

Knutsford Primary Academy
Parent Forum - 30.06.2022 – Minutes

Date:	30.06.2022
Held at:	Knutsford Primary Academy – 9:30am via Microsoft teams
Present:	Eileen Anderson - Principal Nicola Beaumont - Deputy Principal Gabby Riccitelli - Nursery Lisa Corbridge – Reception Hazel Emily Williamson – Reception Rowan Hannah Clarke – Yr 1 Ash Reena Pitney – Y3 Lime Emily Brewer – Y4 Elm Farah Munir – Yr 6 Plane Jessica Stevens – Yr 6 Maple/Chair
Apologies:	Lindsey Figarol – Yr 1 Oak Vikki Collar – Yr 2 Willow Matthew Hunt- Y2 Pine Louise Vora – Y3 Birch Trisha Kalia – Yr 4 Beech Laura Gonsalves - Y5 Cedar

	<u>ITEM</u>	<u>ACTION</u>
1.	Apologies <i>As stated above.</i>	
2.	Minutes of last meeting & matters arising from minutes School dinners: Parent representatives from KS1 and KS2 to go in and try the school lunches on 30/06 and feedback.	RP, HC
3.	School communication Clarity requested by parents regarding which year group/class is implied in school communications. Timing of communication raised. Some parents requested earlier reminders on major events. All parents reminded that major events such as sports day etc can be found in the school newsletter from the beginning of the year, and included up until such events for parents' attention	NB, EA

	<p>Notice period for requesting parent help in school trips: Noted a couple of occasions where shorter notice was given. School explained that these were a result of last-minute requirements and reassured parents that adequate notice is the aim.</p>	
5.	<p>Relationships and Sex Education Policy</p> <p>A note was included in the last newsletter with a link to the school website with information regarding an update to this element of the curriculum and ways in which it has been strengthened in line with national requirements. Parents are encouraged to read this.</p> <p>Parent representatives to flag to class WhatsApp groups.</p>	All reps
6.	<p>Class cake sales</p> <p>Class cake sales format in the process of changing, decoupling from the PTA. Existing money that has been raised for each year group currently sits with the PTA.</p> <p>RP to confirm that the PTA is happy to continue holding the funds raised. If so, RP to share a guide to how cake sales in the school work, the benefits of these, who they're for and how they can be hosted, to be shared with all class WhatsApp groups and in the newsletter. Also discussed recruiting one representative from each year group to facilitate the cake sales for that cohort, so that the responsibility does not sit with the PTA</p>	<p>RP</p> <p>RP and all reps</p>
7.	<p>Pre-loved uniform</p> <p>All pre-loved uniform donations currently on hold due to lack of resource within the PTA to process these. From herein, pre-loved uniform will be available at school fayres only.</p> <p>The PTA is seeking a willing volunteer to help process uniform donations moving forward – checking cleanliness and sorting into sizes. Request to be shared in newsletter and to class WhatsApp groups.</p>	RP and all reps
8.	<p>Summer Fayre</p> <p>Volunteers desperately needed in order for this event to proceed. Specific help needed in the following areas:</p> <ul style="list-style-type: none"> - Friday 8th July, after school until 6pm – Help needed to set up ready for Saturday. No need to respond to the PTA, parents just required to turn up. 	

	<ul style="list-style-type: none"> - Saturday 9th July, from 10am – Help needed to move things from one place to another as part of set up. No need to respond to the PTA, parents just required to turn up. - Saturday 9th July – Stall volunteers needed. All information and instructions given. Please contact the PTA with availability - Saturday 9th July, after 3pm – Pack down and tidy team required <p>Parent representatives to share with class WhatsApp groups</p> <p>Donations in great need to make certain elements of the fayre possible. Donations accepted every day, to be left by the PTA shed. RP to share more details of PTA shed location, including picture. School to move jazzy jars back under TV to incentivise children.</p> <p>Volunteer sign-up sheet to be added to the staff room.</p> <p>In particular need:</p> <ul style="list-style-type: none"> - Jazzy jars - Bottle donations - Second-hand new items for the tombola/raffles 	<p>All reps</p> <p>RP, NB</p> <p>RP, NB</p>
<p>9.</p>	<p>Family picnic</p> <p>September family picnic event coming, and available to all existing school families alongside new families with children joining the school in September – details to follow.</p>	
<p>10.</p>	<p>PTA: Upcoming events</p> <p>15th July – Non-uniform day 9th July - School summer Fayre</p> <p>Parents are encouraged to get involved with the PTA if they have time and would like to support. It is always greatly appreciated.</p>	
<p>11.</p>	<p>Date for next meeting</p> <p>Thursday 13th October, 9.30am, via Teams – TBC at the beginning of term</p> <p>Agenda items to be sent to JS by 9am, Thursday 29th September – TBC at the beginning of term</p>	<p>JS</p>