



Parent Forum Minutes

Monday 25th November 2019

	<p>Chair: Katrina Windsor & Helen Denny Secretary: Elisabeth Allison Present: Mrs Jewitt</p> <p>There were approximately ten parents who were able to attend and written comment was received from some who were unable to attend.</p>
1.	<p>Introduction to the purpose structure of our Forum</p> <p>Mrs Jewitt outlined the purpose of the forum, emphasising that it was to enable general discussion of topics rather than for individual issues and that it did not replace other methods of communication with the school.</p> <p>All meetings will have a pre-circulated agenda, which will be limited to an hour and the minutes will be published on the school website so that they are available to all parents. Meetings will be held at a range of times and days to maximise the number of possible attendees.</p> <p>Items discussed at Forum meetings will either be closed or have an action to be reported on at the following meeting to avoid repetitive agendas.</p> <p>Mrs Jewitt introduced Katrina Windsor and Helen Denny as Parent Governors and co-chairs, and Elisabeth Allison as secretary. Volunteers were requested for co-secretary and Amanda Fay offered, and was seconded and appointed.</p>
2.	<p>Clarity re role of Forum, PTA & Governors</p> <p>It was emphasized that the Parent Forum, PTA and Governors have very different roles, which were outlined as follows:</p> <ul style="list-style-type: none">◆ PTA- The Friends of Whitby Heath is a registered charity, all parents are automatically a member and Sarah Compton is the Chair. FoWH supports the school.◆ The Forum is a feedback mechanism for parents.◆ The Governors are for the strategic governance of the school.
3.	<p>Home School Communication</p> <p>The meeting was asked for feedback on the format of the newsletter. There was a general feeling that the newsletter was appreciated, but that many parents would prefer if it was emailed, rather than in paper format.</p> <p>Mrs Jewitt responded that she would hope to move to an email system but asked for parents' patience as the set up could be time consuming and this would not be a "quick</p>



	<p>fix".</p> <p>There was a general appreciation of text reminder system and a general request from parents that the online calendar be updated more regularly.</p> <p>Frustration was expressed regarding the number of systems that required log ins and it was hoped that these could be streamlined at some point in the future.</p>
4.	<p>School Website</p> <p>Mrs Jewitt reported that she was aware that the school website was not as up to date as would be desired, and reassured parents that this was being addressed. She noted that statutory content must be the priority but that new content was being added, and there will be a review of the website structure.</p> <p>It was agreed that class pages on the website are helpful and include links to resources and current learning.</p> <p>Action: Mrs Jewitt to highlight the class pages and new information on the school website in an upcoming newsletter.</p>
5.	<p>School Photographs</p> <p>The meeting was asked for feedback on the recent school photographs. There was a general lack of satisfaction with cost and quality being cited, and concerns raised about the timing of the photographs. There was also a request that future photography sessions be better coordinated with the preschool to ensure that sibling photographs were possible.</p> <p>Action: Mrs Jewitt to contact an alternative photography company to arrange for a presentation at a future forum meeting.</p>
6.	<p>Parking around school</p> <p>Helen Denny noted that there had seemingly been an increase in parent and resident concerns and that there had been an increase in undesirable parent behaviour. The recent wet weather had exacerbated the issues and it was noted that there were also problems with Whitby Heath traffic merging with Christ Church Primary School traffic.</p> <p>It was noted that there had been significant change in local residents, and that some may be unaware of the voluntary one way system that was in place. It was suggested that sharing a newsletter with residents could be a useful first step.</p> <p>It was suggested that the parents parking charter may be relaunched and that the issue would be explored with pupils, and the Junior Road Safety Officers.</p>



	<p>Mrs Jewitt has had discussions with the local PCSO and has submitted a complaint to the Roads Policing Unit. She reported that she was exploring cross working with both Christ Church and the police, and would be contacting the council. It was noted that there had been a number of personnel changes at the council since the issue was last explored and it was hoped that there could be new suggestions and ways forward to explore.</p> <p>Wendy will continue to 'drop in' to school to monitor parking and driving near school and school is looking at working with Wendy to put something together - i.e. a leaflet/letter from children that can be sent out to offending drivers.</p> <p>There was a suggestion of a walking bus made; Mrs Jewitt commented that at present there was no obvious place for parking and that she would not be comfortable with a walking bus until the parking culture had changed.</p> <p>It was emphasised that parents, residents and the school must work together to resolve this issue and noted that an update would be made at the next forum meeting.</p> <p>Action: Mrs Jewitt to continue to highlight the use of the one way system at drop off and pick up at the start and end of day, safer driving and considerate parking via the newsletter.</p> <p>Update regarding this matter to be received at next Forum meeting.</p>
7.	<p>Single Use Plastics and Recycling Initiatives</p> <p>There was not time to discuss this item and was carried forward to the next School Forum meeting.</p> <p>Action: Item to be first item on Spring term meeting agenda.</p>

Date and time of next meeting: Spring Term 2020 - Tuesday 4th February - 9am - 10am

Items already suggested for future meetings:

- *School behaviour policy*
- *Online payment system for school meal/trips payments*
- *Provision for pupils with additional learning needs*
- *Parent/teacher meetings*
- *Sweets in school*