In attendance: Louise Ross-Wood & Vicki Marshall (school). Alison & Mike Smith (Y2 parents), Mrs Verity (Y1 parent), Laura Dell (Y2/5 parent), Tara Walker (Y1/3 parent) Liz Taylor (Y5 parent)

Apologies:

Agenda item	Discussion points	Actions required and who
Matters arising	Voluntary contributions - letter agreed - further thoughts/ Amazon wishlist? List of items that we need could work No blurring with PTA funds- say what the school fund is NOT for. Differentiate the pots of money; mention what the government are doing, too. Communication about the fact that the building works is ringfenced money - parents don't know this Maths shed would be good to have with PTA money Trips - enough advanced info eg costs on website? There has been more information - meet the teacher was incorporated into which was welcomed Payments were clear Forest school uniform - is it right now? More advance warning needed on FS uniform: term before. Y1 advanced warning needed Is attendance policy clear - did flowchart help? Flowchart made sense Open communication - if unsure, please check School locator websites - is WE on them? Check was done today - we were 17th on the list of schools on search	Consider Forest School as a club Year 1 to inform of kit in July before they start More work needed on finding out how to get WE at the top of the list when finding a school VM to ask parents to do Google reviews of the school
Notification of AOB:		

INSET dates next year	Feedback on the 2 x Oct days: Feeling of not being consistent across county Easier to have it at the end part of the week rather than the beginning Attendance was affected Appreciated the extra time Majority of parents positive	
Acceptance of children from 0 years?	Thoughts: Make it easier for returning parents trying to go back to school What about additional hours eg 7.30am-6pm Rather the space is used for the current children; eg would it be better for it to benefit existing children rather than new parents? Sustainability for the school moving forward is a plus Negative = traffic/ costs?	
Behaviour policy - contact with parents?	Parent contact? Is it working in its current state? Communication is for information purposes only eg an email could be better 'Victim' phone calls may not be necessary if not urgent. Repeated behaviours would need a phone call. Parents are informed but via email or at the end of the day so they know what the reason is. Phone call depending on the severity of the incident.	Considering changing comms in terms of 'victim'
SEND - workshops/ drop in?	What are thoughts on delivering these? Could be issues for any time of the day If a regularity then parents would expect it Once a year SEND forum happens at HGSS Parents who are already on that journey may already know; or is it eye opening? Would be inclusive and open to all to attend Coffee mornings just for SEND parents? Speaker could be for all (eg from county) - join with other schools to purchase and increase numbers (evenings?)	LRW to look into options and discuss with SLT
Parents evenings -	Worked well	Ideas to action:

feedback inc survey	Ran well with the bell Efficient - so nice not to run over Need longer to discuss perhaps Having books there was great - no book look Please allow 30 mins for the appointment time to include looking at books/ survey/ send out a response afterwards Could be information overload - send out afterwards QR code would help parents to access the survey	Send QR code out beforehand Allow for comments after so that parents have longer to consider their responses
Health and safety - car park (Laura)	Parents are still walking through the car park Louise Ross -Wood to ask JRSOs to go out and monitor parking More assembly talk about safety and parking	VM to assign an adult to the black gate to remind people not to go through the car park Initiate JRSOs
Male teachers (Laura)	Need more of a balance Good that we have male sports leader on a Tuesday at lunchtime Difficult to control Get more Dads/ Grandads through the door Mystery reader (LRW) idea Boys need role models/ to confide in/ Male camping evening idea	SLT to discuss introduction of more male role models in school
Protecting teachers' time (Laura)	Wish to protect parents' time and teachers' time Not before school or after 7pm. Lots of Whats app chatter happens	SLT to discuss guidelines for communicating between parents and staff - timings
Date of next meeting	End of Spring term 25	