

Minutes of the Parent Forum held at Finberry Primary School Wednesday 2nd October 2019

Item No.	Item	Minutes	Action Points	Action by Who
	Meeting opened at 14:15 - Present:	Stella Scharinger (SS) Head teacher, Elena Lupu (Y4), Pam Hunt (Y1 & Y3), Leoni Baker (Y2) and Jo Colao (Y2) Sarah Partridge (SP) minute taker		
1.	Welcome	SS thanked everyone for attending the first meeting of the Finberry Primary School Parent Forum.		
2.	Apologies for absence	Jo Lowe (Y3)		
3.	Minutes of Previous Meeting	This was the first Parent Forum Meeting, no previous minutes available.		
4.	Matters Arising from previous minutes	None as first meeting of parent forum, no previous minutes available.		
5.	Introduction	SS explained to the attendees the expectations of the group for them to bring the thoughts, ideas and concerns of parents to the meetings and that these would be held once a term. Introduced SP and explained that she would be taking the minutes at all parent forums meetings until Laura Evans PSA returns from maternity leave around March 2020. All introduced themselves and year groups. SS thanked all and appreciates their time and looking forward to the journey the parent forum will bring.		

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		SS asked whether all had read the parent form process document and where there any questions. – All understand the process.		
6.	School Building	Phase 2. Parent event will take place in term 2 – estates manager and builders will be attending. SS will ensure a letter goes out at the end of this term for a meeting next term.	Parent event term 2 Letter to go out informing parents	SS
7.	Parking	<p>SS advised that bollards will be put in and a 5mph speed limit sign. L.B commented it's a joke when parents use the drop off zone when there are spaces still available. The drop off makes sense in the morning but not in the afternoon pick up.</p> <p>Suggestions of a member of staff being out in the car park due to strong characters. L.B suggested changing the drop off taxi's only.</p> <p>Suggestions made - Registration for those requiring disabled spaces</p> <p>PH asked whether we have any control over the outside parking. SS advise we don't. Issues with parents parking outside.</p> <p>JC advised that by the roundabout where the letter box is residents have a campaign for a zebra crossing in place. SS requested the details for the campaign so she can raise the voice of the children of Finberry.</p>	<p>Bollards and 5mph sign installed</p> <p>Follow up with the estates manger regarding parking SS to add to Every.</p> <p>PCSO to support at Finberry parking and about a lollipop person.</p> <p>Details to be provided</p>	<p>SS</p> <p>SS</p> <p>All</p> <p>PF Members</p>
8.	End of term reports	<p>SS asked members about feedback on the report.</p> <p>Are they signed off by anyone JC said one was blank</p> <p>Comments about the setup of the report half is positive to negative and the other half negative – positive.</p> <p>LB - Attendance and homework no change but came back low– Are these proof checked? Are we providing correct information as parent aware their child reads every night- communication or error – or is there a sufficient explanation for change.</p>		

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		<p>Members commented that they felt the reports were personalised and that the teacher really knew their child. Parents were positive Early Years template was different but again the reports felt personalised. A general consensus that effort has been put in the reports.</p> <p>Parent Consultations – These need to be a little longer to give parents time to read the school books before discussing progress with the children. Communication - if parents wish to speak to the class teacher out of term 2 & 4 this needs to be communicated.</p> <p>SS reiterated feedback from the forum is a way of getting the parents voice heard. SS advised this as ok to feel like this.</p>	<p>Follow up with class teachers</p>	<p>SS</p>
9.	<p>Parent Workshops Kent Adult Education</p>	<p>SP discussed Kent Adult Education courses and that she had met with one of the leads from KAE today and would like to invite the lead to a coffee morning to discuss courses available with parents. Courses such as first aid, maths, phonics, homework, Xmas arts and crafts. SP advised there has to be a minimum of 8 parents for the course to run and requested the parent form spread the word.</p> <p>KAE will be setting up a table at the parent consultation evening on 29.10.2019.</p> <p>Parents asked about coffee morning/ afternoon teas with toddlers also welcome. SP advised this will take place in term 2 with KAE attending.</p>	<p>Message to go out on Weduc for a meeting date in term 2</p> <p>Spread the word to recruit and make parents aware</p>	<p>SP</p> <p>All members</p>
	<p>Any Other Urgent Business</p>	<p>AOB Parents not aware that Mrs Barry is assistant head SS to send out this message and pictures of the SLT</p> <p>Next agenda</p> <ul style="list-style-type: none"> School Reputation requested by forum 		<p>SS</p>

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		<ul style="list-style-type: none"> Phase 2. Parent event will take place in term 2 – estates manager and builders will be attending. SS will ensure a letter goes out at the end of this term for a meeting next term. 		
10.	Date of Next Meeting	Monday 2 nd December 2019 at 14:15		