

Knutsford School Parent Forum Minutes
Meeting held 24th November 2017 at 9.00am

Present	Apologies
Eileen Anderson Head Teacher Nicola Beaumont Deputy Head Teacher Tracy Griffiths Parent Governor Harsha Moore Parent Governor Jo Verrinder PTA Co Chair Sarah Idris PTA Co Chair Trisha Kalia Rec Beech Nicola Fawcett Rec Beech Laura Gonsalves Parent Governor/Y1 Cedar Emma Spackman Y1 Poplar Jules Halligan Y2 Maple Roshni Rayvadera Y2 Plane Saba Malik Y3 Sycamore Lorna Dickinson Y3 Hazel Suchi Gulvady Y4 Oak Fran Eggle Y4 Ash Ruth Dickinson Y6 Lime	Rochelle Stoddart Y5 Pine Shermin Shariff Y3 Sycamore Jess Stevens Y5 Willow Tammy Cooper Y3 Hazel

Minutes

1. **Apologies**

As stated above.

2. **Minutes of last meeting**

Minutes agreed.

Policy for supporting children at school with medical conditions was updated.

3. **Matters arising from minutes**

- Governors to discuss policy for supporting children at school with medical conditions and agree at next full governing body meeting. A GP letter will be required if medication which is administered 3 times a day has to be administered during school hours is to be administered 4 times a day.

- EA has told children about the use of soap in the toilets and to make staff aware of there is no toilet paper/hand towels.

- Someone has been appointed for the crossing patrol position; they are awaiting paperwork clearance.

- PTA session (date tbc) to explain to parents (especially parents of those in nursery/reception) the role of PTA and class reps.

4. **Securing parent reps from nursery and reception**

Parent reps for Reception have been secured; contact details to be obtained.

Letters have gone out to recruit reps for AM & PM nursery; we are yet to hear any responses.

5. **Date for next meeting and agenda items**

It was noted that an email was received very late on the evening before the meeting to suggest agenda items and AOB. This was discussed as unacceptable and that all agenda item suggestions and AOB should be sent by the Friday before the meeting is held so that the agenda can be set and distributed to all reps.

Date of next meeting: 9th February 2018

6. **AOB**

- It was questioned whether all MSAs are able to deal with conflicts as there have been issues that have been unresolved. EA and NB will be running STEPs training to all support staff in the future to help solve this issue.
- KS1 & KS2 Christmas parties: dates of these events were on the initial letter of dates but not on the newsletter. EA apologised for this and will make sure that these dates are in the newsletter.
- A parent had emailed EA to question the procedure of dropping children off to school in the morning. This issue will be discussed at the next full governing body meeting.
- It was questioned when the flu vaccines were being administered. EA advised that they were taking place today.
- There have been two complaints about the Wednesday Halal option for lunch; the children were not receiving the option they had chosen. EA stated that all lunches are pre-ordered and as she is the last for lunch every Wednesday with the choir, there has never been an issue raised at the time.
- There has also been complaints about portion sizes. EA has stated that specifics need to be explained as the school is unsure about what exactly is unfair. If there is an issue, could specifics be stated at the time or by the next day in order for it to be looked into.
- Out of date computer software: There was a complaint that a software package that the children are using in ICT is out of date. EA asked for specifics on this matter.
- Toilets: there is an absence of paper towels and hand dryers do not work. EA will look into alternative dryers.
- Positive feedback from parents – a big thank you for changes in handwriting and presentation; it is showing in children's work. Also a positive response to the new Netball club.

PTA:

PTA chairs asked if all stalls are covered for the fair and if not could reps please let PTA know. PTA requested if they could have feedback at the next meeting from all year groups on their experience of organising cover for and running the stalls at the fayre and also the instructions given prior to the fayre for each stall.

Bake off competition – it was requested if reps could round up some more interest in the competition. All reps to remind their classes about how to

enter, as Monday is the last day to enter. Danny and Eileen are going to judge the competition and Tapestry Cakes are donating prizes for the winner along with cake boxes for the cakes purchased at the fayre.

It was suggested that carrier bags were to be sold at the fayre but PTA stated that they would provide bags and encourage people to bring their own shopping bags.

PTA wanted to extend their thanks to all that have helped with the organisation of the fayre; it was a first attempt at this set up and they hope it works well!

Meeting closed at 9:45am