

**Minutes of the Parent Forum held at  
Adisham CE Primary School on  
Wednesday 23rd June 2021 at 09:15**

| Item No. | Item  | Minutes   | Action Points | Action by Who |
|----------|---|---|---------------|---------------|
| 1.       | <b>Welcome/Present</b>                                  | Mrs Sam Cummins (Headteacher/chair) Mrs Sarah Partridge (Trust Safeguarding Lead/minute taker), Elizabeth Collins, Alexandra Weare, Nicola Purcell, Sarah Sequenza and Simon Stanley – Microsoft Teams.   |               |               |
| 2.       | <b>Apologies for absence</b>                            |   |               |               |
| 3.       | <b>Matters Arising from previous minutes 12/05/2021</b> | <p>EC raised the following through the group chat prior to the meeting regarding the previous minutes:</p> <p><b>The survey for the 20mph zone was going to villagers (some of which are parents) but not parents of the school. SP apologised as she believed this was to the parents not the villagers.</b></p> <p><b>I do not believe the action was for Parent Forum members to have Whatsapp groups or be on Facebook. Actually it was the opposite of this. That we needed to find a way that was not linked to social media to communicate with parents that we are representing that does not open us up to misuse and targeting of parent forum reps on irrelevant topics.</b> Communication will be addressed through WEDUC.</p> <p><b>I have not seen the Parent Forum Reps on Wedec and the minutes only came through this week (it was very helpful that this chat was followed up by an email from Sam as I did not have the date in my work calendar but I have moved things around). PF Reps are on the website however the request is for this to be bigger.</b> RB is updated the school websites during the summer holidays and will look into this. See below for further info.</p> |               |               |

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|  |  | <p><b>Follow up regarding the parent forum reps and the school website and advertising the members with RB</b> – RB will be updating the school website in the summer holidays and will look into this.</p> <p><b>Most of the member representatives for each year group have WhatsApp groups set up or Facebook. Parent forum to explore this. Follow up regarding email addresses for the parent forum members.</b><br/>All communication will go via Weduc regarding parents wanting to contact the parent forum members. Messages can be monitored and filtered by the office manager and passed onto the head teacher to ensure there is no misuse of communication. It is agreed that WhatsApp and other social media platforms are not suitable for this. The communications will then be passed to the parent forum year group representative.</p> <p><b>Parent Forum reps to be sent out on WEDUC to parents.</b> This has not been achieved and due to this being late in the academic year it was agreed this will be undertaken in September 2021.</p> <p><b>Request for the next meeting invites to be sent out today (12.05.2021) along with the minutes. Via Weduc – By 14.05.2021</b> – Minutes were delayed going out but all have received them.</p> <p><b>SC- asked PFM to seek the views of the parents regarding whether they would pay for day trips for the Year 6 leavers</b><br/>EC – set up a WhatsApp group for Year 6 leavers and sent out a survey to these parents – Sent to SC. Paid trips for Year 6 leavers - flip out and Bettshanger. Mrs Pestell has arranged a year 5/6 Canoe Wild trip, combining class topic work. Parents struggling with lockdown rules and ideas on what to do. Year 6 sleep over at school has been suggested. Details being set up on WhatsApp. Pens and hoodies have been ordered.<br/>SP updated Adisham are working with the Salus Project and the Friends Programme. This is targeted at the Year 6 leavers at this time. Nicola Fuller (Salus) will be coming into Adisham over the next 4 weeks, meeting with the Year 6 pupils discussing anxiety, resilience and transition to secondary schools. Nicola will be following those pupils identified as requiring support, through to secondary school should they wish for her to do so.</p> |  |  |
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Commented [SP1]:

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|    |                             | <b>NP – Had a message from a Year 1 parent during this meeting requesting notice regarding dress up days.</b> Ongoing however SC has spoken to EW about this going out in advance.   |  |  |
| 4. | Board of Directors request: | <p>To gain the views of the Parent Forum on;<br/>           What do you think the purpose of education is?<br/>           What do you want your children to get out of it?<br/>           How do you think your children learn best<br/>           Please be prepared to talk about your own situations.</p> <p><b>Views obtained as follows: -</b></p> <p>To develop a child into being well rounded member of society and a good citizen, supporting them with coping mechanism to prepare them for secondary school.</p> <p>Year 6 parents like the process of SATS and encouraging pupils when moving to secondary school to follow the same work ethic.</p> <p>Discussion on pupils with SEN needs and the importance of the environment and ensuring they have the right resources in place. Comments regarding the building blocks furthering pupil’s education and developing their social and communication skills – play based learning. Ensuring children complete and meet their developmental stages and not missing out on certain areas. Sensory circuits are a good way to support pupils at the start of the day and also at the end of the day.</p> <p>Knowing how children learn, individual needs and plans in place to meet these.<br/>           Discussion regarding parents and pupil’s experiences during remote learning and how families managed this. I.e. some prefer to sit at a table and chairs, some liked to stand up and lay down. Again the environment was discussed regarding how to get the best out of pupils and how we have to adapt to meet their learning needs.<br/>           Children learn best when they are happy! Actively listen to children, not making assumptions that we think we know.<br/>           Comments regarding the teachers are nurturing at Adisham.</p> |  |  |

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|    |                                    | Teaching children diversity and inclusion. Adisham may not be culturally diverse which makes it more important to raise that diversity is not just what you can see but what you can't see. To be successful all concepts need to be introduced and included.   |  |     |
| 5. | Digital Learning                   | <p>Inform parents about One Note – <b>Sam do you want to expand on this a bit more. My written notes don't make sense!</b></p> <p>SC updated the Trust Vision and how the CEO and board of directors have reflected on technology and tools for learning. All children in KS2 now have iPad. One Note being introduced. Teachers will be disseminating plans and resources on One note. Training is being facilitated to all staff and reflection on how children learn using technology.</p> <p>PFM ask if homework will be included in which SC confirmed it would be. PFM also asked about reading records. SC confirmed this would be the case in the future however for September 2021 she has ordered reading record books for the pupils just in case there are issues between home and school accessing this in EYFS and KS1.</p> <p>PFM asked if this would apply to Early Years and KS1 &amp; 2. SC advised EYFS and KS1 will be moving to a programme called Tapestry which is an online record with a 2-way communication system. PFM suggested virtual reading records on Microsoft forms.</p> |  |     |
| 6. | Morning drop off in September 2021 | <p>Gain the views of the Parent Forum on possibilities for September.</p> <p>It is hoped by all, that thing will go back to normal in September.</p> <p>General consensus is that PFM feel that a window for drop off time is better – from 08:30 until 08:45 as working parents can drop off and go. Staff will be there as usual to greet the children and then the children go straight to their classrooms. This will mean everyone is not turning up at the same time. Concerns of the small path area outside the school being congested. At the end of the day when collecting parents social distance in their year groups, collect their children and go.</p>  |  |     |
| 7. | AOB                                | <p>Parent forum members Sept 2021 – Discussion regarding the existing members remaining in the next academic year and recruiting two new members for R, one a new parent to the school and one who may already have a child in the school, to develop the consistency that has begun to build within the PF. A male representative would be nice.</p> <p>SC advised we will be retaining the current school council members and digital leaders due to the amount of time missed in school. This will also demonstrate how we value these</p>   | All members to advised SC via email or telephone if they would like to remain as a rep by 23.07.2021 | All |

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|    |                             | <p>representatives. A representative for both groups will be elected for Reception and Y6 in Sept 2021.</p> <p>Following a few member's issues regarding Teams and being signed into their child's account, this has now been addressed however unable to access the chat function.</p> <p>Sports day – Discussion on the arrangements due to current restriction. SC advised Sports day will be behind closed door so unfortunately no parents due to the logistics of the situation, social distancing, sanitising etc. and that if parents did attend to support with this they would therefore not be there to watch their children. All agreed this was the best solution given the circumstances and restrictions.</p> | <p>SC suggested a dummy run to take place. All agreed.</p> <p>Send out information on sports day</p> | <p>SC, AW, NP &amp; SS</p> <p>SC &amp; EW</p> |
| 8. | <b>Date of Next Meeting</b> | Wednesday 22 <sup>nd</sup> September 2021 at 09:00 - Microsoft Teams   |  |   |