

## Meeting of Montbelle Parent Forum

Thursday, 15<sup>th</sup> of December, 2016

### Agenda:

1. Welcome
2. Matters arising from previous minutes:
  - Road Safety
  - Communication
  - Parent Workshops
  - Toilet Access
3. Discussion Point: KS2 Fruit
4. AOB or matters arising
5. Next meeting

### Minutes:

#### Welcome

Mrs. Geden welcomed Representatives and thanked them for their commitment. Parent Representatives introduced themselves to each other. Apologies were noted from a number of Class Reps.

It was noted that the website had been updated (**action:** add any names missing from the website). Class Teachers have been made aware of the names and emails addresses of their Parent Representatives and teachers will make contact in the Spring Term to organise a Parent Rep: Class Teacher meeting (this will be no longer than half an hour duration and can be a telephone conversation to suit working commitments if needed).

*Parent Representatives are respectfully reminded that the teacher's email address should only be used for general questions about school and class events. Any individual issues or complaints should be addressed through the school admin email [admin@montbelle.org.uk](mailto:admin@montbelle.org.uk).*

A school email address will be set up for each year group at the beginning of the Spring Term; this will be linked to Parent Rep's email addresses they have supplied to Mrs. Geden.

#### Matters arising from previous minutes:

**Road Safety** This matter continues to cause issues outside school. The Rights Respecting Committee have submitted a bid to our local councillors for funding to create a banner outside school. They will organise a competition early in the spring term, with support from the Junior Travel Ambassadors, to create the design for the banner.

The Rights Respecting Committee will continue to lobby the council to take further steps to improve the road outside the school; they have plans to write to the Council and request the positioning of a fixed camera outside the school to provide evidence for the issuing of tickets for parking or stopping on the Zig Zag markings or the double yellow line markings.

**Communication** Following feedback from the previous Parent Forum, fewer emails are now being sent to Parents. However, parental perception is now that too few emails are being sent. Key dates appear to be an issue, although these are communicated on the 'Termly Dates' sheet and the weekly newsletter. Parent Reps suggested that the key dates for the following week are communicated on the email which accompanies the Friday Flyer, with a suggestion of the 'dates for your diary' box in the body of the email; the school will trial this in the Spring Term. Parent Representatives will continue to remind parents of the importance of reading the weekly newsletter and checking their emails.

**Parent Workshops** Despite prior notice and reminders, the number of parents and carers attending workshops has dwindled considerably this term. The school have considered opening up the Parent Workshops as a 'Forum' for parents to bring questions and have a more informal discussion with Class Teachers. Parent Representatives agreed

that this idea could work well. Parent Reps also requested the school trial afternoon workshops. As such, Parent Workshops for the Spring Term, run by the school, will be held at 2.30pm on Monday afternoons.

The ETAM coffee morning will continue to run on the first Friday of each month. ETAM have also volunteered to serve tea and coffee from 9.00am – 10.10am for parents on the day of class assemblies; Parent Representatives suggested that having a member of SLT attend during this time would provide parents with an opportunity to raise any ideas for school improvement they might have.

**Toilet Access** Children are allowed access to the toilet during lesson times although they are encouraged to use the facilities during lunchtime and breaktimes and may, at times, be asked if they are comfortable enough to wait until a suitable point in the lesson to minimise any impact on their learning (children with medical needs will not be asked if they are able to wait). The Premises Manager is aware that there is an ongoing issue with locks on the toilet doors and is currently looking to source a suitable stronger metal lock.

#### **Discussion Point: KS2 Fruit**

The school currently funds fruit for KS2 children but this will not be sustainable long term. Parent Representatives were asked to canvas parents to see if they would be prepared to make a termly donation towards fruit; our current supplier is related to children in the school and makes no profit from the fruit.

Representatives from ETAM suggested that this might be an area towards which they could fundraise, with a view to match-funding the school, and will discuss this with the wider committee.

Parent Representatives will email any responses from Parents to Mrs. Geden.

#### **Any Other Business:**

**School Class Photographs** Parent Representatives have been asked if they might raise the possibility of Class Photographs returning to a more traditional model; parents are concerned that the editing required to have the children in a row results in issues in sizing between groups and it is also difficult to frame and keep. This will be reported back to the school for further discussion.

**Christmas Fayre** Parents felt the Fayre had been very successful this year but this success had led to significant overcrowding during the event. It was suggested that having outdoor stalls, or perhaps hiring a skating rink, might ease the congestion at future events. Once a date is agreed for next year, this will be discussed by SLT/ETAM.

**Next meeting: Friday, 3<sup>rd</sup> of February at 2.30pm.**