

Meeting Minutes

<p>Team: Parent Forum Date: 7.12.23 Chair: CB Minutes taken by: AH</p>	<p>Present: Mrs Bainbridge, Miss Hyde, Emma Reed (Mulberries and year 1), Fiona Brooks (year 3), Laura Letford (year 4) and Laura Cope (year 5).</p> <p>Apologies: Tiffany van der Werk (Year 2 and Reception).</p>
<p>AGENDA:</p> <ul style="list-style-type: none"> • Behaviour Policy Review • Year 4 items • Year 5 items • AOB 	<p>Actions</p>
<p>Review last meetings minutes</p>	<p>Items brought forward from last meeting:</p> <ul style="list-style-type: none"> • No items to be brought forward.
<p>Positives</p>	<p>All parents expressed thanks for the running of grandparents' breakfast as they had great feedback from those in attendance.</p> <p>Year 3 parents noted that there has been lots of advance notice for events this term and parents are grateful for this.</p>
<p>Behaviour policy</p>	<p>AH is reviewing the behaviour policy and asked reps to speak with their classes on the following points:</p> <ul style="list-style-type: none"> • What works well with the current policy? • What could be improved with the current policy? • Is it easy for parents to understand? • Does the policy reflect the behaviours seen at Maple Tree? • Is there anything that needs adding or taking out? <p>Year 2: More clarification around the red card process and communication.</p> <p>Red cards are given out where low level behaviours continue after warnings are given and issued without warning where pupils hurt another purposefully, use sexualised language or swearing and display violent or aggressive behaviours including threats.</p> <p>It is usual for children to receive a red card during their time at Maple Tree, since all children make mistakes. When this happens, it is our policy to speak with (face-to-face or via phone call) parents/carers on the day of the red card to talk through what happened and any consequences. In some instances, where further investigation is needed, or staff are alerted to an incident</p>

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	<p>after it has occurred, red cards may be issues retrospectively. Parents and carers will be contacted on the day of the decision in this case.</p> <p>Year 5: Named staff members in the policy. All staff are expected to follow the behaviour policy and apply it consistently, from the site team to the headteacher. Teachers are initially responsible for supporting the children in their class with their behaviour, then key stage leaders, the deputy head and the headteacher. This will be reflected in the policy moving forwards.</p> <p>Use of ‘egg timers’ and ‘time out’ Egg timers are used when pupils need a moment away from the class to allow them to track time passing before they come back in.</p> <p>Discussion around the language of ‘time out’. School mean it as some time to create distance between the child/ren exhibiting negative behaviours and the rest of the children. It is time for them to calm down if needed, and reflect on what has happened. School will discuss changing the language of this to ‘reflection time’.</p> <p>Out of date policy on one of the webpages. We are removing duplicate policies from individual pages and only putting them on the policy page so that they are easily updated.</p> <p>General discussion with reps: There was a discussion about how the ‘good to be green’ stickers were handed out and how staff manage those who are not receiving a sticker. Staff hand these out at the end of the week as a celebration of excellent behaviour – pupils who have received a red card are reassured that the next week is a fresh start and new opportunity to earn the sticker.</p>	
Year 4 items	<p>Use of supply teachers Supply teachers have been used to cover staff illness, which unfortunately has been unavoidable.</p> <p>Cover is put together by the staff and is age appropriate and of a good quality. Supply teachers have access to all the resources they need and they follow the school day as usual. They are supported by a school teaching assistant throughout the day.</p> <p>School uses reputable supply agencies to source supply teachers and monitor the effectiveness of each supply</p>	

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	<p>when deciding whether to use them again. If parents have any concerns about any particular supply teacher, please feedback to school through teacher@mapletreepriamaryschool.com</p> <p>School is unable to share information about supply teachers with parents/carers as the organisation of this cannot be done in advance, due to the nature of illness and absence. Where there is a long term absence, school would formally communicate the plan with the parents/carers in a letter.</p> <p>If there are ever concerns about a child feeling anxious when their teacher is absent, please speak with another teacher, the key stage leader or the senior leadership team via teacher@mapletreepriamaryschool.com</p>	
Year 5	<p>Homework diaries - expectations In years 5 and 6 there is space for written communication between the teacher and the parents/carers each week. Parents would like to know how this can be used, including how it is checked in school. AH and CB will look into this and feedback for the next meeting.</p> <p>Please use teacher@mapletreepriamaryschool.com to contact Year 5/6 teachers if you are unsure if your message has been read. AH and CB monitor this email address to ensure all communications are passed on and replied to.</p> <p>Communication about events School uses the newsletter and parentmail to communicate about events and MMEs are sent as handy reminders. Parents need to take the collective responsibility to read the communications that are sent.</p> <p>Health and Safety reminders in newsletter School make no apology for sharing health and safety messages, even when repeated, as this is part of our safeguarding duty. Where parents know this is not about them, please just skim past it and move on. We do however, try to address issues with people when we see them. We are working on improving our 'travel plan' which outlines how children travel to and from school each day and part of this will be looking at the issues and how to solve them, which will hopefully alleviate the need to send out reminders.</p>	<p>AH to liaise with UKS2 team about homework diary expectations.</p> <p>SLT to speak to individuals who park in the wrong place</p>

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AOB	<p>MME – reps said that marvellous me is not working as efficiently any more, especially the notifications.</p> <p>Christmas jumper day – reps asked about Christmas jumper day and assembly days.</p>	<p>AH to speak with MME about concerns.</p> <p>CB to re-communicate Christmas jumper and assembly days.</p>
<p>Next meeting:</p> <p>Items to be brought forward to the next meeting</p> <ul style="list-style-type: none"> - Spellings – in year 1. - Reading in reception. 		