

**Knutsford Primary Academy
Parent Forum**

22.11.19 – MINUTES

Date	22.11.2019
Held at:	Knutsford Primary Academy – 9am
Present:	Nicola Beaumont (NB) - Deputy Principal Jackie Hewett (JH) – Y5 Sycamore Reena Pitney (RP) – Y1 Lime Jessica Stevens (JS)– Y4 Maple Lorna Dickinson (LD) – Y5 Hazel Jenny Keith (JK) – Y2 Elm Trisha Kalia (TK) – Y2 Beech Jo Verrinder (JV) PTA Chair Fran Eggle (FE) – Y6 Ash Sonia Uddin-Tadjer (SUT) – Y3 Poplar Jackie Sansom - (JS) (Staff Governor) Emily Williamson - (EW) Y5 Rowan Sarah Idris (SI) – PTA Chair Paul Bodsworth (Head of Catering, Aspire)
Apologies:	Eileen Anderson (EA) – Principal Laura Gonsalves (LG) - Parent Governor/Y3 Cedar/Y1 Birch

	<u>ITEM</u>	<u>ACTION</u>
	<p>Minutes of last meeting & matters arising from minutes</p> <p>Lockdown procedure</p> <ul style="list-style-type: none"> Children have heard the alarm. Procedure written. Need to test alarm with children and modifications to be made to procedure if necessary. <p>After school reading/book swap</p> <ul style="list-style-type: none"> Dining hall available Fridays. Will try to organise one for March. Can maybe sell left over books from Christmas fayre. Liaise with PTA, so it can correspond with cake sale. Reps to ask for volunteers. 	<p>NB</p> <p>LG PTA Reps</p>
	<p>Questions/Comments for Paul (Aspire Catering Manager)</p> <ul style="list-style-type: none"> see separate sheet 	
	<p>Children participating in extra running sessions – not in PE kit/trainers</p> <ul style="list-style-type: none"> A child had slipped and fallen over in her school shoes. Also, the Year 6 children getting a bit sweaty after doing this and may need to use deodorant. It was discussed that most school shoes should be ok for doing this, as many of them 	

	<p>have decent grips on them and are suitable for playtime use. They only have 15 minutes allocated for these sessions and there is not enough time for children to change fully into their PE kits. NB to encourage children to take care during these sessions and maybe modify to fast walking.</p>	NB
	<p>Children not wanting to use the toilets due to cleanliness and waiting until they get home</p> <ul style="list-style-type: none"> • This has been previously brought up in assembly and at school council. Unfortunately, there are still some children leaving the toilets in a mess. • Parents should be assured that the toilets are cleaned regularly • Children have been told to report anything to an adult straight away and they are doing so. NB to talk to the children again in assembly. 	NB
	<p>School text service – can both parents receive these?</p> <ul style="list-style-type: none"> • NB to find out. Unsure of cost issue. 	NB
	<p>PTA</p> <ul style="list-style-type: none"> • Christmas Fayre 30th November 2019 12-2:30pm • PTA/class reps said this was all going well. Donations were still coming in. Not sure if there are enough donations of sweets, but won't know until Friday morning. There are volunteers for setting up on Friday, 6-8pm. Children are welcome to come with parents to help set up. All help greatly appreciated. • Class reps said that they have enough parents to run the stalls on Saturday. • Class reps to send reminders to classes for help setting up and to keep donations coming in. 	Reps
	<p>Date for next meeting</p> <ul style="list-style-type: none"> • Friday 7th February 2020. <ul style="list-style-type: none"> • Agenda items to be sent by 9am on Friday 24th January 2020 	LG
	Meeting closed: 9:55am	