

**Knutsford Primary Academy
Parent Forum**

1.10.2021 – MINUTES

Date:	1.10.2021
Held at:	Knutsford Primary Academy – 9:30am via Microsoft teams
Present:	Eileen Anderson - Principal Nicola Beaumont - Deputy Principal Emily Williamson – Reception Rowan Lindsey Figarol – Y1 Oak Vikki Collar – Y2 Willow Louise Vora – Y3 Birch Reena Pitney – Y3 Lime Trisha Baveja – Y4 Beech Laura Gonsalves - Chair/Y5 Cedar Farah – Y6 Maple (stepped in for Jessica Stevens)
Apologies:	Gabby Riccitelli – Nursery Lisa Corbridge – Reception Hazel Hannah Clarke – Y1 Ash Matthew Hunt – Y2 Pine Jenny Keith – Y4 Elm Jessica Stevens - Vice-chair/Y6 Maple

	ITEM	ACTION
1.	Apologies As stated above. Welcome to our new reps – Lisa, Gabby and Hannah.	
2.	Minutes of last meeting & matters arising from minutes Minutes agreed. a) Newsletter format feedback included on today’s agenda	
3.	Feedback on new newsletter format Y6 – accessible and easy to use; difficult to find something quickly when looking back – unable to use search function; shame not to be able to print as a whole newsletter for a keepsake if child mentioned/photographed. Y4 – also mentioned printing but offered solution of parents using screenshot to take snippets they wish to keep! Y3 – could key dates be included for the upcoming week? School will not send out reminders due to previous issues with doing this. Dates are clearly given in newsletter and separate key dates document. Like of the live links; great tool and easy to use. The year group specific content is great – you can skip the year groups your children are not in! Long to read through. Y2 – great improvement! Y1 and Reception – parents don’t really know any different unless they have siblings in older years so everyone seems to be happy	

	<p>with it.</p> <p>Q – Are the links always live to access old newsletters? Yes, they are all emailed, the links stay live and they are also uploaded onto the school website.</p>	
4.	<p>Academy Improvement Plan</p> <p>Eileen shared parts of the Academy Improvement Plan that are planned for this academic year just in case reps are asked any questions about it by parents.</p> <ul style="list-style-type: none"> • As a trust, there is a focus on the Arts and Eileen asked if there are any links to people/companies involved in the Arts that would like to form links with the school, could they get into contact? Any details to be sent to Eileen. Lindsey offered a link with her graphic design company; she will liaise with Eileen separately on how to proceed. Reena also offered a link as a photographer; she will also liaise with Eileen on how to proceed. • Maths is a priority this year for the school. It has been a priority previously and a lot of work has been done over the last few years to ensure that Maths is a strong point across the school. It has been included this year to ensure that it is under constant review due to it being picked up in our previous Ofsted inspection. • There will be a review of the Home Learning policy this term where parents will be asked for feedback. • The school's marking and feedback policy will also be reviewed. 	<p>Reps to enquire with classes</p> <p>LF/RP to liaise with EA</p>
5.	<p>School Uniform</p> <p>Parents will be sent a survey regarding school uniform; in particular the quality of products offered and the service provided. Once feedback has been received, we will make a decision as to whether to continue with Mapac or look for an alternative supplier.</p>	
6.	<p>Easing Congestion - Hibbert Avenue Gate possibility of use?</p> <p>Q. Could this entrance be used to ease bottle neck between KS1 and KS2 playground?</p> <p>The contract with HCC and access to the Pre-School states that they have sole use of that gate and therefore cannot be used by the school.</p>	
7.	<p>Forms from school</p> <p>Q. Why are paper copies of forms not sent out anymore? This was mentioned with specific reference to the flu jab consent forms emailed to parents last month. Some parents do not have access to printers.</p> <p>Hard copies of all letters/forms are available in the school office (the wall on the right-hand side as you walk in) parents will be reminded of this in future as the school do not expect parents to cover the cost of printing letters sent out.</p>	

8.	<p>Remote learning for those with Covid but well enough to work Q. Is it possible for the children isolating to join a live stream with the teacher first thing to introduce the lessons for the day? No, as the teachers will be teaching, they do not introduce the whole day in the morning. They introduce each lesson as it is taught throughout the day. The school will look into the possibility of children joining lessons remotely...Eileen may have some members of staff that may be willing to test it out.</p>	EA
9.	<p>Creating areas of shade when hot and sunny Q. Is there scope to provide areas of shade during hot periods during the summer months i.e. a sun shade etc? Sun shades and canopies have been investigated in the past but due to the position of the school and the direction of the sun, there wasn't a particular place on the KS1 playground that would warrant having one put up. The KS2 playground is also used for PE lessons so having an extra obstacle would prove difficult in the space. KS1 do have mats/cushions that are put out in shaded areas to encourage children to sit in the shade during hot periods and parasols are put up over picnic tables to create areas of shade.</p>	
10.	<p>Lunch menu online forms Q. Is there an option for confirmation of choices made to be sent once the form has been submitted? When setting up the form, there is an option to email the person filling in the form their response. Can this be set up in future for lunch menu choices as these are filled in, in advance and sometimes it can be forgotten/confused with changing lunch choices/days regularly! Eileen will talk to admin to discuss the set up of the online forms.</p>	EA
11.	<p>Netball/Football club for Y5 Q. In previous years, these clubs have been offered free of charge – why not this year? Last year, the school couldn't spend all of the allocated sports money due to Coronavirus. This year there is no underspend, so it has been set up as a fee-paying club. Q. Are there any plans for after-school clubs that aren't sports based i.e. Lego/Art/Chess club? There could be if we can find providers willing to run them. Louise offered to set up a free Lego club if this was suitable? Louise to liaise with school to set up. Vikki offered to search local Facebook groups for donations of free Lego.</p>	LV/VC to liaise with EA
12.	<p>PTA: New treasurer post – PTA are still looking for a new treasurer Request to reps to advertise the role of treasurer as the PTA will cease to exist if the role is not filled. Under charity laws, the PTA has to have a treasurer in post. Q. Could grandparents/other family members be asked to take on the role or does it have to be a parent? Anyone that is interested</p>	Parent reps to advertise role/drum up interest

	may take up the role. The role needs to be filled by the end of the academic year so the sooner we find a replacement the better – there can be a transition period with the current treasurer to learn the ropes.	
13.	Date for next meeting Friday 19 th November 2021 9:30am via Microsoft teams. LG to send link. Agenda items to be sent to LG by 9am on Friday 5 th November.	LG
	Meeting closed: 10:02am	