

# TENAX SCHOOLS TRUST

## MINUTES OF THE MEETING OF THE PARENTS' FORUM OF ST PETER AND ST PAUL CEP SCHOOL held in the Staff Room at 7.00pm on Wednesday 15<sup>th</sup> November 2017

**Present:** Teri Morley-Ocsko (Chair), Tina Holditch (Headteacher), Kirstie de Machen, Clare Wisdom, Amanda Shed, Georgia Richards

<b>1.</b>	<b>Introduction</b>  The Chair welcomed everyone to the meeting.
<b>2.</b>	<b>Apologies for Absence</b>  Apologies for absence were received from Vicky Hobson.
<b>3.</b>	<b>Transition from Reception to KS1 &amp; KS1 to KS2</b>  It was felt that transition had been smooth across the school. Moving teachers along with their class had helped with this. TH stated that this had been put in place to meet the needs of certain year cohorts and will vary year on year depending on specific year group requirements.  Another factor which had assisted with transition had been the “taster days” in new classrooms.  TH explained that each year between 6-10 children who feel particularly anxious about the transition to a new year work with Mrs Reeves on individual booklets and a countdown to returning to school in September that they can use in the summer holidays.  The move from Reception to Y1 had been helped by time spent in Term 1 in more “Reception-like” activities, rather than just limiting this to Friday afternoons. This had helped the children ease into a new learning environment gradually.
<b>4.</b>	<b>Y5 Parents’ Meeting regarding the Kent Test (11+)</b>  The timing of the meeting had been appreciated; it took place early in the school year when the Y6 were taking the Kent Test and when secondary schools were publicising their open days and evenings.  TH had made it clear that the school’s priorities were for the welfare of each individual child. While the school was happy to support and advise parents and children with regard to the Kent Test they were unable to coach children for it.

	<p>The information on the KCC website was signposted to parents. GR suggested that next year parents could be given the link to the KCC booklet available on-line “Admission to Secondary school in Kent 20XX” which would provide them with information prior to the meeting.</p>
<b>5.</b>	<p><b>Make a Difference (MAD) Day</b></p> <p>It was noted that attendance at the previous two MAD days has been poor. A discussion took place around how to improve parental engagement in this area. The following was agreed:</p> <ul style="list-style-type: none"> <li>• After discussion with Rachel Murray a date would be set for the next MAD day</li> <li>• This would be advertised on class and PTFA Facebook pages, on the school noticeboard, at the school office and via the Bulletin</li> <li>• A clear list of the jobs to be undertaken would be available two weeks prior to the event</li> <li>• Two MAD events would take place each academic year. One would be at a weekend; with parents invited to attend either in the morning and/or in the afternoon. The other would take place on a weekday. The PTFA would be approached to see if a BBQ could be provided.</li> <li>• Children would receive Team Points if they or their parents attended a MAD event</li> </ul>
<b>6.</b>	<p><b>KS1 Play Equipment</b></p> <p>A parent had asked when the KS1 play equipment would be replaced. TH clarified that unfortunately the costs involved were in the region of £8,000. This was a cost for which currently the school did not have the budget for. The money raised by the PTFA has already been earmarked for replacement of the classroom whiteboards, a new Science Scheme, and IT equipment. Changes to the resources available during outdoors play will be announced shortly.</p>
<b>7.</b>	<p><b>Grandparents’ Afternoon</b></p> <p>This had been discussed at a previous meeting. TH stated that a date is planned for February. Grandparents would be welcome to attend the school to listen to the children read and support their learning for the afternoon. Further information would be given via The Bulletin.</p>
<b>8.</b>	<p><b>Provision of an allocated space for dogs within the school grounds</b></p> <p>A parent had requested that a safe and secure area for dogs be provided within the school grounds. After some discussion it was felt that finding a suitable space would prove difficult, and it might not be suitable for all dogs to be kept in close proximity to each other. It was suggested that this might be something that could be taken to the Parish Council.</p>

<p><b>9.</b></p>	<p><b>Returning paperwork to the School Office</b></p> <p>GR enquired as to the preferred method of returning paperwork to the school office; if it was to take it to the office directly or return it via the contact books. The school office staff are very busy at the start of the school day manning the door buzzer to take receipt of permission slips and letters. TH proposed that an outside letter box be put in place. This could be checked daily and would free of office staff to deal with other enquiries.</p> <p>TH explained that every day a document wallet from each class is sent down to the school office containing any permission slips, letters etc. Any paperwork can be stapled or paperclipped into the contact books to keep them secure.</p>
<p><b>10.</b></p>	<p><b>Parent – Teacher App</b></p> <p>An app that allows parents to communicate directly with teachers was discussed. TH clarified that aside from direct verbal communication between parents and teachers on the playground or at pre-arranged meetings school policy stated that all other communication be conducted via the school office. In the past parents had direct access to teachers’ mobile numbers and e-mail address and unfortunately due to some misuse of these communications methods the current policy was put in place.</p>
<p><b>11.</b></p>	<p><b>New Members</b></p> <p>The Forum discussed the hope that two new members could be recruited. A parent/carer from Reception would be particularly welcome. TH agreed that this request along with a reiteration of the aims of the Forum would be sent out to parents via The Bulletin or via a letter to all parents.</p>
<p><b>12.</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next meeting is due to be held on 14<sup>th</sup> March 2018.</p>

The meeting closed at 8.00pm