

**Minutes of the Parent Forum for  
Chilmington Green Primary School  
Monday 6<sup>th</sup> September 2021**

<b>Item No.</b>	<b>Item</b>	<b>Minutes</b>	<b>Action Points</b>	<b>Action by Who</b>
	<b>Meeting opened at 9am - Present:</b>	Lisa Flack (HT) Claire Day (PSA) minute taker Ms Pound (Yr 2) Mrs Fuller (Yr N) Mrs Limonji (Yr 2) Mr Keyzers (Yr 4 & 6) Mr Sahuie (Yr 5 & Yr R) Mrs Holmes (Yr N) Mrs Brown (Yr N)		
1.	<b>Welcome</b>	LF thanked everyone for attending and outlined the agenda and the dates and times of future Parent Forums		
2.	<b>Apologies for absence</b>	N/A		
3.	<b>Minutes of Previous Meeting</b>	Emailed out on Weduc and uploaded to school website		
4.	<b>Matters Arising from previous minutes</b>	For Mrs Flack to continue to provide updates on the new school and share photos as they are available.		
5.	<b>Agenda</b>	1) Purpose of the Parent Forum Meetings 2) Plans for Parent Forum representatives 3) Trust vision 4) PSA role and future events 5) Updates about new school 6) Extra-curricular clubs		

Minutes of Meeting of Parent Forums of The Stour Academy Trust

		<p>7) Returning to school - nursery &amp; new mobile classrooms</p> <p>8) AOB</p>		
1	<b>Purpose of the Parent Forum Meetings</b>	<p>Mrs Flack outlined the purpose of the Parent Forum Meetings as a way of driving the school forward with parents' voices and input valued as a key part of the school's development. Mrs Flack welcomed everyone and thanked them for their time.</p>		
2	<b>Plans for Parent Forum Representatives</b>	<p>Mrs Flack explained that ultimately the Parent Forum will consist of 2 nominated parents per year group but as we are a growing school, we are currently welcoming all parents. As the school develops, we will look at nomination forms and choosing representatives.</p>		
3	<b>Trust vision</b>	<p>Mrs Flack shared The Stour Academy Trust vision and explained the child being at the centre of all that we do and considering the needs of the child holistically, so that alongside their educational needs, their well-being is also nurtured. Mrs Flack also explained that the Trust is committed to preparing children for their future, in particular with their digital skills.</p> <p>Mrs Flack outlined typical lessons in KS2 where all children are using ipads to access Microsoft One note to do their work, or take pictures/videos of their work. Mrs Flack explained that the children were learning a variety of skills that would be a benefit to them in their future education and working lives.</p> <p>Mrs Flack asked KS2 parents if they had any feedback.</p> <p>Mrs Keyser said that she felt it was working well although noted that the 11plus test is still completed on paper. Mrs Flack reassured Mrs Keyser</p>		

		<p>that the children do still complete work that isn't computer based in order to obtain a balance and to learn other skills such as handwriting.</p> <p>Mrs Holmes asked if the children were writing or typing on the ipads, Mrs Flack replied that they are doing both.</p> <p>Mrs Flack also outlined the use of Tapestry in the Nursery and KS1 and how it enabled photos of the children's work and play to be uploaded and shared with parents in a timely manner. KS1 are more focused on learning within their environment rather than on ipads but do access them at times, particularly Year 2 who are making the transition from books to ipads and One note.</p> <p>Ms Pound asked if Year 2 had started to use ipads and One note.</p> <p>Mrs Flack replied that they have started and that we are piloting the use of One note with this year group during this academic year.</p> <p>Mrs Flack explained that the Trust also encourages an enhanced curriculum so there are lots of school trips, visitors and speakers planned for this year that we are very excited about.</p>		
4	<p><b>PSA role &amp; future events</b></p>	<p>Mrs Day outlined her role as PSA, in particular providing a link between home and school and supporting parents in any issues they may be experiencing that may have an impact on their child. This could include referrals, signposting to other services or charities both locally and nationally, advice and support.</p> <p>Mrs Day also explained that now Covid restrictions have eased she hoped to re-introduce coffee mornings for parents and introduce workshops such as first aid and Kent Adult Education courses.</p>	<p>Mrs Day to continue to provide a newsletter, update the parent information board and introduce coffee mornings.</p>	

		<p>Mrs Day stated her working days, how she could be contacted, and signposted parents to the information board by the main gate and her termly newsletter.</p> <p>Mrs Flack stated that we were excited to be able to have school events again such as Harvest Festival and the Christmas Fayre.</p> <p>Ms Pound stated that she was looking forward to attending these events.</p>		
5	<b>Updates about new school</b>	<p>Mrs Flack updated parents on progress of new school building and that she is visiting the site regularly. She explained that the site manager had stated that they were suffering from a shortage of workforce so the time frame is tight. Currently we are on schedule to move in over the October half term although, there is a small risk that some of the groundwork won't be finished. Mrs Flack is working closely with everyone involved including the Local Authority and KCC to keep up to date with all developments.</p> <p>Mr Sahuie asked for clarification on the location. Which Mrs Flack provided.</p> <p>Mrs Flack explained that the roads are narrow and some of the roads will not be completed until further areas of the development had been completed. Patience and understanding of parents will be necessary when accessing the new school site. Mrs Flack explained that Finberry had a similar situation when they first moved to their site.</p> <p>Mrs Flack explained that there will be an American style kiss and drop off area and that staff will be there for parents to drop off to.</p>	<p>Mrs Flack to continue to provide monthly updates to parents via Weduc and facilitate the showing of videos to the children when available.</p>	
6	<b>Extra-curricular clubs</b>	<p>A letter is going out this week regarding clubs. The plan is to offer 3 clubs each term and will be a mix of sport, crafts and science. Each club will be able to take 15/20 children so it will be a first come first served</p>		

		basis with a waiting list for the next time it is run. The clubs are aimed to offer something for all year groups.		
7	<b>Returning to school- nursery and new mobile classrooms</b>	<p>Mrs Flack explained that the Government had given the directive of returning to normal school timings rather than staggered drop off and collection times. We are now using two gates, one for Nursery and reception and one for all other year groups.</p> <p>Ms Pound shared that it was nice to all be back together and see other people at drop off and collection times.</p> <p>Mrs Keyser asked if the vehicle gates could be opened to prevent some congestion at the single gate. Mrs Flack explained that we had tried that on the first day but felt that it raised too much of a safeguarding issue as it was not easy for staff to monitor all children leaving.</p> <p>Mrs Flack asked if parents felt that the school had communicated well regarding returning to school.</p> <p>Mrs Keyser stated that she felt the school always communicated very well.</p> <p>Mrs Holmes stated that she was disappointed that the meet the teacher meeting had been cancelled last term due to bubble closure although understood the reasons why it was necessary. Mrs Holmes felt that she had received all information via email and video and that it had been timely with emails dealt with promptly.</p> <p>Mr Sahuie stated that he was grateful for the clear communication of the school.</p> <p>Ms Pound asked if it would be possible to have photos of new staff as she said there are new faces at the gate but you don't always know who they are.</p>	Develop an introduction method for new staff to parents - CD	

Minutes of Meeting of Parent Forums of The Stour Academy Trust

		<p>Mrs Flack agreed and thought this would be a lovely idea.</p> <p>Mrs Brown stated that the nursery and Year R had sent a booklet with photographs and an introduction of staff before her child had started which she had found useful.</p>		
8	<p><b>Any Other Business/suggestions for next meeting agenda</b></p>	<p>Ms Pound asked if the school would take photo's of the children on school trips and share with parents.</p> <p>Mrs Flack explained that we would and that they would be shared on Weduc. Mrs Flack explained that photographs have to be checked as some children do not have photograph consent and are not able to be in a photo for safeguarding reasons.</p> <p>Mrs Flack thanked everyone for coming and asked for any suggestions for the next meeting to be emailed.</p>	<p>Mrs Day to publish the minutes to all parents via Weduc once they have been approved by those present at the forum.</p>	
	<p><b>Date of Next Meeting</b></p>	<p>Term 2- Monday 22<sup>nd</sup> November 2021 9am</p>		