

Meeting:	Parent/Carer Forum
Date and Time:	21 st June 2017 at 6.30pm
Venue:	Hagley Primary School (HPS)
Representing HPS:	Vanessa Payne (Head Teacher), Rob Tindall (Deputy Head Teacher), John Burkes (Chair of Governors) and Tess Davis (Governor)
Representing Parents/Carers:	Amanda Everton, Sameen Irfan, Shuva Bateman, Justine Lowans, Alison Akers, Arti Sobainsky, Emma Downes and Alison Lowe (Minutes)
Apologies:	Charlotte Zimmermann and Anna Smith

Agenda:

Communication

Social Media

Future strategic purpose of the Parent/Carer Forum.

Communication:

A Lowe: Reminder texts aren't happening as agreed in a previous forum.

V Payne: Feedback from some parents is that there are too many texts.

Discussions included: having boards outside the classrooms but this doesn't help working parents or those that don't pick up at the classroom (KS2). It was also discussed that texts to remind parents that they have an email are not required but that texts to remind parents of events, sales, dress up days etc...are appreciated. Can school send e mails without always sending them as attachments?

Actions:

No further reminder texts about emails - VP

Consider reminder texts for sales, events, trips etc.... - VP

School will send emails in the body of the main email RATHER than as an attachment where possible (i.e. where no reply slip is included) - Office

V Payne reiterated the process for raising problems or questions at school:

Class Teacher, Phase Leader, Assistant Head, Deputy Head and then Head Teacher

This is particularly appropriate for day to day issues i.e.: water, homework etc...

Alternatively messages can be left on the gate and a teacher or member of staff will contact parents, usually on the same day, but as quickly as possible.

It was raised that some parents don't want to escalate issues if the class teacher won't help, leading to a long discussion about hot weather and sun cream for children.

Hot Weather, Drinking Water and Sun Protection:

V Payne: Advice to the school is that staff should not apply sun cream to children for safeguarding reasons.

A Everton: HSE guidance does allow some schools to do this and children particularly in Reception are at risk from not applying cream properly or at the right time.

Discussions included: bringing children indoors on very hot days, is there a temperature range that school could use to determine indoor/outdoor activities, concerns about sports days, education on wearing hats, sun cream and drinking lots of water. Other items discussed included logistical difficulties of 30 children applying sun cream, supervision of this and is there the opportunity to finish for lunch 10 minutes early to apply sun cream before lunch, ready for playtime afterwards? Also discussed was the potential for the school to be at risk if a child (or member of staff supervising) has not applied sun cream properly and subsequently burns, which is not tenable for the school.

Actions:	Consider a sun safety/extreme weather/contingency policy	VP
	Education on sun cream, hats and water etc...	VP
	Education reinforced at home	Home

On the matter of drinking water the reps were advised that replacement of the school water system is imminent to enable dispensing of chilled water. The water fountain has been removed from Reception toilets in the interest of hygiene and some training in use of water fountains can be given when the new system is installed (to include After school Clubs).

V Payne clarified that at no time are children denied the opportunity to refill or drink water and R Tindall reiterated that all parents must ensure that children bring drinks bottles, particularly on hot days.

Feedback on the mile a day has been good but not in very hot weather. Children can walk the mile if they wish but they cannot run with water bottles.

Actions:	New Water Fountain Training to school and After School Clubs	VP
	Children must bring water bottles every day	Home

Social Media:

V Payne: Social Media is an issue within school with students and HPS are in liaison with Haybridge on how best to manage students and use of Social Media. It has recently come to the attention of the school however that in a particular year group, a Parents' WhatsApp group is being used to make personal and inappropriate comments about school staff. The school concerns are not just that these comments are damaging to both the staff and the school but that the WhatsApp group is fuelling dissatisfaction rather than encouraging the correct way to have concerns and grievances dealt with.

Discussions included: General content of the group in question, general discontent of some of the parents with regard to alleged bullying and playground safety, the correct path of complaints not being used, escalation not being used and some children being removed from HPS with the school unaware or unable to resolve the issues because of this. Also discussed was a potential statement to parents about guidelines of use of Social Media.

V Payne: The school cannot police social media groups and it cannot assist parents that have concerns or problems that are not raised directly to the school. If a concern is deemed to be more serious than a day to day concern then the parents can access the Deputy or Head Teacher at any stage to ensure that serious issues are addressed.

Feedback and criticism is also welcome, if the school knows about it and has an opportunity to respond and resolve the issues, at the time.

Actions:	A formal group post to show the path of escalation	PCF
	A letter to parents from the Parent/Carer Forum on correct use of Social Media and using the school's procedures for grievances	PCF

Purpose and Structure of Parent Carer Forum:

V Payne: Would reps prefer the future forum to be based on the Haybridge Model, where it is a one-way presentation of information or continue with the existing HPS model where information and feedback is exchanged?

PCF: Agreed that the feedback and exchange of information model was of more use.

V Payne: Agreed. Future content of the forum however should be focused on teaching and learning and curriculum improvements.

Actions:	Current Reps to move up with their existing year group in September 2017	PCF
	Reception Reps required for September 2017. Volunteers will be requested	VP

Next Meeting: Wednesday 4th October 2017.