



## OLD BEXLEY CE PRIMARY SCHOOL

### PARENT FORUM MINUTES

Thursday 9 November 2023

#### **Attendees:**

Katie Allgood (KA)	Year 2 Representative
Sandra Brown (SB)	Year 1 Representative
Abby Dunlop (AD)	Year 4 Representative
Kat Ford (KF)	Reception Representative
Mrs G England (GE)	Deputy Head Teacher
Mrs J Netherton (JN)	Deputy Head Teacher
Jenny Stevens (JS)	Forum Secretary

#### **Apologies:**

Jumoke Adebisi (JA)	Year 5 Representative
Miss J Crawford (JC)	Assistant Head Teacher
Emma Francis (EF)	Year 6 Representative
Alex Mills (AM)	Year 3 Representative

#### **Actions from Previous Minutes**

- Chess club: the PTA have funded some tables for the KS2 covered area where children can play board games such as chess or snakes and ladders. The school currently does not have a teacher who would be able to set up a chess club but it was agreed that a request for a parent/grandparent volunteer would be sent.

#### **School Agenda Items**

##### **Parent Forum Code of Conduct**

- JN requested that Forum members email JS to confirm they have received the Code of Conduct and that they agree to abide by it. **ACTION: Forum members**

##### **Uniform**

- JN asked Forum members to remind their year group about [school uniform rules](#). We are aware of the cost of living crisis, but the PTA have a large stock of second hand uniform available for parents to buy at a very reduced rate. The uniform policy should be followed at all times eg black shoes, trainers only for PE, no nail varnish, no jewellery except stud earrings, no smart watches, no oversized hair bows. **ACTION: Forum members**

### **Attendance Policy**

- GE advised Forum members that the school's attendance policy had been changed. Any unauthorised absence of 5 or more consecutive days may result in a fixed penalty notice being issued.

### **Parent Events**

- GE ran through the list of parent events for this term: Meet the Teacher, parent evening, Reception coffee morning, parent speech and language workshop, Christmas nativities, Year 3 grandparent Christmas coffee morning and KS2 Christmas church services. There will also be a Year 4 grandparent Easter coffee morning, another parent evening, sports days, phonics workshop and a Celebration of Learning later in the year. Forum members to advise GE/JN of any other events parents in their year group would like to see being held in school. **ACTION: Forum members**

Any Parent Forum member interested in attending a School Council meeting on a Friday at 12.30pm should email JS to ask if they can attend. **ACTION: Forum members**

KA said that helping the PTA is also a good way to get more involved with events happening in school. JS will check that Forum members are happy for their email address to be forwarded to KA to be used when the PTA require helpers for events. **ACTION: JS**

### **Parent Agenda Items**

#### **Nursery**

- No representative

#### **Reception**

- Traffic outside school  
A Reception parent had raised the issue of traffic outside the school at pick up and drop off. The parent wanted to know if the school had spoken to the Council about a 20mph speed limit, a pedestrian crossing and joining a school streets scheme.

GE explained that over the years, we have had many conversations with the Council but have been told that as the school is on an A road and a bus route that no further measures can be implemented. As we have a school crossing patrol officer, a pedestrian crossing will not be installed.

The school would not be able to join the school streets scheme as it would require shutting the road at drop off/pick up and this would not be feasible.

The school used to work closely with the Council's road safety team, but the department was made redundant.

GE/JN will speak to the School Council to see if they have any suggestions on how to raise road safety awareness amongst parents. **ACTION: JN/GE**

- MCAS (MyChildAtSchool)  
Parents queried why they had been receiving app notifications for some school communications, and emails for others. JS explained that the school stopped using ParentMail at the end of September. MCAS is now being used for both parent communications and payments. When sending messages on MCAS, if there are no attachments or email links, then MCAS would send a message to the app. An email would be sent for any attachments/email links. However, after

monitoring this since its introduction, the decision was made at the start of this week that this was causing too much confusion. All messages are now sent via email.

KF mentioned that the format of letters on the app would often be scrambled. However, as all messages are now sent via email this should resolve the issue.

- **Playtimes**

KF was asked to enquire if all playtimes are supervised. GE confirmed that there are multiple staff on duty at play and that there is a timetable according to year group for cover. At lunch, in addition to Midday Supervisors, there are also sports coaches and a member of the SLT on duty.

### **Years 1-2**

- No comments received

### **Year 3**

- AM fed back that although there was a lot of anxiety at the end of last year regarding the split class, parents are generally content with how it is working. GE confirmed that all classes are monitored by the SLT so there is no discrepancy in what is being taught.

### **Year 4**

- **Homework**

AD asked whether teachers should be marking homework or just acknowledging it. GE confirmed that teachers should just be acknowledging that homework has been submitted as its purpose is to consolidate learning. She will however raise the issue at next week's TLT to ensure there is consistency across the school. **ACTION: GE/JN**

### **Years 5-6**

- No comments received

### **AOB**

- GE welcomed JN back to the Forum. GE, JN and JC are all in class this year, so going forwards, one of these three will always be present at Forum meetings.