



Headteacher: Amanda Hough

St Luke's CE Primary School

'to cherish and challenge'

Parent Forum
11th July 2014 at 09.00am

Present: Claire Spankie, Julie Patton, Dee McIntyre, Gergana Pashova, Rebecca Wright (Minutes)

Issues discussed	Action to be taken	By whom
Welcome and Agenda	Claire opened the meeting by thanking everyone for attending. The meeting would be an opportunity to comment on the year so far and look ahead to the next school year.	
Thank you	Claire wanted to take the opportunity to thank the Parent Forum members for all their support. The last meeting was held in February, where concerns were raised about broken playground equipment. This has since been removed, which shows the impact that the forum can have. Since then the Parent Forum members have been actively engaged in the setting up of the new PTA. This will make a massive difference to the school, and the willingness of parents to participate is much valued.	
Sports Day	Claire asked if the parents had anything they would like to raise about this school year. Gergana said that while she is very happy with the school overall, she had a few concerns regarding the recent sports day. She had not received a programme as she had arrived a little late and did not feel it was always very clear where parents were supposed to go for the different events. She had also found some of the commentary hard to follow due to not being a native English speaker. Dee agreed that it was not always clear where some of the events were. Claire said that the day had taken a lot of work and organisation, and that it followed the interactive format so that children and parents were engaged in activities throughout. Julie said that, as she had attended last year, she had no issues with the format. Claire added that most feedback had been very positive.	
Communication	Dee said that the year had been mostly positive. There was sometimes a lack of communication with staff in the Reception classes, particularly if children needed items to be brought in for activities. Julie agreed that sometimes there was very little notice in Year 1 and 2 as well, but that communication had drastically improved since last year, particularly with the newsletter and the foyer powerpoint.	
Relationship with parents	Gergana said that she would like to see more of a connection between teachers and parents rather than the brief contact in the morning. Claire advised that the Parent Drop Ins are a good opportunity for parents and teachers to meet on an informal basis. Dee expressed surprise that very few parents had come to the Parent Drop Ins. There are also the more formal Parent Consultations twice a year and reports	



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	<p>in the summer. Gergana felt that working parents sometimes are missing out on events in school. Claire advised that one parents evening has a late finish to accommodate working parents. In addition, dates for events such as Drop Ins, Class Assemblies etc are sent out at the beginning of each term so that working parents can plan accordingly.</p>	
School site	<p>There was general consensus that the playground is still suffering from a litter problem. While children undertake litter picking duty at lunchtimes and the site controller regularly clears the playground, some items are blowing around and getting caught around the PTA shed in particular. Claire said that she would raise this with the Site Controller.</p>	CS/Site Controller
	<p>Julie was concerned that her daughter had reported a lack of toilet paper and soap in school. Claire also expressed concern and advised that she would raise this as a matter of urgency.</p>	CS/Site Controller
Drinking water	<p>Dee expressed concern that her daughter may not be allowed to drink water while doing PE in school. Claire was surprised as there are water fountains outside the Hall when the children do PE indoors, and teachers would usually take the class water bottles outside for outdoor activities, particularly if it is sunny. Claire will chase this up with the Class Teacher to clarify the situation.</p>	CS/GD
Tucasi/Cashless payments	<p>Julie asked about the implementation of automated payment system for lunches. This will still be going ahead, but we have no dates at present due to software issues.</p>	
Early Years Transition Arrangements	<p>Claire asked how parents felt about the new transition arrangements for new reception children. There have been 3 sessions in school, to be followed by nursery then home visits. Children will only attend for half days for the first week. Julie has no concerns for her son, who is very familiar with school already. Dee said that home visits are a nice introduction; Claire said that this will be an opportunity to start building a good relationship between school and home.</p>	
New School Year	<p>In terms of the new school year ahead, this year's OFSTED report has been a big milestone. St Luke's is now able to support other schools. Miss Spankie said that everyone is working very well, and we have a strong team of staff in place for September, two of whom are already working in school. Over the summer some new climbing equipment is being installed in Early Years, and also there will be some new equipment in the main playground. Additionally much of the school is being painted. It seems likely that St Luke's will become an Academy. Miss Spankie said there will be little change for pupils and parents, but that we will have a bigger network of support and more control over finances.</p>	

St Luke's CE Primary School, Cookham Road, Maidenhead, Berks, SL6 7EG

Tel: 01628 621600, Fax: 01628 676076, e-mail: st-lukes@rbwm.org,

website: www.st-lukesprimaryschool.co.uk



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	<p>Gergana said how happy she is with the school, teachers and Office staff. She said how warm and welcoming the school is, and how happy her son is here. These comments were echoed by the others present.</p> <p>Claire thanked everyone for taking the time to attend.</p>	
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St Luke's Parent Forum

The membership

The Parents' Forum is open to any parent, carer of a child in the school.

Governors and staff members may attend as observers, and be invited to speak on a particular issue or the Headteacher may volunteer to talk to the Forum about a particular issue.

Purpose

- improving communication with parents and involving them more in school life.
- discuss issues of concern to parents and to explore ways forward for the Council.
- to gain the support of parents and actively encourage them to participate in the process of school improvement.

Ground rules for the meeting

- Support and be guided by the Chair of the meeting
- Respect other people's opinions and ideas, even if you disagree
- Have one person speaking at a time
- Take turns
- Indicate a wish to speak by raising hand
- Allow the Chair to decide who speaks next
- Listen to other people's contributions
- Keep to the agreed agenda
- Contribute to discussion in small groups but avoid splinter groups
- Respect confidentiality and avoid naming individuals (pupils or adults)
- Avoid discussing individual instances/events inappropriately
- Concentrate on positive outcomes for the Parent Council that will be of benefit to the school, its pupils, staff and parents/carers.

Agendas and minutes will be sent out via email.