

**Minutes of the Parent Forum
Adisham CE Primary School (Microsoft Teams)
Wednesday 18th May 2022 at 09:15**

Item No.	Item	Minutes	Action Points	Action by Who
1.	Welcome/Present	Mrs Sam Cummins (Head Teacher/chair) Mrs Emma Wood (minute taker), Miss Sophie Metcalf (incoming Head Teacher) Nicola Purcell, Sarah Sequenza, Simon Stanley and Elizabeth Collins Microsoft Teams.		
2.	Apologies for absence	Mrs Sarah Partridge (Trust Safeguarding Lead) Alexandra Weare 9.40 – EC left		
3.	Matters Arising from previous minutes 16/03/2022	Form survey re. School Uniform to be sent to parents. Vision meeting with Miss Metcalf to be arranged. SC fed back on i-pad issues.	Form survey to be sent out	EW
4.	Board of Directors request:	What can we further do to improve children’s attendance at our school? When data has been shared with The Trust at meetings Adisham has always been fantastic, Covid has significantly impacted Adisham and attendance it at 94%, below national average of 95%. What can we do to support parents. EW absence mostly due to holidays rather than sickness NP Would rather extra week holiday was in May, thinks more parents would take their holiday then rather than October. EC Term time holidays are cheaper and people haven’t been able to take hols because of Covid. SC explained phone calls below 90% attendance. NP pleased that communication is made with a personal touch from the teacher. EC suggested reminding parents of rules and expectations.	Feedback to BOD	SC
5.	Events for 2022/23	Sports Day & Summer Fayre Church Services including harvest, Christmas, Easter and Leavers. Discos in conjunction with parent support.	Dates to be set	SC/EW & SM

7.	AOB	AS Clubs to change please – more choice for age groups Parents Events on WEDUC Calendar Trips – parents want more notice if they have to transport children KS1 parents are happy that homework is back in exercise books and not on Tapestry. Staff to upload observations in a timely fashion. Current Parent Forum to stay on for another year and invite new members in.		SC EW Teachers Teachers
8.	Date of Next Meeting	Wednesday 29 th June 2022 at 09:15 – Adisham C E Primary School		