.

VL and SH explained that the presentation of food is limited by the trays.

There is a rota organised by Mrs England so that classes have their dinner at different times during the lunch session over the course of the week.

VL to ask the KM to give the younger children time to make a choice of pudding.

## 6. Acting Head Interviews (JB)

Overview, VL to be off for 1 year, so we have advertised for an Acting Head. As current Acting Deputy Head's two term secondment finishes at Easter, also advertising for Acting Deputy Head. Mrs. Roberts will possibly make a decision about her future.

In the future we also may need to advertise for the permanent Headteacher.

Acting Headteacher fixed term until September.

Adverts in for Acting Head and Acting Deputy Head.

4 applications to date for AHT, expecting 8-10 applications

Short listing on Friday for 4 interviewees – Governors, LA advisors, Diocesan staff are involved in the short listing process.

Acting Headteacher Interview day is the 17<sup>th</sup> February – Staff involved in selection process, School Council, Governors.

Activities include presentations, lesson observations, staff communication etc.

Parents invited to presentations 17<sup>th</sup> February, 3pm – 4pm, subject of presentation to be given to candidates at lunch time.

Governors to make decision after presentations – staff, parent and children's views to be taking into consideration.

Parent representative to report back to John Beaumont on Parent Forum Reps opinions – not rated but qualitative assessment.

John Beaumont will debrief to all about decision.

Lisa Broad offered to look after children whilst Parent Forum Reps attend presentations and a fifteen minute feedback session afterwards. Lisa Broad can look after up to 13 school- aged children.

E-mail to be sent to all class reps inviting them to attend presentations.

## AOB

Kate Harrison – raised the ICOS arrangement for Summer. John Beaumont stated that he did not want to explain the reasoning why the Governors decision was made, but it was not a decision taken lightly. He explained that communications have been made with ICOS and that the Governors have valid, strong reasons for refusal. Governors don't want to jeopardise ICOS's opportunity to gain another premises. Governors will reveal their reasons to the press if pushed by the press. At the moment the Governors want to support ICOS in finding another venue.

Rachel Evans - Positive feedback, how well received that KS2 single age classes have been. Parents prefer single age classes in KS2.

7. Date for next meeting: Tuesday 24<sup>th</sup> May at 7.00pm
8. Agenda items for the next meeting to be posted in the Parent Forum box by Tuesday 17<sup>th</sup> May 2011.

Meeting Closed at 8.40pm. VL thanked everyone for attending.