

**Knutsford Primary Academy
Parent Forum**

2.7.2021 – MINUTES

Date:	2.7.2021
Held at:	Knutsford Primary Academy – 9:30am via Microsoft teams
Present:	Nicola Beaumont - Deputy Principal Vikki Collar - Y1 Willow Reena Pitney - Y2 Lime Trisha Baveja - Y3 Beech Jenny Keith - Y3 Elm Laura Gonsalves - Chair/Y4 Cedar Jessica Stevens - Vice-chair/Y5 Maple Lorna Dickinson - Y6 Hazel Emily Williamson - Y6 Rowan Jennie Probert - PTA Secretary
Apologies:	Eileen Anderson - Principal Lindsey Figarol - Reception Oak Louise Vora - Y2 Birch Matthew Hunt - Y1 Pine

	ITEM	ACTION
1.	<p>Apologies As stated above Fran Eggle has stepped down as Y4 Poplar rep due to work commitments. We welcome Jennie Probert as the PTA Secretary.</p>	
2.	<p>Minutes of last meeting & matters arising from minutes Minutes agreed. a) Parent feedback on remote/parent teacher consultations included in meeting agenda today. b) Lettings - information from Vikki RE: Yoga classes emailed to Eileen. Nicola fed back that they have had a positive response. There will be a before school yoga club for reception upwards one morning per week with details in the newsletter going out today.</p>	
4.	<p>Remote Parent/Teacher consultations Generally positive feedback</p> <ul style="list-style-type: none"> - Some parents have mentioned that they prefer seeing teachers face to face and miss this contact - Suggestion raised to do one remote and one face to face consultation in the year - Request to see children's work and suggestions for sending the books home beforehand - Suggestion from parents to send home written report 	

	<p>showing targets beforehand so parents can consider it and prepare any questions to raise in the meeting to make time more efficient.</p> <p>SENCO meetings will be going ahead as usual.</p>	NB
5.	<p>School photos</p> <p>Emily raised the issue of two class photographs this year instead of one class and one individual photo.</p> <p>Nicola fed back that this was down to the photographers and their rules around social distancing.</p>	
6.	<p>Requests sent home from teachers</p> <p>Parent raised concern that a request sent home to parents for photographs did not have a deadline date on it. Nicola to mention to teachers about including a deadline date with such requests.</p> <p>Point raised about reminders for items needed for a school trip being on the board outside the class the day before the trip – many parents may miss this. Suggestion made for reminders to parents to be included in the original letter and/or reminder text to be sent for those that don't do drop off/pick up.</p>	NB
7.	<p>New format school newsletter</p> <p>Request for parent feedback on the new format of school newsletter. Parent reps to request this from their classes and feedback at the next meeting.</p>	Parent reps
8.	<p>PTA:</p> <p>New treasurer post – PTA looking for a new treasurer</p> <p>Request to promote the PTA particularly in the younger years as the lack of PTA events this year has had an impact.</p>	Parent reps
9.	<p>Date for next meeting</p> <ul style="list-style-type: none"> • Friday 1st October 2021 9:30am via Microsoft teams. LG to send link. • Agenda items to be sent to LG by 9am on Friday 17th September 2021. 	LG
	Meeting closed: 9.46am	