

Knutsford Primary Academy
Parent Forum – 13.10.2022 – Minutes

Date:	13.10.2022
Held at:	Via Microsoft Teams
Present:	<p>Eileen Anderson – Principal Kelly Harding – Deputy Principal Gabby Riccitelli – Reception Maple Rakesh Patel – Reception Plane Emily Williamson – Y1 Rowan Hannah Clarke – Y2 Ash Matthew Hunt – Y3 Pine Vikki Collar – Y3 Willow Jessica Stevens – Y4 Birch/Chair Reena Pitney – Y4 Lime Trisha Kalia – Y5 Beech Emily Brewer – Y5 Elm</p>
Apologies:	<p>Lisa Corbridge – Y1 Hazel Lindsey Figarol – Y2 Oak Laura Gonsalves – Y6 Cedar</p>

	<u>ITEM</u>	<u>ACTION</u>
1.	<p>Apologies</p> <p>As stated above.</p>	
2.	<p>Minutes of last meeting & matters arising from minutes</p> <p>School communication: emails to parents now clarify which year group they relate to.</p> <p>Other matters arising covered as separate agenda items below.</p>	
3.	<p>School dinners – feedback from class reps’ visit</p> <p>RP and HC had a very positive visit and felt that lunchtime ran very smoothly. The food was good, children were happy and confident in what they needed to do, the catering team was welcoming and MSAs responded quickly to any questions or issues.</p> <p>Full report attached separately; reps to circulate to parents with minutes.</p>	All reps

4.	Meet the teacher a) Parent asked for more notice to be given of the dates for Meet the Teacher sessions. This year the dates were sent later than usual; from 2023 the school will revert to circulating dates at the end of the summer term. b) Parent asked for a photo of the class teacher to be circulated to help familiarise them with who to approach in the playground. This will not be possible due to issues around sharing teachers' photographs online.	KH/EA
5.	School response to emails A parent was awaiting a response to an email sent to the office. EA confirmed that emails should be responded to, and will follow up on this particular case.	EA
6.	Contacting class teachers via email Parent asked for clarification on how to contact class teachers via email. EA confirmed that emails should be sent via admin@knutsfordprimaryacademy.org.uk . Further guidance will be included in a newsletter after the half term holiday.	KH/EA
7.	Advertising extra-curricular clubs available at school Parent was concerned that a street dance club had ceased to run due to low numbers and asked if clubs could be advertised more regularly. EA to enquire about this club and to consider including a list in the newsletter with links to clubs currently available.	EA
8.	Scooters at drop off/pick up Parent was concerned about children using scooters in the playground at the beginning and end of the day. EA confirmed scooters should not be used in the playground and will include a reminder in the newsletter.	EA
9.	Non-uniform days Parent asked for clarity in communications so that children and families are aware non-uniform, particularly wearing of costumes, is optional on these days. EA will ask teachers to pass this message on and will also remind children in assembly. RP will also include this message on flyers.	EA, RP

10.	<p>Paying for school dinners</p> <p>a) More advice was requested for Y3 parents new to paying for school meals via Arbor. KH/EA will organise this for the future.</p> <p>b) Parent enquired about alerts on Arbor when dinner money needs to be topped up. EA will find out if this is possible.</p>	<p>KH/EA</p> <p>EA</p>
11.	<p>Sustainability and climate change</p> <p>A letter was sent to parents on 28 September regarding Knutsford's curriculum focus on the United Nations Sustainable Development Goals (SDGs). Parents are asked to contact the school if their work is in an area related to the goals and they can help by talking to children or working with teachers on the curriculum.</p> <p>All reps to flag with parents.</p>	<p>All reps</p>
12.	<p>Week of work</p> <p>Information will shortly be circulated about the upcoming Week of Work. Parents are invited to come into school and talk to children about good speaking and listening, reading, writing and maths are important for jobs at all levels.</p> <p>All reps to flag with parents.</p>	<p>All reps</p>
13.	<p>PTA</p> <p>a) Class cake sale money pots Cake sales will now be held only by Year 6 classes to raise money for their leavers' items. Money held over from past cake sales for the current Year 6, 5 and 4 classes will go forward to those year groups' respective leavers collections.</p> <p>b) Upcoming events</p> <ul style="list-style-type: none"> i. Non-uniform Day: 21st October ii. Halloween Family Disco: 21st October 6-8pm iii. Bags 2 School collection: 4th November at the <u>Knutsford Avenue entrance</u> iv. Uniform donations: 4th November at the <u>Balmoral Road entrance</u> v. PTA meeting: 9th November 7pm vi. Non-uniform Day: 2nd December (Bring a bottle) vii. Christmas Fair: 3rd December viii. Non-uniform Day: 16th December (Christmas Jumper) 	<p>All reps</p>

11.	<p>Date for next meeting</p> <p>Friday 9 December, 9.30am, via Teams</p> <p>Agenda items to be sent to JS by 24 November.</p>	<p>All reps/JS</p>
-----	--	--------------------