

ST PAULINUS CE PRIMARY SCHOOL

As children of God at St Paulinus, we strive to **nurture** the gifts given to us by God so that our school is a happy, caring place where everyone is valued, safe and able to learn and grow.

“Having gifts that differ according to the grace given to us, let us use them” (Romans 12,6)

NURTURE: Knowledge, Curiosity, Resilience, Respect, Spirituality, Creativity & Love

PARENT FORUM MEETING MINUTES

Wednesday 7th February 2pm

In attendance:

Yr2 - Mrs B Ishola

Yr3 - Miss G Daniels

Yr6 - Mrs K Clarke

Yr4 - Mrs Seal

Mr Crook and Mrs Joynes (Governors)

Mrs Rhodes and Mrs Sukonik

1. Trips – sleepover and residential

- a. Residential – meeting was arranged as soon as we received the relevant information from Kingswood giving parents two weeks’ notice so that as many parents & carers could attend as possible given work and family commitments. There is now just under four weeks until the residential including a half term. A parent asked if there were any questions from parents who were able to attend the meeting that were pertinent, could they get the answers to these too. Mrs Sukonik let parents know that all the information including the powerpoint slides would be sent out to all Yr6 parents. The commitment of staff to be able to carry out these trips was talked about.
- b. Y5 residential – this was discussed in a previous forum unofficially. We agreed that the financial commitment, given the current financial climate would not possible. We are aware that parents are struggling to pay a contribution for the cost of the coach to take the children swimming – we are currently in debt to the amount of £2300. It was clarified that the last time this happened was pre-Covid. It was also clarified that the current Yr5 cohort would get School Journey in Yr6.
- c. Y4 sleepover – this was discussed informally, we agreed that it would be a nice idea but would rely entirely upon staffing, which currently would involve all teaching staff for the cohort. This is not going to be possible.

2. Communication –emails, clarity around monitoring during absence.

- a. Reminders about email inboxes was sent out via a newsletter on 22nd September, a copy of which is on our website. Class teachers are unlikely to be able to respond to emails during the teaching day but will respond in a timely manner. A further reminder will be sent to all parents to remind them that their first point of contact should always be the class teacher and that includes SEN queries. Class teachers are normally available at the gate for a quick

word at the end of each day if parents would prefer an immediate response rather than emailing in. Urgent queries or information, such as absences or changes to pick up, should always be given to the office staff.

- b. SENDCo email box – is monitored by all SLT and urgent messages are responded to even if it is not a 'working' day. All other messages are dealt with by the SENDCo on their working days.

3. School Dinners – portion sizes, choice, quality

- a. Following the last meeting (6th December) concerns have been raised with Edwards and Wards (Caterers) and they have completed unannounced spot checks this term, which have resulted in no further action. We have put the contract out to tender and we would expect to see a new catering company in place for Autumn 2. In the meantime, St Paulinus SLT have requested their own meeting with Edwards & Ward to address the issues we have raised through the trust. We have a meeting with the area manager tomorrow (Thursday 8th). The contact details for Edwards and Ward, should you wish to raise any issues with them directly, their phone number is 01892 601 340 or their email address is info@edwardsandward.co.uk. Parents talked about the fact that sometimes food is running out and it is things like pasta and sauce. A parent also raised that children are concerned that food is not cooked and when they voice these concerns they are told just to eat it by the kitchen staff. A parent asked if there is monitoring of the take up of school meals? We will see how we can find this information.
- b. The menu is written on the board daily and class teachers discuss this with their children whilst doing the register each morning where appropriate. It has been noted by the area manager that there have been occasions when the menu on the website does not match what is being given to the children.

4. Cleaning – toilet / hall floor

- a. The comment re; the toilets has been passed on to the cleaning team.
- b. The cleanliness of the hall floor is a concern for us, given the amount of food which is dropped and left on the floor and the seats by children. We will address this in classes, as we would expect children to pick up food they have dropped using tissues, and put this into the bin. It is not feasible for the hall to be mopped after lunch and be ready for children to use it for PE at 1pm. However, we would expect spillages to be cleaned in addition to the whole room being swept. We are also looking to buy new brushes for the hall floor.

5. SEND – provision, funding

- a. We share our parent's frustrations at the lack of government funding available to schools.
- b. SENDCo maternity arrangements are being shared after half term, a letter has gone to all SEN parents inviting them to a meeting to discuss how St Paulinus will co-ordinate the SEN provision during this time. Individual SEN matters will be addressed during the Spring 1 to 1 meetings. Parents have also been informed of these dates. Parents have been given the opportunity to voice their opinions through a survey. A parent suggested that we send out to all parents and let them know about the survey to ask if they feel they fall under this banner but have not had the survey to get in touch.

6. Classroom support – recognition of effort for work in Y2

- a. This has not been raised with the class teacher, however, Mrs Maris has been disappointed to see that the homework projects and additional work she has set this term have not been completed by any of the children in her class.
- b. During unannounced drop-ins to the classes, we can see children being recognised for their hard work and effort during their learning.

- c. A parent asked for clarity around how the activities from the extra grid should be handed in. Children can bring in the homework whenever it is done and put it in the box.
- d. Parents thanked staff for reinstating the golden tea party.
- e. A parent talked about children being demotivated by not being recognised for good behaviour or work. Mrs Sukonik explained how a child would move up the chart in terms of how something extra needs to be recognised, this will vary from child to child.

7. Reading books – (Y1)

- a. Children change their phonic reading book on a Friday but are encouraged to change their library book as often as they wish. This system has been in place for some time. As discussed in the Phonics parent meeting, when introducing the new scheme at the beginning of the year, children are encouraged to read their phonics book a number of times to ensure fluency, accuracy, automaticity and expression.

8. 1st Aid – training, reporting procedures

- a. All of our office staff are 1st aid trained, all teaching and MDS staff have completed an essentials 1st Aid course. We have 4 paediatric 1st aiders and 9 emergency 1st aiders on site.
- b. To clarify on reporting procedures. Parents are informed by the office when there has been a head injury (a bump, knock or fall) or any other serious accident. Parents are informed via phone call, ensuring that a nominated adult has been spoken to and a medical note is sent home with the child. All medical, which is dealt with by a 1st Aider is recorded on BromCom under the medical event section, which gives full details of the person who dealt with the injury, which of the child's adults were spoken to, treatment received and further actions if needed.
- c. All minor bumps, scrapes and injuries are dealt with appropriately and parents may be informed at the gate if necessary.

9. Volunteers

- a. All parents who have volunteered their time through the google form have now been through the lengthy DBS process and are either already helping out in school or beginning straight after the half term break.

10. Lost property

- a. All items which are named are generally reunited with their owners as soon as they are discovered. Parents are welcome to check the lost property box at the front of the school at any time.

11. Buddies

- a. We are looking at ways in which this can happen whilst not disadvantaging the children in the lead up to SATS. We have considered the Y6 children using a playtime session to go and read with their buddies, as they have a different break time.
- b. A parent asked about playtimes with the younger and older children mixing. It was explained that break times are different but that the school council were looking at this for lunchtimes.