

## Minutes of Parent Focus Group 17.07.23

Present:

Doug Gubbins

Rebecca Braunton

Becky Coombes

Peter Farrington (Governor)

Apologies: Kate Stanton, Amy Bishop

Home learning: moving forward	<ul style="list-style-type: none"><li>• PFG members viewed the new home reading diary, launching in September. Comments included</li><li>• Parents like the design of the booklet</li><li>• Expectations are clear about phonics and common exception words.</li><li>• Tips for reading useful</li><li>• Clear to have predated pages already set out – including reading during school holidays.</li><li>• BC felt it would be useful to also introduce these to the children at the start of the year so they also know expectations on reading.</li><li>• Home Learning on Purple Mash will be popular with the children however parents will need a reminder letter of login/how this works at the start of the year.</li></ul> <p>Action: Doug to send out letter in September explaining expectations for home reading and also further guidance on how to use Purple Mash.</p>
Parent/School Contract	<ul style="list-style-type: none"><li>• This document was reviewed.</li><li>• It was felt home reading should be prioritised higher.</li><li>• The word 'optional' should be removed.</li><li>• There should also be a point included about contacting the school if parents are unhappy/worried about a particular issue.</li></ul>
Reflections on reports	<ul style="list-style-type: none"><li>• School reports were discussed in depth.</li><li>• Children with EHCP's have a different template and it was felt that it was more appropriate that the report reflects targets for the EHCP as opposed to National Curriculum objectives.</li><li>• There was mixed feedback about the standard report template.</li><li>• The objectives are taken directly from the half termly overview documents, therefore a lot of this information is repeated. If parents read the overviews then they know the expected standard for each subjects.</li><li>• Could we put a hyperlink in to the overviews on the school website rather than replicate everything again.</li><li>• Further training needs to be given to staff who arrive mid year and have to write reports.</li></ul>

	<ul style="list-style-type: none"> <li>• If this is the case, should that class have their reports delayed to ensure that the teacher has a solid knowledge of each child? <i>This will inform future thinking.</i></li> <li>• Positive feedback about the letter style from most classes.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Dates for diary are well received and it helps giving plenty of notice for key school events.</li> <li>• Is there any way we can do a reminder nearer the time for specific events as people sometimes forget TTS dates/times.</li> <li>• DG talked about a weekly bulletin on a Friday (we looked at the reading bulletin for style). This would have key dates for the following week and also any headline news.</li> <li>• It was felt that a one page bulletin each week would be useful.</li> <li>• It was also felt that the coloured/cartoon version is overwhelming – particularly for anyone with ADHD/Autism and the bulletin should be simply and easy to view. It was suggested that the new bulletin would be best presented on school headed paper and kept simple to read.</li> <li>• Arbor was discussed. Parents are receiving emails to check their in app messages, can we just have emails and not the in app messages as parents don't want to double log in.</li> <li>• DG explained that in our Trust of 20 schools, Arbor is the preferred management information system and we need to make it work best for our context.</li> </ul> <p>Action: Doug to speak with Emma about emails vs In App messages to see if we can find an easier and consistent way forward.</p>
New behaviour strategy	<ul style="list-style-type: none"> <li>• Document was shared.</li> <li>• Clear and consistent</li> <li>• We discussed colour codings and DG explained that a software package had been build around this to ensure that positive behaviour is also celebrated.</li> <li>• This will be implemented in September and we will review at the next PFG meeting.</li> </ul> <p>Action: Review implementation of Behaviour Strategy at next meeting.</p>
Whole school events	<ul style="list-style-type: none"> <li>• Christmas events were popular as always.</li> <li>• Sports Day in April is a good move.</li> <li>• Summer community picnic was enjoyed by all and is working well as an annual event.</li> <li>• Walk for reading event was a HUGE success. How can we build on this next year?</li> </ul>

	<ul style="list-style-type: none"> <li>Parents enjoy TTS – numbers have reduced as the year has progressed. Currently we run a half term model – is this too much?</li> </ul> <p>Action: Consider frequency of TTS at next PFG meeting.</p>
Recruitment to group	<ul style="list-style-type: none"> <li>Next year we have representation from YR, Y1 and Y2. Doug will write to Nursery families informing them about the purpose of the PFG and try to encourage new membership from the Nursery cohort. This will then ensure representation from all year groups across the school.</li> </ul>
AOB	<ul style="list-style-type: none"> <li>Transition and class mixes were discussed. It was agreed that DG would send out a letter prior to the summer holidays to let parents know that the first two weeks of the new year will be focused on settling the children in and ensuring that they have access to the support and resources that they need. This year reception is trialling a different approach to ensure the class balances are correct. School feel that this good practice should roll up into Key Stage 1. This idea was well received by PFG members.</li> <li>PF thanked the group for letting him attend and be part of the discussions.</li> </ul> <p>Action: Doug to send out transition letter to YR and Y1 families.</p>
Farewells and thanks	<ul style="list-style-type: none"> <li>DG thanked all members of the group. This small but mighty PFG have worked pro-actively over the past 1.5 years and have achieved some great outcomes: TTS, Getting to know you sessions, class emails, dates for diary, community picnic, photograph and video policy, overviews, Walk for Reading to name just a few 😊</li> </ul>