

**Knutsford School Parents Forum  
MINUTES**

Date:	28 <sup>th</sup> September 2018
Held at:	Knutsford School – 9am
Present:	Eileen Anderson (EA): Head Teacher Nicola Beaumont (NB): Deputy Head Teacher Laura Gonsalves (LG): Parent Governor/Y2 Cedar Sarah Idris: PTA Jo Verrinder: PTA Karina Jones: Reception Birch Reena Pitney: Reception Lime Trisha Kalia: Y1 Beech Debbie Islam: Y1 Elm Emma Spackman: Y2 Poplar Jules Halligan: Y3 Maple Roshni Rayvadera: Y3 Plane Tammy Cooper: Y4 Hazel Emily Willtamson: Y4 Rowan Jackie Hewett: Y4 Sycamore Fran Eggle (FE): Y5 Ash Rochelle Cole: Y6 Pine Jessica Stevens: Y6 Willow
Apologies:	Kim Rana: Y4 Rowan/Nursery am Suchi Gulvady Y5 Oak Lorna Dickinson Y4 Hazel

	Item	Action
<b>1</b>	<p><b>Apologies</b></p> <ol style="list-style-type: none"> <li>As stated above</li> <li>Welcome to new class reps for classes Rowan, Sycamore and Birch</li> </ol>	
<b>2</b>	<p><b>Minutes of last meeting &amp; matters arising</b></p> <ol style="list-style-type: none"> <li>Homework review – discuss at next meeting once there has been a few weeks’ trial of the new homework system which began at the start of this term.</li> </ol>	LG for agenda
<b>3</b>	<p><b>Sports day certificates for all</b></p> <ol style="list-style-type: none"> <li>Parent suggestion that all children receive a certificate for participation in sports day. EA stated belief that certificates should be awarded for achievements and does not agree with earning certificates for taking part. It was remarked that certificates are not awarded to children for taking part in maths lessons etc.</li> </ol>	
<b>4</b>	<p><b>Soap in toilets</b></p> <ol style="list-style-type: none"> <li>Discussion raised regarding bars of soap vs soap dispensers. EA stated that when the school converts to an academy soap dispensers will be fitted as Aspire Academies Trust have a deal with a company to do this.</li> <li>Parent raised concern that soap has often run out in the bathrooms. EA and NB stated children need to tell a member of staff if they notice this. Suggestion from parent of ‘soap monitors’. EA stated all children can take responsibility for this. Agreed for class reps to ask parents to remind children to tell a member of staff if they notice the soap has run out. School to reinforce this with children and TAs.</li> </ol>	EA  NB All reps

5	<p><b>School Twitter account for informing parents</b></p> <ol style="list-style-type: none"> <li>Suggestion of school twitter account raised as another means of communication. EA raised concern that the school already provides a text service that goes to every family and cannot see the benefit of also using twitter which will only go to a number of families. This will also create additional workload for school admin staff.</li> </ol>	
6	<p><b>Uniform sales</b></p> <ol style="list-style-type: none"> <li>PTA request class reps remind parents of correct order of events when ordering school uniform: fill in a uniform ordering form, include correct money or completed cheque in a sealed envelope, place in PTA post box, wait one week before enquiring if not received order.</li> <li>Parent raised question of ability to order online as another local school had recently implemented this. PTA to investigate possibility.</li> <li>EA confirmed there is no pressure from the school for parents to purchase new school uniform (once the school name has been updated) until required.</li> <li>FE intends to manage more regular second hand uniform sales.</li> <li>PTA stated they are also currently investigating ability to pay with credit cards/contactless going forward.</li> </ol>	<p>All reps</p> <p>PTA</p> <p>FE PTA</p>
7	<p><b>Detentions – informing parents</b></p> <ol style="list-style-type: none"> <li>If a child receives a detention parents are notified via text message on the same day.</li> </ol>	
8	<p><b>Elections for eco warriors/house captains with details and possible deputy roles</b></p> <ol style="list-style-type: none"> <li>Details asked by parent regarding how children are selected for house captain/school council/eco warrior roles. EA/NB explained for school council and eco warrior roles that teachers give a talk to the children explaining responsibilities for roles. Children can then volunteer themselves and all children then vote. For house captains (for Year 6 children) teachers also explain the roles and responsibilities to children. Those children who would like to volunteer themselves for this role then write a speech which they deliver to the children and children from each house vote for their house candidates. A parent raised the point that they would have liked to have been able to be involved in helping their child with their speech. EA stated that this used to be a piece of homework however it became obvious that some parents often provided too much help and appeared to write their child’s speech for them. It is now done in class as a piece of literacy work with the teacher’s support.</li> <li>Discussion regarding deputy roles as a parent highlighted the issue that her child had been deputy eco warrior but didn’t have any role. EA stated they do not usually have deputy roles for that very reason that children will not have anything to do. EA confirmed there are no deputy house captains as there would be no role for them (there is one boy and one girl captain per house).</li> <li>Issue raised by parent that it often seems the same children are selected for roles as they are peer selected. EA and NB confirmed that some roles children can hold can be repeated through the years with the exception of school council. Children are only able to be on the school council once except in Year 6 when they can have the opportunity to be elected again.</li> </ol>	

	<p>4. NB stated the school have children participation and parent participation lists in order to try to be fair and monitor who has and hasn't had opportunities to be involved in things. EA to add use of participation lists to agenda for staff briefing meeting to remind staff to monitor this.</p>	EA
9	<p><b>PTA – Cake sale dates and how to spend money</b></p> <ol style="list-style-type: none"> <li>1. PTA to issue cake sale dates for the year and reminded parents that cake sales can also include healthier snacks (e.g.fruit kebabs) but please be aware that there is no fridge storage for cake sales.</li> <li>2. PTA stated that this year, following previous discussions at parent forum meetings, each year group can use the money raised from their cake sale for the benefit of their classes and propose how it could be spent. PTA recommended that class reps speak to their teachers first to ascertain any ideas from them. Ideas will then be put forward to the PTA who will vote. Class reps to communicate this idea to parents and co-ordinate putting ideas forward to PTA. Parents are reminded that the aim of the PTA is to raise money to enhance children's learning and this should be kept in mind when suggesting ideas. PTA stated if a year group does not have any specific ideas the money can go into the bigger PTA pot for spending for the whole school.</li> </ol>	<p>PTA</p> <p>All reps PTA</p>
10	<p><b>PTA – Christmas Fayre stalls</b></p> <ol style="list-style-type: none"> <li>1. PTA confirmed, as happened last year, year groups will be responsible for a particular stall and will keep that stall as they move up the school years. This means the stall Year 6 had last year will now be organised by Reception. Class reps will be responsible for organising and co-ordinating help for their stall with their class. PTA will send out instructions for each stall and will help with shopping/prizes etc.</li> <li>2. FE stated there will be a cookie competition this year at the Christmas Fayre and communication about this will begin to be shared in October.</li> </ol>	<p>PTA All reps</p> <p>FE</p>
11	<p><b>PTA - Meet the PTA coffee morning Friday 5<sup>th</sup> October 9-10am</b></p> <ol style="list-style-type: none"> <li>1. PTA have organised a coffee morning for parents to help communicate the aims of the PTA, who they are, what they do and show how parents can be involved. Class reps to remind parents of event.</li> <li>2. Additional information from PTA: There will be no Halloween disco this year due to half term dates. A children's disco is planned for after half term in November and a family disco in February.</li> </ol>	<p>PTA All reps</p>
12	<p><b>Date for next meeting</b></p> <ol style="list-style-type: none"> <li>1. <u>Friday 23<sup>rd</sup> November 9am</u> in school dining hall. Any agenda items to be forwarded to LG by 9<sup>th</sup> November.</li> </ol> <p><b>Meeting closed 9.35am</b></p>	All reps