

**Knutsford Primary Academy  
Parent Forum**

**11.10.19 – MINUTES**

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| Date       | 11.10.19   |
| Held at:   | Knutsford Primary Academy – 9am  |
| Present:   | Nicola Beaumont (NB) - Deputy Principal<br>Laura Gonsalves (LG) - Parent Governor/Y3 Cedar/Y1 Birch<br>Jackie Hewett (JH) – Y5 Sycamore<br>Reena Pitney (RP) – Y1 Lime<br>Jessica Stevens (JS)– Y4 Maple<br>Lorna Dickinson (LD) – Y5 Hazel<br>Jenny Keith (JK) – Y2 Elm<br>Trisha Kalia (TK) – Y2 Beech<br>Jo Verrinder (JV) PTA Chair<br>Fran Eggle (FE) – Y6 Ash<br>Sonia Uddin-Tadger (SUT) – Y3 Poplar<br>Jackie Sansom - (JS) (Staff Governor)<br>Emily Williamson - (EW) Y5 Rowan |
| Apologies: | Eileen Anderson (EA) - Principal<br>Sarah Idris (SI) – PTA Chair<br>Matthew Hunt (MH)- Reception Pine  |

|  | <b>ITEM</b>  | <b>ACTION</b>             |
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|  | <b>Minutes of last meeting &amp; matters arising from minutes</b>  |                           |
|  | <b>Lockdown procedure</b> <ul style="list-style-type: none"> <li>• Test alarm with children next week. NB to think of suitable reason for lockdown without scaring the children.</li> </ul>  | NB                        |
|  | <b>Girl's hair being coloured and not being tied back</b> <ul style="list-style-type: none"> <li>• Discussed at last LAB meeting. A note is going in this week's newsletter stating hair policy.</li> </ul>  | NB                        |
|  | <b>Allocation for tickets for Y6 show – can rows be reserved for Y6 parents?</b> <ul style="list-style-type: none"> <li>• EA will address this in the newsletter in the Summer term.</li> </ul>  | EA                        |
|  | <b>New lunch menu – children confused over what they can/can't eat due to dietary requirements</b> <ul style="list-style-type: none"> <li>• New updated menu was emailed out to parents and also circulated by parent reps.</li> <li>• New menu has more details on dietary requirements. Head of Aspire catering will be in school on 16.10.19 if parents wish to discuss dietary needs or menu options.</li> </ul> |                           |
|  | <b>Plastic bags on school trips – is there an alternative (reducing plastic!)</b>  | Parent reps to share this |

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|  | <ul style="list-style-type: none"> <li>• After discussion, PTA will not fund paper bags as they feel it does not enrich the learning of the children.</li> <li>• Parents are responsible for how they provide lunch on school trips.</li> <li>• JS – suggested taking a plastic bag and throwing away rubbish then taking the plastic bag home.</li> <li>• FE suggested buying a drawstring bag (which is reusable and washable).</li> </ul> <p><b>Lunch times on school trips</b></p> <ul style="list-style-type: none"> <li>• NB has discussed this with members of staff to bear in mind for future trips.</li> </ul> <p><b>Y6 leavers hoodies – can these be worn at school once they are received?</b></p> <ul style="list-style-type: none"> <li>• Discussed at last LAB meeting. A note is going in this week's newsletter stating the uniform policy.</li> </ul> <p><b>PTA Feedback</b></p> <ul style="list-style-type: none"> <li>• PTA coffee morning was held on Friday 13<sup>th</sup> September 2019. All parents were invited.</li> <li>• JV said it went well</li> </ul> | <p>outcome with their classes</p> <p>NB</p> |
|  | <ul style="list-style-type: none"> <li>• <b>Review of Terms of Reference</b> – policy reviewed and all present agreed. LG to circulate policy.</li> </ul>   | <p>LG</p>                                   |
|  | <p><b>After school reading/book swap</b></p> <ul style="list-style-type: none"> <li>• NB and JS – as reading is a priority for the trust and the school this year, it was suggested if we could hold an after-school reading club/book swap.</li> <li>• NB to find availability of dining hall.</li> <li>• Possibility of liaising with PTA to provide tea/coffee to double up as fundraiser?</li> <li>• Aims: social opportunity for children and their families/ possible readings in other languages?</li> <li>• Working party of 2-3 parents needed to help set up and run the club/liaise with PTA.</li> </ul>   | <p>NB</p> <p>LG to form working party</p>   |
|  | <p><b>Reception children on their first day at school – information sheet?</b></p> <ul style="list-style-type: none"> <li>• Reception parents requested a possible information sheet for new parents coming to the school e.g. a basic map showing where to go?</li> <li>• NB – stated that this is all provided in the meeting before the children start school.</li> <li>• JS -Suggested maybe putting class name on cones in the playground?</li> <li>• Or possibility on 1<sup>st</sup> 3 days letting Reception parents go in with their children before leaving after 5 minutes. NB to discuss with EA towards the end of the summer term.</li> </ul>   | <p>NB</p> <p>NB/EA</p>                      |
|  | <p><b>PTA</b></p> <ul style="list-style-type: none"> <li>• <b>Cake sale profits</b></li> </ul>  | <p>JV/SI</p>                                |

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|           | <p>JV and SI to write policy for profits. Item added to agenda for next meeting.</p> <ul style="list-style-type: none"> <li>• <b>Christmas Fayre</b><br/>30<sup>th</sup> November 2019 12-2:30pm</li> <li>• <b>Christmas Fayre year group stall allocation &amp; information</b><br/>JV/SI to update stall information and circulate to reps<br/><b>Reception</b> – Lucky Dip (one for adults and one for children.<br/><b>Y1</b> Bauble Tree – donations needed from people and companies<br/><b>Y2</b> Toys stall – would be helpful if bags are sorted through as they are brought into school.<br/><b>Y3</b> Cake stall – Fran also doing BAKE OFF competition<br/><b>Y4</b> Games room - Ideas welcomed?<br/><b>Y5</b> Teddy &amp; Sweet Tombola (will need help with washing the teddies and wrapping the night before)<br/><b>Y6</b> – Jazzy Jars<br/>PTA will run the Bottle Stall, Secret Room, Raffle<br/>Butchers catering the BBQ<br/>Help needed for:<br/>*Wrapping<br/>*<b>FACE PAINTING</b><br/>* Volunteers for <b>GROTTO!</b><br/>(Dads/Grandads/Brothers/Uncles etc)</li> <li>• <b>Halloween Disco</b><br/>25<sup>th</sup> October 6-8pm. Tickets for sell on the door only!<br/>Get there early as maximum capacity numbers will apply.</li> <li>• <b>New chair or co-chairs</b><br/>Still searching for anyone to take on this role. Please contact JV/SI if interested.</li> </ul> | <p>LG</p> <p>JV/SI</p> <p>Reps to circulate information to classes and organise help for their allocated stalls</p> |
|           | <p><b>Date for next meeting</b></p> <ul style="list-style-type: none"> <li>• Friday 22<sup>nd</sup> November 2019. <ul style="list-style-type: none"> <li>• Agenda items to be sent by 9am on Friday 8th November 2019</li> </ul> </li> </ul>   | <p>LG</p>   |
| <p>7.</p> | <p>Meeting closed: 9:35am</p>   |   |