

**Knutsford Primary Academy
Parent Forum**

07.02.20 – MINUTES

Date	7 th February 2020
Held at:	Knutsford Primary Academy – 9am
Present:	Nicola Beaumont (NB) - Deputy Principal Laura Gonsalves (LG) - Parent Governor/Y3 Cedar/Y1 Birch Lorna Dickinson (LD) – Y5 Hazel Emily Williamson - (EW) Y5 Rowan Jessica Stevens (JS)– Y4 Maple/Y4 Plane Jo Verrinder (JV) PTA Sarah Idris (SI) – PTA Reena Pitney (RP) – Y1 Lime
Apologies:	Eileen Anderson (EA) – Principal Fran Eggle (FE) – Y6 Ash Sonia Uddin-Tadger (SUT) – Y3 Poplar

	<u>ITEM</u>	<u>ACTION</u>
1.	Apologies <ul style="list-style-type: none"> • As stated above • Governors suggest there be a vice chair for Parent Forum to chair meetings if LG unavailable. Any rep interested please speak to LG. 	LG
2.	Minutes of last meeting & matters arising from minutes. Extra running sessions during school day <ul style="list-style-type: none"> • Children will not change into PE kit for these short sessions however will change from school shoes to trainers. Toilets <ul style="list-style-type: none"> • Children have been reminded again to tell a member of staff if toilets are not clean. School text service <ul style="list-style-type: none"> • There is a cost issue for school to send texts to more than one parent. However, if a family needs both parents to receive texts they can talk to the office to arrange. NB to inform parents of this via the school newsletter. 	NB
3.	After school book club – looking for volunteers <ul style="list-style-type: none"> • Plan to hold this in the dining hall, after school until 4pm, on the same Fridays as class cake sales. Volunteers required to set up, man the book swap table and clear up afterwards. PTA to give class cake sale dates to school. NB to book dining hall. Reps to ask classes for volunteers. PTA/Reps to advertise when book club is on. 	PTA NB Reps

4.	Aspire Catering ‘Street Food’ feedback <ul style="list-style-type: none"> Street food day successful. Many parents received positive feedback from their children. 	
5.	KS2 Christmas Parties – can children come to school dressed in their party clothes as KS1 do? <ul style="list-style-type: none"> Unlike KS1 Christmas party, which happens for all KS1 children on one day, KS2 parties are held on 2 different days for 2 houses at a time. It is therefore not practical for children to be in party clothes except for the afternoon of their house’s party. 	
6.	Homework marking process in KS2 <ul style="list-style-type: none"> Regarding Y5 children marking homework themselves. Parents concerned child is not receiving feedback about their homework from the teacher. Also if all classes are doing the same? Parental support with homework differs widely. Children marking homework is used as a learning opportunity for them. Children are supported and encouraged to ask for help. NB to ask teachers to reinforce to children to ask for help as needed. Also to ensure consistency across classes. 	NB
7.	Hair policy being enforced <ul style="list-style-type: none"> NB put reminder in last week’s newsletter of school hair policy. School to follow through. 	NB
8.	Marvellous Me app <ul style="list-style-type: none"> Suggested by parent for school to use. App is apparently similar to ‘Tapestry’ used in EYFS, but for older children. Cost to school quoted as £599 per year for 500 children. School currently do lots of communication with parents via newsletter, curriculum letter, effort certificate, parents evenings etc. More detail needed to understand the benefits of an additional app. LG to ask parent to raise at next meeting with further information. 	LG
9.	PTA <ol style="list-style-type: none"> Feedback from Christmas Fayre Great profit made. Continues to work well. Allocated stalls for each year – keep the same each year or swap? Discussion included pros and cons of both options. Additional idea of listing stalls and year groups choosing which one to run suggested. PTA to discuss ideas/options. Cake sale money – update of amount for each year group Y1 - £139.50 Y2 - £74.40 Y3 - £108.30 	PTA PTA

	<p>Y4 - £175.60 (Spent on Egyptian workshop happening in March) Y5 - £135.16 Y6 - £110.65</p> <p>Money can be rolled over to following year. PTA to provide document outlining policy for using cake sale money for year groups.</p> <p>d) DJ for PTA events needed Please let PTA know if know anyone willing to DJ for PTA events. DJ required for family disco on Friday 20th March. Reps to remind classes of request.</p> <p>e) PTA Chair needed by AGM meeting on 28th April 2020 PTA to send out information outlining what being PTA Chair involves. Reps to circulate to classes. NB to highlight need in newsletter after half term.</p>	<p>Reps</p> <p>PTA Reps NB</p>
	<p>A.O.B.</p> <ul style="list-style-type: none"> Request from EA to find out why parents are not using the new SIMS parent app for data collection. School sent an email in November informing parents of change from sending a paper data collection sheet annually to using the app to update contact details. So far only 128 parents are using this. Reps to remind classes of app and find out if particular reasons why this is not being used. Possible parents have simply forgotten? School to resend information to parents. 	<p>Reps NB</p>
10.	<p>Date for next meeting</p> <ul style="list-style-type: none"> Friday 20th March 2020. Agenda items to be sent by 9am on Friday 6th March 2020 	<p>LG Reps</p>
	Meeting closed: 9:40am	