

Meeting Minutes

<p>Team: Parent Forum Date: 6.10.23 Chair: CB Minutes taken by: AH</p>	<p>Present: Mrs Bainbridge, Miss Hyde, Emma Reed (Mulberries and year 1), Fiona Brooks (year 3), Tiffany van der Werk (Year 2 and Reception).</p> <p>Apologies: Laura Letford (Year 4)</p>	
<p>AGENDA:</p> <ul style="list-style-type: none"> • Review last meeting's minutes • Ofsted outcome • Priorities for this year • Parent surveys • Year 1 items • Year 3 items • Year 4 items • Parent workshop times 	<p>Actions</p>	
<p>Review last meetings minutes</p>	<p>Items brought forward from last meeting:</p> <ul style="list-style-type: none"> • school uniform – year 3 and 4 wearing shirts and tie (discussed later in the meeting) • Need for reps and meetings this year 	
<p>Timings</p>	<p>Discussion around need for reps in years 5-6. Reps suggested some names for AH to approach directly. Discussion about changing the meeting time to a Thursday afternoon at 2:30-3:30 to allow for more reps to attend.</p>	<p>AH to email suggested parents. AH to check timings with all reps.</p>
<p>Ofsted</p>	<p>CB discussed about our Ofsted result: We were really pleased to have our result so quickly and that we are staying a GOOD school. Since the last inspection, in Feb 2018, we have transitioned to a primary school, updated the entire curriculum and lived through a pandemic. The inspection itself was very different to last time as it was under a new framework. Because of all of this, we want to celebrate our result and hard work as a school.</p> <p>CB asked whether there had been any feedback within the parent groups following this? Reps say that the parents haven't really spoken about the result in the community and they think that this is because it was what the parents were expecting and that the report reads very well.</p>	

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	<p>Reps also shared that maybe some parents don't understand the full extent of an ofsted inspection. They said that the school felt very calm and 'business as usual' on the inspection days. They shared that some parents 'don't rate ofsted judgements' as a measure of a school, but rather would go by their own visits and experiences.</p> <p>Next ofsted will likely be in 4 years.</p>	
Priorities for this year	The priorities for this academic year will be shared with the wider parent community through the newsletter but reflect the area for improvement from the ofsted report.	CB to share in newsletter.
Parent surveys (5 in 5)	<p>AH and CB asked reps about parent surveys, what works well and what would be easier/better?</p> <p>School to trial using smaller surveys (5 questions in 5 minutes). Text or MME link to the survey. Potential topics for surveys:</p> <ul style="list-style-type: none"> • Uniform? • Communication? • Workshops for parents? • Clubs? 	AH and CB to develop some 5 in 5 surveys and share.
Parent workshop	<p>AH asked reps what time was best for afterschool parent workshops. Classes that did feedback said after 6pm.</p> <p>AH discussed upcoming online safety event.</p>	AH to share online safety workshop poster.
Year 1	<p>Staffing: new teaching assistant</p> <p>School communicate staff changes when they are able through the newsletter. Vacancies are advertised on our website. We are happy to have appointed a new TA for year 1.</p> <p>Knowing who is teaching the class and when</p> <p>Timetables are available on the website. We also list the members of staff who work within the class across the week on the class page. Where changes are needed, school ensures that the class is appropriately staffed.</p> <p>Reading diaries</p> <p>Please ensure that you read the guidance printed and stuck on the inside front cover of your child's reading diary as this answers most questions. We aim to read with each child at least once a week, although some children will have more than this. Speak with Mrs Payne if you need more information.</p> <p>Year 1 AOB:</p> <p>Excellent feedback about the meet the teacher in KS1 – can the reading information be shared with reception class too.</p>	<p>Share staffing structure – who are KS leaders.</p> <p>Celebrate the website.</p> <p>Update clubs on website.</p>

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Year 3	<p>Summer uniform: girls have more options than boys This is an interesting point, as girls can wear summer dresses and boys uniform doesn't change as much. Discussion around what options are available for boys in the summer. Perhaps no ties in the summer months. Further consultation needed on this.</p>	Second hand uniform sale – have at different points in the year.
Year 4	<p>Parent meeting times: not enough after the working day The times of all meetings are considered during the planning process. We have reviewed the registers from events and those running in the school day are much better attended than those running afterschool; our reading and maths workshops (6pm start) had between 5-10 parents each. Some reps expressed that they could only do meetings during the school day because they have childcare issues in the evenings. We work hard to find times that work with the parents as best as possible. We also have to consider the wellbeing of the staff running the events as it is after their working day.</p> <p>Knowing who is teaching the class and when Timetables are available on the website. We also list the members of staff who work within the class across the week on the class page. All teachers are entitled to planning, preparation and assessment time, which is covered by our cover supervisor, Mr Vine. Where changes are needed, school ensures that the class is appropriately staffed. Mrs Bainbridge is also teaching music/computing this term.</p>	
Parent forum agendas moving forwards.	<p>Where items have already been raised and addressed by parent forum, school asks reps to let the classes know that they should not raise them again for general discussion. Where parents have individual concerns that directly affect their child, we ask that they speak to their class teacher in the first instance, or key stage leader if it has not been resolved.</p> <p><u>Key Stage Leaders are as follows:</u> Mrs Darnell - Early Years (Mulberries and Reception) Mrs Vickery-Cox - KS1 (Yew and Aspen) Ms Cassidy - KS2 (Rowan, Poplar, Juniper, Sycamore and Elder)</p>	
AOB	Mulberries invoices and timescale for paying – CB will investigate this.	
<p>Next meeting: Friday 8th December – 9:05am</p> <p>Behaviour policy – can reps get answers to the following questions before the next meeting:</p> <ul style="list-style-type: none"> • What works well with the current policy? 		

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| <ul style="list-style-type: none">• 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? | |
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Future items for longer discussion:

- Uniform (in particular summer)