

**Minutes of the Parent Forum  
Adisham CE Primary School (Microsoft Teams)  
Wednesday 10<sup>th</sup> November 2021 at 09:15**

<b>Item No.</b>	<b>Item</b>	<b>Minutes</b>	<b>Action Points</b>	<b>Action by Who</b>
1.	<b>Welcome/Present</b>	Mrs Sam Cummins (Headteacher/chair) Mrs Sarah Partridge (Trust Safeguarding Lead/minute taker), Nicola Purcell, Sarah Sequenza and Simon Stanley – Microsoft Teams.		
2.	<b>Apologies for absence</b>	Elizabeth Collins and Alexandra Weare		
3.	<b>Matters Arising from previous minutes 08/09/2021</b>	<p>To receive updates on agreed actions</p> <p>Parents would like to see their children’s classrooms. Agreed the parent forum members to have a tour of the school – Wednesday 15<sup>th</sup> Sept 2021 at 09:30 – Achieved</p> <p>Textile Bin in school – A parent has suggested this is reinstated. SC to discuss with school council for them to follow up on this – Achieved Mrs Otty came in. The bags arrived yesterday EW to get in touched and let Mrs Otty know.</p> <p>EC contacted SC requesting parking outside the school and for this to be raised at today’s meeting. EC was requesting support regarding yellow lines being added to both sides of the road outside the school. All are in support of the parish council regarding this SC to discuss with school council – Achieved and ongoing.</p> <p>The bush on the corner of the road. SC advised that she has a site maintenance person in today and will asked him to have a look at cutting the bush back. Caretaker to review area outside school – Achieved SC met with MT and the gardeners came in a few days later.</p>		

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		Comments from the residents in the community highlighting parents collecting their children at the end of the day are sitting in their cars waiting, leaving their engines running for almost 15mins. SC advised a reminder to parents will go out on WEDUC highlighting the issues. EW to send WEDUC Message – Achieved and a reminder sent at the end of term.		
4.	<b>Board of Directors request:</b>	<p>What is the role of our school and parents in enabling children to be safe users online and with digital technology? Please refer to the updated On-Line Safety and Social Networking policy SC invited all members to discuss.</p> <p>Do the children have a policy themselves? SC updated they do and this is a child friendly version that she will send out to the PF</p> <p>Comments regarding ipads, housekeeping rules were discussed – SC updated that each class have internet safety sessions. EYFS/KS1 pupils are given online safety scenarios. KS2 have scenarios but also key questions to pupils to prompt them.</p> <p>SP and SC discussed digital leaders representing each year group and that this is led by Miss Murray. The leaders also have a digital leaders board and will be presenting in assembly how to stay safe online.</p> <p>Discussion took place regarding the role of parents regarding online safety. Comments that all parents have different knowledge and experience regarding online safety. This led to a discussion on educating all parents for example parental controls and providing information on what to look for how to put parental controls on etc. SC and SP agreed to providing literature and resources to support parents. All agreed bite size information.</p> <p>SP updated we are currently piloting a QR Code system at Richmond Academy whereby pupils can scan a code, using their iPad and contact a member of staff or DSL if they have a worry or concern about something and they want to talk to an adult. They will still continue to have the worry monsters in school to use as well. This will also be set up eventually for parents who wish to speak about an issue or concern they may have and be able to request to speak to a class teacher or DSL.</p>	<p>Send child friendly online policy version to PFM</p> <p>Online safety advice and support information to parents via WEDUC</p>	<p>SC</p> <p>SC, SP &amp; EW</p>
5.	<b>PF Feedback on Term 2 charity days</b>	<p>SC to share the charity days in the diary for term 2 with the PF and to find out what would be acceptable from their point of view.</p> <p>SC advised on the following charity collections:</p>		

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		<p>Children in Need – Friday 12<sup>th</sup> November 2021 – non-school uniform suggested £1 donation            Christmas Jumper Day – to coincide with Christmas dinner day – Date to be confirmed £1 donation. Discussion regarding Christmas jumper swap shop where parents can donate jumpers and all for all children and adults to be able to wear a jumper on the day.            Nativity and Carol Service – Collection in church – Discussion around the event being videoed for parents who are not able to attend.            Christmas Disco and Tombola</p> <p>GC – Asked if the APA could hold meetings at Adisham and have a regular time slot in school – SC agreed. The APA would like to do a Disco and Christmas fair.</p>	<p>Dates to be confirmed and parents to be given notice via WEDUC</p>	<p>SC &amp; EW</p>
6.	<p><b>COVID &amp; Term 2 Parent events</b></p>	<p>Update on the running of these events this year</p> <p>Class teachers will be inviting parents in before the end of the term for them to see their children’s work and classes. Class teacher will be sending out information regarding this.</p> <p>SC discussed the nativity and carol services looking at holding 2 days for parents to attend. SC advised she had spoken with her staff about this and looking at a morning sessions for parents and small children and an afternoon session for adults only. Discussion took place regarding Covid rates and safety planning around this. Suggestion of holding an extra day. SC said she would look into this however mindful of the current events timetable coupled with the teaching and learning. SC advised dress rehearsals will take place the day before in school. EW will be sorting out tickets. SC is waiting to hear back from the church regarding numbers. They are waiting on hearing back from the diocese regarding this.            Discussion on this being videoed. If this were to be a parent DBS checks will need to be completed as well as Adisham reviewing all pupils consent to photographs and videoing. SP suggested RB Trust Communications Director undertaking this.</p>	<p>Confirmation on numbers, tickets to be provided</p> <p>Ascertain who will video this. All class teachers to check all pupils consent forms</p>	<p>SC &amp; EW</p> <p>SC</p>
7.	<p><b>AOB</b></p>	<p>SS – discussed the covid case in Year 5 and that parents had commented that hand sanitising and the soap dispensers are empty. SP advised rules are still in place regarding sanitising daily etc. SP advised there was a deep clean at Adisham during half term.            SC to remind all staff and pupils about the importance of this and ensure all staff take responsibility for ensuring, wipes, sanitiser and hand gel is in place.</p>	<p>Reminder to all staff, pupils and parents</p>	<p>SC &amp; EW</p>

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		<p>Parents evening – It was raised that there was poor connection for some and that parents did not think 10 minutes was long enough. SC advised that it has always been 10 minutes and should parents need longer they can arrange this with the class teacher to discuss issues they may have.</p> <p>Names on pegs – Parents had raised with the year group PF rep that children have lost items or pegs are not named. SC advised this is the case for Bluebells class only. Discussion on items being named. PFM discussed items they had lost and never found them despite labels being sew in to uniform.</p> <p>Medical records – Parents highlighted IHCP and had these been handed over to the new class teachers. This had already been discussed outside of this meeting however it was reiterated the importance of the IHCP being updated and for parents, SENCO, class teacher and TA being aware of them.</p>		
8.	<b>Date of Next Meeting</b>	Wednesday 12 <sup>th</sup> January 2022 – Adisham C E Primary School		