



1 Worrall Drive, Wouldham Kent ME1 3GE  
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Headteacher : Mrs Victoria Baldwin BSc (Hons) NPQH

## Parent Forum Minutes

Date and time: Friday 15<sup>th</sup> March @ 2pm

### Attendees:

Staff: Mr Wyatt-Hughes( Deputy Headteacher), Mrs Hardie (FLO), Mrs Russell

Parents: Mrs Kearns, Mrs Burgess,

Apologies: Mrs Baldwin, Mrs Hill, Mrs Belcher, Miss Warman

TOPIC	MINUTES
Introductions and agree terms of reference	Completed
Review minutes from previous meeting	<ul style="list-style-type: none"><li>• All agree no errors on previous minutes</li><li>• Snacks/water – no issues raised since discussed with teaching staff – asked to consider allowing a protein snack i.e. cheese as an alternative to fruit/veg</li><li>• Website will be under review in new school financial year.</li><li>• New class structures for September will be announced in terms 6</li><li>• New clubs offered out to children.</li><li>• Show N share date has been shared in good time. Future events will also be advertised earlier than they have been.</li><li>• Private music lessons will be available for children after Easter. Sign up coming out soon</li><li>• Young voices will be applied for.</li><li>• Boundary fencing is regularly checked by caretaking staff.</li></ul>
OPAL UPDATE	<ul style="list-style-type: none"><li>• Shared that Opal initial meeting had been helpful. We will be sending a list of items that we would like to have donated in due course.</li></ul>

TOPIC	MINUTES
Class queries	<p>Q 1. No questions but comments from Raven class that they enjoyed the tree planting and that this was a positive experience. They would also like to have more cross curricular work.</p> <p>A We will feed this back to Mrs Baldwin</p> <p>Q2. From Wagtail class. The speed of numbots is causing anxiety amongst some children.</p> <p>A We will feed this back to Maths co-ordinators and Mrs Fitter/KS1 lead</p> <p>Q3. From Wagtail class. Some parents are querying the school behaviour management policy and how we are dealing with bullying – 3 separate messages about this.</p> <p>A Mr Wyatt-Hughes explained that we are working incredibly hard on our managing our behavior in school. There is a minority of children who struggle during the school day. Mentioned that the word “bullying” is sometimes used incorrectly. Please remind parents that if there are issues in class that need to be addressed, the route is to speak to the class teacher in the first instance. Mr Wyatt-Hughes also explained that we have had to deal with some very difficult discriminatory comments from children across the school. These have been dealt with by SLT. We may consider inviting local PCSO into school to assist us with these issues.</p>
School updates	<p>We are aware that we have been awarded a 3 hour water sports session at St Andrews Lakes. We will decide how and which children will benefit from this.</p> <p>The France residential has been cancelled due to lack of uptake by parents. From the initial paperwork it was stated that if we don't get enough students signing up the trip would be cancelled.</p> <p>The replacement Sittingbourne camping trip will be advertised to pupils and parents in the near future and we will ask some of the organisers to come into school to explain what will be happening at the trip.</p> <p>Mrs Hardie explained that she has recently set up a Parent Support Forum. Unfortunately only one parent attended. If any parents have any issues they would like discussed please can they let us know.</p> <p>Mrs Hardie updated on attendance. Our current attendance is 94.1% which is below our expected level of attendance. Persistent absence was also discussed. The impact on childrens learning data and absence was explained. Lateness is also causing a concern to school. We've worked out that in terms 1 – 3 the equivalent of 33.5 school DAYS were missed due to lateness. So far in this term, (Term 4) the equivalent to 40 HOURS of learning have been missed. Please encourage parents to talk to members of school staff if they need support with attendance.</p>

## Agreed actions

ACTION	BY WHOM
Request list of donations to assist with Opal project.	Headteacher – term 4/5

ACTION	BY WHOM
Post School Improvement Plan information on Website	Headteacher
School to speak to Mrs Baldwin/Maths lead regarding Numbots.	Mr Wyatt-Hughes
School to decide how St Andrews Lake activity will be allocated.	Headteacher
School to book for Challenger troop to come into school to explain about the Year 6 camping trip	Mr Wyatt-Hughes
Parents to identify areas where support needed for Mrs Hardie's parent support group	All parents
If Parent Forum members are unable to attend the group, please can a deputy be sent in their place.	Parent Forum members

Date of next meeting: Term 5 tbc