

Knutsford Primary Academy
Parent Forum – 24.03.2023 – Minutes

Date:	24/03/2023
Held at:	Knutsford Primary Academy – 9:15am via Microsoft Teams
Present:	Eileen Anderson - Principal Gabi Riccitelli - Reception Maple Rakesh Patel - Reception Plane Lisa Corbridge – Y1 Hazel Emily Williamson – Y1 Rowan Hannah Clarke – Y2 Ash Lindsey Figarol - Y2 Oak Matthew Hunt- Y3 Pine Vikki Collar - Y3 Willow Reena Pitney – Y4 Lime Laura Gonsalves – Co-chair/Y6 Cedar
Apologies:	Kelly Harding – Deputy Principal Victoria, Burton - Nursery Matthew Hunt- Y3 Pine Jessica Stevens – Co-Chair/Y4 Birch Trisha Kalia - Y5 Beech Emily Brewer - Y5 Elm

	<u>ITEM</u>	<u>ACTION</u>
1.	Apologies <i>As stated above.</i>	
2.	Minutes of last meeting & matters arising from minutes <i>Parent rep meeting agenda items:</i> EA clarified Parent Rep agenda items should be more general points regarding the school, rather than specific individual concerns about pupils or teachers. There is a formal complaints procedure if required and EA should be contacted regarding this not the Parent Reps. <i>Mindfulness:</i> This matter is currently being reviewed by the PSHE lead and there will be further information from 27/4/23	
3.	Proposed new accident form (EA) To reduce the amount of photocopying and paper use the pink accident form will be replaced with shorter version, all agreed this was a great idea. It was requested to keep it on pink coloured paper which was also agreed.	EA/ Office

4.	Paying for school trips (EA) <i>Suggestion from parent governor:</i> Introduce the facility to be able to give a small voluntary overpayment contribution for school trips to help support / fund the trips for pupils of families who would otherwise find it harder to fund these activities. Noted that it is entirely voluntary and will be communicated this way.	EA
6.	Year 4 : Maths recourse to support in the lead up to Time Tables Test EA has been sent an email by the Herts Maths team with some interesting links and activities to support Year 4 Maths. EA to share link with class via email on Friday 24 th .	EA / Year 4 reps
7.	WhatsApp Group – Admin Polite request to not remove other parents from WhatsApp groups unless they have requested to leave. Admin rights on WhatsApp groups to remain the same for the moment.	All reps
8	PTA: Easter Balloon Race - <i>Reps to spread the word as not much uptake on this so far.</i> Upcoming events <ul style="list-style-type: none"> • PTA meeting: Monday 24th April 7pm (at school) • Non-uniform Day: Friday 26th May • Bags2School: Friday 9th June • Summer Fayre: Saturday 24th June –<i>date changed</i> Reps were asked to forward any communications from the PTA to their classes about upcoming events.	All Reps
	Date for next meeting: Friday 19th May, at an earlier time of 9.15am <i>Agenda items to be sent to either LG/JS by 5th May please.</i> JS will set the agenda and LG will send the Teams link for the meeting.	LG/JS
