

**Knutsford Primary Academy
Parent Forum**

MINUTES

Date	Friday 17 th May 2019
Held at:	Knutsford Primary Academy – 9am
Present:	Richard Russell-Hogg – Chair of LAB Eileen Anderson – Principal Nicola Beaumont – Deputy Principal Karina Jones – Reception Birch Trisha Kalia – Y1 Beech Fran Eggle – Y2 Poplar & Y5 Ash Jules Halligan – Y3 Maple Roshni Rayvadera – Y3 Plane Tammy Cooper - Y4 Hazel Lorna – Y4 Hazel Jackie Hewett – Y4 Sycamore Jessica Stevens – Year 6 Willow Rochelle Stoddart – Y6 Pine Sarah Idris – Co chair of PTA Jo Verrinder – Co chair of PTA
Apologies:	Reena Pitney (RP) – Reception Lime Laura Gonsalves (LG) – Parent Governor/ Y2 Cedar Kim Rana – Nursery AM/Y4 Rowan

	ITEM	ACTION
1.	Apologies – as stated above.	
2.	Minutes of last meeting and matters arising. One amendment to item 5 on previous minutes from RP: <i>“PTA to consider requests at PTA meetings and the class rep/ year representative to arrange if/when approved”.</i> One matter arising carried forward from previous agenda (item 8) – item 3 in current agenda	
3	Communication to parents about after school clubs and activities Parents requesting whether it was possible to have a schedule for before/after school activities. There used to be a schedule put on the school website but as the activities changed so much term to term this was stopped. Suggestion made for EA to put a list of the activities on the newsletter at the start of each half term Note that lunchtime activities may be targeted at specific children	EA
4.	Welcoming new parents (in-year admissions) NB does a survey for new parents which came back as positive. For example, the new parents felt they were included in class WhatsApp group. New children are included in the newsletter when they join Parent reps to check if new child in their class via the newsletter and introduce themselves Parent reps to ensure they read the newsletter	Reps to facilitate
5.	Does the school have a lockdown procedure EA reports the school has an outdoor alarm system School is currently in the process of awaiting a lockdown policy to be confirmed via the trust Note - when googled a “Knutsford lockdown” a policy does come up – but	Trust /EA

	this is a different school	
6.	<p>Feedback from PTA events</p> <p>Movie night this year was chaotic and the PTA are looking to make changes to future movie nights</p> <p>Problems that arose: children were running around, it was too loud and so the sound system had to be turned to max which distorted the sound quality of the movie and managing the doors was difficult.</p> <p>PTA considering following for future movie nights:</p> <ul style="list-style-type: none"> -Have both halls so that one room is for children sitting and watching the movie and one for children who want to talk to their friends -Make sure enough help on the doors and if not enough volunteers to help it will need to be cancelled - Strict check in and out system – the check-out process may take much longer and parents will need to be understanding - Take a contact number for parents at check in - Adults not to use their phones on the premises - Children to bring their own water bottles – no cans / juice cups. <p>Money raised from cake sales</p> <ul style="list-style-type: none"> - PTA have the final say on what the money is used for - Recommendation for discussion with class teachers what the money will be put towards - It does not need to be discussed at a PTA meeting – the request can be emailed to the PTA - Any money not used can be added to a general PTA fund - If class has a suggestion but money raised from cake sale is a bit short, then the PTA can be approached to discuss a top up - PTA to create a guide regarding use of money raised from cake sales. <p>Summer Fayre: More information will be coming out soon Will need more help for the fayre so reps to try and encourage this</p> <p>PTA – Jo and Sarah to be PTA chairs for one more academic year then will step down. Encourage more parents to be involved – can be as little or as much. Understand it can be daunting at first.</p>	<p>PTA</p> <p>Parent reps to facilitate</p>
7.	<p>Year 4 questions about for next academic year</p> <p>Parents asked about how the swimming will run – the three classes will swim in the three terms Swimming is part of the curriculum</p> <p>Bikeability courses Not enough spaces at present so school will either be booking it for 2 weeks or then have extra coaches to complete it in one week.</p> <p>Excursion for year 4 – information will go out within 1 week.</p>	EA
8.	<p>Polling days</p> <p>Suggestion raised that on polling day the kids should come into school via Balmoral entrance and pollers use Knutsford entrance EA raised that on polling day – children from Knutsford entrance go straight into the classroom and that there is a member of staff on each classroom door entrance. Cannot stop parents from using Knutsford entrance. That playground is also not used on polling day.</p>	
9.	Date for next meeting Friday 19th July	Reps to

	Agenda items to be sent to LG by Friday 5 th July	ask classes for any concerns or anything they want to celebrate.
	Meeting closed at 9.50am	