

## Parents' Forum Minutes held at Grove Park Primary School - 21<sup>st</sup> of October 2016

Notes on the parents forum meeting held on the 21<sup>st</sup> of October 2016. Head teacher - Darren Jones (DJ), Vicky Rodriguez (VR), and Brian Hardman (BR) represented the school leadership team. Maryam Shahmanesh (MS) (twins in year 2 and school leaver in year 7) chaired the meeting and Abigail Klapp (children in year 2 and 4) took minutes. Parents and Carers, Parent Teacher Association (PTA), Class Reps and Parent Governors were present.

FYI: An agenda is compiled by MS from questions raised by parents, career and class reps in advance of the meeting. Points from the agenda are summarized as heading in these minutes. All past agendas are available from the school or [m.shahmanesh@ucl.ac.uk](mailto:m.shahmanesh@ucl.ac.uk).

### **PSA (Jo Lovett)**

Jo spoke to the forum regarding future workshops involving the school nurse and would like ideas from the parents about topics that can be covered over the next two terms. Previous topics have included discussions about body image. With Mental Health Week coming up the PSA would like to mark it with ideas that can be used to best effect and relevant to everyone across the school.

#### **Actions:**

- 1. Class Reps and PTA - to ask for input from parents about which topics they would like cover with the school nurse**
- 2. PTA - to invite the school nurse to the Monthly coffee morning in order to meet parents in an informal setting**

### **Soft-start (Y2, 4)**

*Soft start has worked seamlessly and reduces congestions but with less playground congregation, what can be done to support class reps and teachers continued to engagement with parents?*

Suggest teachers to include names of new students on the weekly newsletter. If possible, during induction can the teacher pass the details of the class rep to the new parents, to ensure seamless communication with the wider parent/student group?

Request for teachers to use "Sign up Genius" or similar to organize volunteer and party food lists.

#### **Actions**

- 3. DJ to canvass the idea of online volunteering sheet to teaching staff**
- 4. Class Reps to speak to their class teachers about new starters in class and communication of contact details.**

### **Gender Equality for Pupils**

*How is Gender Equality promoted at Grove Park?*

DJ explained that the school is extremely proud of its teaching standards and its rich multi-level, multi racial and non-biased curriculum. The teaching teams are passionate about delivering classes that inspire and delight every child, irrespective of academic ability, sex or race. The school uses Oxford University Press, which is the world's largest university press and has a wide global presence. 14 experts who are authors, academics and leading global experts on modern-world child development support OUP literacy books. OUP is one of the worlds leading authorities on child literacy and each new publication is validated before distribution in the education system.

**No Action Required**

### **Break Time Supervision in Play Ground/Active Play (multiple years)**

*What are the plans and timelines for playground equipment and toys to be replaced? How are children supervised and play supported during break-time?*

**School Meantime Supervisory Assistant (SMSA) and break-time supervision:** Each class is allocated its own SMSA with whom they all become very familiar. He/she will know very quickly whether your child is a big eater or a picky eater, has a sweet tooth or not! They will ensure (if they are eating school dinners) that each child has eaten enough to justify having a pudding. If there is any issues regarding lunch this SMSA will feedback to your teacher. If you want to see a photograph of your children's SMSA you will find them on the school website. Four of the SMSA's are also parents at the school.

**Buddy Bus Stop:** If your child hasn't used it – its unlikely you know of its existence. If they are feeling a bit lost and can't find anyone to play with the "buddy bus stop" is a place that your child can go to and someone will engage with them, likely to be someone from year 6, or a member of lunch time staff.

**Rota's for use of the play areas:** There are rotas for use of the various play areas dotted about the school. Each year takes it in turn to use the sport pitches and this is monitored by the SMSAS

**Climbing Frame:** The climbing frame had become dangerous so it was dismantled in the summer holidays. The plan has always been for the school and Parent Teacher Association (PTA) to replace it with an alternative solution. As an interim measure the school has bought new toys. Now the SMSA posts are fully staffed all the new toys will be brought out into the playground after half term.

The PTA Annual General Meeting happened at the beginning of October and it is at the AGM that parents/carers vote on how they wish to distribute the funds they have raised for their kids. The funds could not be released until this was agreed. Now the AGM has given the PTA a steer to spend money on playground equipment the school and the PTA will work together to source new equipment. The school will be consulting the parents and the children and school council before making the final decision. Given the cost of the equipment is felt that it is not a decision that should be taken lightly but will happen once the consultation is complete.

#### **Actions**

- 4. Parents unsure of lunchtime protocol contact your Class Reps.**
- 5. Parents can input into the school consultation over the playground equipment.**

### **Reception PE (Reception)**

*Are reception children doing PE and if nor when will it start?*

PE will start imminently and part of the learning process is to teach the kids how to dress and undress quickly for class.

#### **Actions**

## **6. DJ to discuss with Mr. Rick about early year children coming in PE kit on PE days**

### **Online uniform (Reception)**

Feedback: The online company School Trends charge over £4 for delivery and it took weeks to deliver over the summer holidays.

#### **Action**

**7. VR will look into this and feedback**

### **Reception class decision and teacher choices (Reception, Y2, Y3)**

*What is the process to decide on the classes at Reception stage? How are teachers allocated each year?*

For new children going to Grove Park places are allocated to ensure a balance mix of factors that the school will be aware of from the application, i.e. age, gender, known special needs, and English as a second language. It's not an exact science, as the school does not know children joining the school. In the case of children already attending nursery - the school will also take into account friendship groups. Choice of teachers is by the leadership team.

**No Action Required**

### **School Lunch (Y2, Y4, Y5)**

*Issues raised were around cleanliness of the cutlery and lack of a Halal meal option:*

SMSA (School Mealtime Supervisory Assistant)'s are aware of all food allergies in their class group. The kitchen has photos of each child and their allergies below it. The catering company has not changed recently but the chef has. The school is aware that some parents are keen for halal food to be introduced to the menu; this will be assessed on an ongoing basis. Currently the demand is not great enough to justify the change. As the school grows and evolves it will continue to monitor this. In terms of cleanliness a parent volunteer has been in to evaluate the dinners this term, they did a proper review of the standards and with the change in personnel, standards have improved dramatically.

#### **Actions**

**8. Parents/carers to advise children to show SMSA's any dirty cutlery immediately- cleanliness will be monitored on an ongoing basis.**

**9. VR to organize parent tasting this half term**

**10. VR to provide a suggestion box for parents to deposit any concerns and/or constructive suggestions about lunchtime**

### **Workshops and forums (reception)**

*Can the content of workshops and forums held during the day be made available on the website for those who cannot attend due to other commitments?*

#### **Action**

**11. DJ will discuss this with teachers and action this**

### **Miscellaneous (all years)**

*How can new parents/carers be supported in transition to a new school?*

Whilst acknowledging that adjusting to a new school can take time, there are several sources of information that can speed this process up: Suggestions included, talking to class reps and class reps further up the school, attending the PTA coffee mornings, attending workshops and volunteering where you can. Whilst, It may not always possible as a working parent to attend day time events class reps arrange class drinks and many PTA events happen in the evening - the more parents attend the more they become part of the fabric of the school. Parental involvement is absolutely essential to continued success of Grove Park Primary School.

#### **Actions**

**12. Reception Class Reps will support parents putting together a list of FAQ for the school to publish them on the school website.**

*Does the school provide bespoke support for 11+ and other secondary school entrance exams?*

DJ explained that the school will prepare your child to achieve academic success well above the national average, and as such boasts a place in the top 200 schools in the country. However, school cannot help prepare children for specific school entrance exams.

**No Action Required**

**Next Forum 2<sup>nd</sup> of December 2016**

**Please send queries and topics for the agenda to the current forum chair [m.shahmanesh@ucl.ac.uk](mailto:m.shahmanesh@ucl.ac.uk) or text her on 07776185572 or find her in Friday assembly by the 29<sup>th</sup> of November.**

**Alternatively let your class rep know to pass on the topic.**