

Knutsford Primary Academy Parents Forum

MINUTES

Date	Friday 25 <sup>th</sup> January 2019
Held at:	Knutsford Primary Academy – 9am
Present:	Eileen Anderson (EA) - Principal Nicola Beaumont (NB) - Deputy Principal Laura Gonsalves (LG) - Parent Governor /Y2 Sarah Idris (SI)- PTA Jo Verrinder (JV) - PTA Kim Rana (KR) - AM Nursery/ Year 4 Rowan Reena Pitney (RP) - Reception Debbie Islam (DI) - Year 1 Elm Karina Jones (KJ) -Birch Roshni Rayvadera (RR) - Year 3 Jules Halligan (JH) – Year 3 Maple Lorna Dickinson (LD) – Year 4 Hazel Jessica Stevens (JS)– Year 6 Willow Rochelle Stoddart (RS) – Year 6
Apologies:	Jackie Hewett Fran Eggle Tammy Cooper Trisha Kalia

	ITEM	ACTION
1.	<b>Apologies</b> – as stated above.	
2.	<b>Minutes from last meeting and matters arising.</b> Minutes accepted. RR to speak to parent for further clarification regarding the suggested trip to the Google Building.	RR to speak to parent.  LG to place on next agenda.
3	<b>Class email addresses.</b> Discussion regarding necessity for class emails. EA raised a caution relating to the content of the messages and the right of the Principal to check the content should an issue or query arise. Forum agreed that WhatsApp works well with all classes and to stay with this as the form of communication between reps and their classes.	
4.	<b>Soap Dispenser installation.</b> EA clarified that any installation work would be carried out during the summer holidays as is usual.	
5.	<b>Reception children to stay in their playground area.</b> A parent was concerned that reception children were being chased by older children. EA has investigated this, and other concerns and no issues appear to have arisen. MSAs asked to keep a watchful eye on younger children. Reception children should not be ‘confined’ to their little area.	LG to speak with the parent who raised this concern.
6.	<b>Helpers in classrooms.</b> RS asked if there was a rota for this. EA said some classes have a rota and some do not. This is dependent on the number of parents willing to help.	
7.	<b>Condition of school reading books.</b>	Reps to let

	<p>Some books are in poor condition. EA has asked staff to remove very poor books and to improve their reading areas. Money from PTA and book donation should ensure 'tatty' books are no longer a concern. EA asked that if parents find a very tatty book or one with pages missing, they can put a post it note on so that the class teacher can remove this book from circulation.</p> <p>EA/NB raised mentioning condition of donated books in the newsletter to ensure good quality books only are offered to the school.</p>	<p>class know about informing teachers if their child's book is in poor condition.</p>
8.	<p><b>PTA Disco.</b> SI and JV asked all reps to remind their classes about the family disco – Friday 1<sup>st</sup> February 2019 6-8pm open to all from Nursery to Year 6.</p> <p>A second-hand uniform sale will also occur – uniform to be sold at reduced prices.</p>	<p>Reps to message their classes.</p>
9.	<p><b>School Uniform.</b> New uniform has arrived. EA will provide details to parents about how this can be ordered. Parents will be encouraged to buy 'retro' stock and the need to order 'as you need' not as a necessity will be reinforced in the school newsletter.</p>	<p>EA newsletter information</p>
10.	<p><b>Next Meeting.</b> Friday 29<sup>th</sup> March 2019 – all agenda matters to be submitted by Friday 15<sup>th</sup> March 2019 to LG via reps.</p>	<p>Reps to ask classes for any concerns.</p>
	<p>There was no further business and the meeting closed at 9.20am</p>	