

## Parent/Carer Forum Minutes

<b>Date</b> 22 <sup>nd</sup> November 2019	<b>Time</b> 9am
<b>Chair</b> Rebecca Crist	
<b>Apologies:</b> Kate Evans , Kathy Lapsley, Clare Ryan, Claire Phillips and Lisa Polhill	

<u>Items discussed</u>
<p><b>1. Welcome</b> – Apologies noted. We welcomed our Ethos Team with Mrs Burrows. They came to see us to explain to us the role the Ethos Team has in our school life. They came a little later to the meeting as they have their role in Celebration assembly on Friday mornings.</p>
<p><b>2. SMA- Home School Agreement</b> – We discussed that it has been completed in class and was sent home a couple of weeks ago and is to be kept at home for reference. Some people commented they had not yet received the Agreement and this is to be followed up with an email to teachers.</p>
<p><b>3.SMA- Bake Off</b> – Following our previous meeting with the Fundraising Committee, the Bake Off has been organised to celebrate different cultures through baking. The SMA Bake Off will be 29<sup>th</sup> November. Reception classes had not been included in the Bake Off but Miss Harper is to clarify this situation, following requests from parents/carers in Reception classes. We look forward to some tasty treats!</p>
<p><b>4. Wellbeing Award for Schools-</b> This is a project we have been working on in school and we are delighted to say we have been given the Award. The paper summary of the SMA application was shared with the Forum. In this document were also the target areas yet to come. One of these was our suggested and discussed SMA Drop Ins. We want to thank all parents/carers for their support for the Award, but in particular Samantha and Lois who attended Parent/Carer sessions and came into school on the day of the Assessment and spoke to the assessors about the work we do in SMA. <b>Many thanks!</b> The Award is a step to acknowledge the importance of supporting well being in SMA. We are currently undertaking an assessment of pupils' needs through work on self esteem. Individual questionnaires are being completed to identify where there are areas of need and how best we can support these pupils. We now have Skye our School Therapy dog. She has been trained by specialist dog handlers and has been introduced to the children at assemblies. She is an older, quiet and even tempered dog and definitely not Skye, the Paw Patrol puppy, who flies a helicopter, whom some of the Reception children were expecting. We also have the Trailblazer project continuing in school and as part of this project Year 6 pupils had an assembly this week with James the mental health practitioner. He discussed the importance of mental health and well being and showed the children and staff, a power point and gave ideas of how to support mental health. James encouraged the children and adults to be aware of the importance of thinking about our own mental health and how to access support for any issues, through talking to their friends, family, teachers and finding the correct support to address issues.</p>
<p><b>5. Parent/Carer Drop Ins</b> – Following suggestions from our last meeting, we had our first Drop In on Friday 15<sup>th</sup> November. It was lovely to catch up with parents/carers and have an opportunity to chat, without an agenda and have a coffee and sausage sarnie, vegetarian options were available. Our next Drop Ins are Friday 6<sup>th</sup> December, Friday 10<sup>th</sup> January and Friday 7<sup>th</sup> February. We will aim to have two per half term as well as our Forum meetings. Please add the dates to diaries and pass the word on to everyone. The dates are on the website and will have reminders sent before each one.</p>

**6. Newsletters and school information –** It was discussed that Forum members felt that dates on the website are not matching other given dates. This has been passed on to be rectified. Newsletters are published on the website and are also available in paper format at the School Office. This move to online is one which the majority of schools have moved to and is in keeping with a more eco friendly school, as it is saving paper, ink and a member of staff's time in printing 430 A3 Newsletters.

School is using Twitter and the website, to let everyone know the things which happen in SMA.

It was discussed that many parents/carers do not update their phone numbers with the School Office and this not only means they miss out should texts be sent, but more importantly should school need to contact a parent/carer through the school day, it is impossible to do so.

It is hoped now that the parents/carers are not experiencing any further glitches or issues with the website or app. If they are, please contact our ICT manager via the School Office.

The way to contact school was also discussed as some parents/carers were unaware of the procedures. In the next edition of the School newsletter, there will be a reminder of how to contact the school should anyone have a comment, complaint, or a compliment. Please always speak to the class teacher first, then the Phase Leader and if a discussion needs addressing further it would be the Assistant Head Teacher, or other members of the Senior Leadership Team who will speak with parents/carers. The Head Teacher may become involved if any matter has not been satisfactorily resolved.

It was discussed that many of the Forum did not know who were the Phase Leaders, nor their role in school. Miss Harper and Mrs Parry are the Early Years Phase Leaders, Mrs Hargreaves the Year1 and 2, Miss McNulty the Year 3 and 4 and Ms Howard, the Year 5 and 6 Phase Leader.

**7 Ethos Team-** The Ethos Team came to explain their role in SMA's school life and how they contribute to assemblies, class worship and School Celebration. The Team explained how they create and read out prayers for our community. They have linked with SMA Church Order of Service to use the language which is used in church services.

They use our four areas of Truth, Justice, Fairness and Joy to write prayers and presentations. They recently thought and created a presentation for Justice.

A link has been established with St Hilda's secondary school and the team will be participating in a Fullness of Life project, which is a PSHE and worship linked project. They are going to St Hilda's next Thursday, to meet with their Ethos Team and discuss the project. The link has already inspired ideas which SMA have developed for our Prayer Cabin on the Key Stage 2 yard.

The Ethos Team explained the Fullness of Life project will involve a new system of voting for which charity SMA will support through voting for one of the charities; Christian Aid, The Whitechapel Centre, L6 or Elpitha Hope UK, which is a European charity to help refugees.

**Any Other Business –**

There was some discussion around the Shoebox appeal and that parents/carers felt that they were not sure what was allowed in the boxes. It was explained that the leaflets were available from the School Office and that many classes were doing a class shoebox so as to minimise costs for parents/carers as the cost of creating a whole shoebox was quite expensive.

The discussion of supporting vulnerable families and links with local charities to help particularly at this time of year was raised and assurances were made that there have been links created.

Previously raised issues such as the wooden steps to Jasmine's Garden, which are rotting away. Information received is that the job has gone out to tender and we are waiting for further information.

It was asked if a reminder of holiday dates could be sent to parents/carers as many felt they were unsure of the dates.

**Date for diaries:** Next Forum meeting will be Friday 24<sup>th</sup> January 2020, Drop Ins 6<sup>th</sup> December, 10<sup>th</sup> January and 7<sup>th</sup> February.

