

LOUDWATER COMBINED SCHOOL
Parents' Forum minutes

Meetings held on 22nd January 2015 at 9.30am and 7.00pm.

Apologies: Kelly Greenlee (Y2 rep)

Attendees:

Morning meeting	Evening meeting
Debbie Sarl Sally Belton Ibrar Fahad (Y1 rep) Andy McNeill Amanda Peirce Collinao Clare Cunnington	Steve Andrews (Y4 rep) Zoe Green Sandra Brewer Barbra Robinson (Y3 rep) Donna Floyd Kelly Sears Victoria Ashraff Paula Wakelin Larissa Bashir (Y6 rep) Paul Randall Belinda Welland Jackie Olcot Clare Cunnington

School information (the same information shared at both meetings)

In School, we have been focusing on these areas:

- Outdoor learning
This is one of the foci of school development; looking at how we can use and develop our outdoor environment. In all year groups, the aim is to identify opportunities for more learning to take place outside to enhance the curriculum. To drive this initiative there is a meeting in school on Wednesday 28th January at 3.30 to discuss how we can best move forward in the long and short term. All parents are welcome to attend.
- Assessment
Since the introduction of the new National Curriculum in September the previous system of assessing pupils, using levels has changed, although for this academic year it remains the same for Y2 and Y6. This means that what we report to parents as their child's level will be changing. We are bringing in the changes gradually and there will be more information at the parent teacher consultations in February.
- Writing
We are continuing to focus on how we can accelerate children's progress in writing. We are doing this by planning engaging and relevant writing tasks, linked around a theme or text. At the parent / teacher consultations, there will be a display in the hall to show the writing activities that the children have been engaged in over the half term.
- Information for parents
During next half term, there will be a meeting for Y1 parents to give them further information about the phonics screening check, which their children will complete in June.

This will deal with the specifics of the test, what the children are expected to be able to read to achieve the expected level and how parents could support their children at home.

There will also be a meeting for Y5 parents about the end of key stage 2 assessment for their children in May 2016. Presently we have limited information about these tests and as soon as more information is available, we will set a date for the meeting. At the same meeting, information about the 11+ and applying for a secondary school place will be shared.

- **Family Support Adviser**

This is a new role within the school being advertised now. The purpose of this new role is to provide an additional point of contact with the school for parents. The person appointed will be able to advise parents on a range of topics ranging from how to help children at home, support with routines such as bedtime, housing or benefit queries. There has been lots of interest in the role and once appointed the family support adviser will attend a Parent's Forum meeting.

- **Review of the Behaviour Policy**

This is something that happens annually. The staff have reviewed the document and made some changes and additions to improve the policy and to ensure that it is fair and applied consistently. Changes have been explained to the children so they are clear about expectations of them. In school, we always aim to emphasise rewards for good behaviour and learning and recognise that it is important for children to know that sanctions will be applied if expectations are not met. Parents' comments on the behaviour policy will also be sought and it will be an agenda at the next Parents' Forum meeting.

Comments made on the school information:

Morning meeting	Evening meeting
<ul style="list-style-type: none"> • Debbie Sarl highlighted a writing competition run by Radio 2, which might provide a focus of a piece of writing for the children. This will be investigated by the school. • The role of the family support adviser was welcomed as a way of engaging with more parents. • Open sessions at the end of the day where parents can come in and look at the children's work had provided a welcome opportunity to come in to school and their reintroduction was discussed. • It was agreed that the behaviour policy should be on the next agenda with parents feeling that children generally know what is expected of them and behave well. 	<ul style="list-style-type: none"> • It was asked whether children could attend the outdoor learning meeting – it would not be appropriate for children and we would look into the possibility of providing a "crèche" facility. • Changes made to the Behaviour Policy were clarified: a section added to detail how all staff should be good role models; how restraint is used as a last resort if a child's behaviour put themselves or others in danger and how roles of support staff and mid-day supervisors had been clarified. • It was suggested that attached the revised Behaviour Policy to the newsletter might be a way of encouraging parents to read it and make comments.

Governor information

So far this term we have held the following meetings, Raising Achievement, Curriculum & Admissions and Finance Personnel and Premises.

Next week we have a Whole Governing Body training session on the effective monitoring of the School Plan, provided by an external advisor.

The SEN Governor has met with the SEN co-ordinator.

The Literacy Governor has met with the Literacy co-ordinator.

Plans are in place for the following classes to be visited over the next week or two, F/S, Years 1, 2, 3 and 4. In Foundation Stage, the foci will be on Phonics, Early Reading, the Assessment Process and the Moderation of Data. In Key Stage 1 and 2, the focus will be on the Marking Policy and Pupils Reading Targets. All of these visits will be evaluated at our Full Board meeting next month.

There is a meeting planned next week for the Pupil Premium Governor to meet with the Head teacher to discuss the progress of this group of children.

In addition, next week three members of the Governing Body will be attending the Outdoor Learning Meeting.

We are hoping for the Governor Newsletter to be sent out later this term, as due to technical difficulties we were unable to send it out last term.

FOLS information – provided by Paula Wakelin at the evening meeting.

The next FOLS meeting will be at the Dereham's Arms on 12.2.15 with time to be confirmed.

The Christmas Bazaar raised about £1,700, a meeting was held afterwards to feedback on the successes and changes which could be made to improve the event. These were discussed

- Sending out raffle tickets earlier – money raised by the raffle was down on previous years.
- Maximising the number of children who can visit Santa and making sure that that person selling tickets to do so is clearly visible.
- Less people had attended than previously.

Feedback from class representatives.

There was no specific feedback, however it was noted that Foundation Stage and Y5 did not currently have a parent rep. At the morning meeting Debbie Sarl expressed an interest and at the evening meeting Kelly Sears. Clare Cunningham to liaise with each about sharing the role.

Lunchtime arrangements

This was an item raised by parent representatives; some items were school based whilst others related to the catering company:

Snacks for KS1: It was explained that usually what was provided was a piece of fruit; often an apple, banana, tangerine or similar, pear or carrots or carrot sticks. Attendees at the morning meeting felt that this was adequate, however there were concerns raised at the evening meeting that it was not. It was emphasised that when carrot sticks were on offer there were opportunities for children to help themselves to more and often there were surplus that were thrown away because children did not want them. Jackie Olcot asked that the name of the child in Y2 who was feeling they did not get enough to eat to be given to her at the end of the meeting so that she could monitor this.

It was also raised that some KS 2 children were very hungry by the time it was lunchtime. It was clarified that children may bring more than one piece of fruit to eat if they are particularly hungry at break-time.

Fresh fruit at lunchtime not being visible to the children

Clare Cunnington had monitored this several times since the concern was raised and found that on each lunchtime session the fruit was next to the salad items, was visible and served to the children. This will continue to be monitored.

Children waiting a long time to get their lunch

Foundation stage children are served from 12.15, Y1 at 12.25 and Y2 at 12.30. Children come into the hall a class at a time and teachers vary the order in which they are lined up. After these children have been served, the KS2 pupils who are having a hot meal are served (approx 12.45) and then the other children who have brought a packed lunch come in to the hall, usually by 1.00 although at the start of the term there were occasions when this was later.

Realistically children cannot be served any quicker and we are limited by space as to how many children can be comfortably accommodated in the hall at a time. It is not possible to have packed lunches in class as the mid-day supervisors are fully deployed between the hall and playground. At this time of year, it is not appropriate for children to eat packed lunches on the playground although they will be able to do so in the warmer weather and hence have their lunch earlier.

Menu choices

A parent who was not able to attend the meeting had raised concerns about the menu not being “child friendly”. The attendees at the morning meeting felt overall that the menu was reasonably varied and that cost dictated what could be served as well as other considerations, which meant that the catering company did not cook or serve pork. Overall, the group were happy although it was recognised that jacket potatoes did feature heavily on the menu and that last term’s menu did seem more varied; the evening meeting echoed these last two points.

At the evening meeting concerns were also raised that despite pre-ordering there were times when the chosen option was not available because food had run out. One reason for this could be that there were a number of children in KS1 who do not always pre-order at home and this may then impact on what is left at the end of the service. This will be a reminder in the newsletter and class teachers will check to see that all have pre-ordered at the start of the day. It is important that food is pre-ordered as doing this in the morning takes away from teaching time.

The school will write on behalf of the Parents’ Forum to the catering company to make them aware of parental views.

There were also concerns raised that in one class pupils who needed to visit the toilet were not allowed to do so. This was addressed as soon as the concern was raised. Such concerns are not within the remit of Parents’ Forum and should be raised immediately there is a concern so that it can be swiftly addressed and not left until a half-termly meeting.

Items for the next agenda

- Review of the Behaviour Policy
- Update on outdoor learning
- Assessment
- Family Support Adviser

AOB

Steve Andrews mentioned an email he had received from an individual who was planning to train as a child minder and offer maths tuition. The emailer was trying to establish whether this was

something Loudwater parents would want to make use of. Larissa Bashir had also received the same email. Clare Cunningham to email back.

Zoe Green asked whether the school would participate in “sign to sing” which was an opportunity for the whole school to learn to sign a song, which would then be performed simultaneously with other schools. Further information will be sought and it is likely that our school will participate.

Date and time of next meeting

Tuesday 17th March 2015 at 9.30am and 7.00pm