

Emmbrook Junior School Parents' Forum

Meeting Minutes

Friday 28th June 2019
2.00 to 3.00pm

The Bungalow, Emmbrook Junior School site

Attendees: Emma Wilkinson (Yr3) (Chair), Christine Leddy (Yr3), Clare Doyle (Yr5), Cathy 'Conner (Yr4), Rachel Brown (EJS), Jo Tucker (Yr4), Martina Smith (Yr3).

Apologies: Michelle McLeish (Yr6), Karen Crawford (Yr6), Vickie Robertson, Rob Fenton (EJS),

1. Welcome & Introductions

Emma welcomed and thanked everyone for their support and commitment to EJS Parents Forum over the past year. On behalf of the Forum, Emma expressed sincere thanks to Karen and Michelle who's children will be leaving EJS at the end of term. Emma also expressed thanks to Jane and Paula for letting us use the bungalow and wished them the best of the luck for the future in their new endeavours.

2. Review of actions from previous minutes (29 March 2018)

Parent Pack – this has been published by the school on their website and will be issued by EJS to new parents and current parents for the start of the Autumn term.

Clubs / school trips letter: EJS has amended the wording regarding what is required for the children to be as clear and detailed as possible

EJS Parents Forum Facebook page: being set up in conjunction with the school. Rob Fenton and Sam Dowse will continue to discuss the logistics with Corrina Gillard and to observe how it initially works.

EJS facebook page: Clare and Emma to investigate how the EJS twitter feed could be automatically shared onto the Junior School Facebook page. EJS and Forum to then actively share the link the Junior School Facebook group.

3. Parent Feedback

a. Lost property (revisit process agreed at 19 Oct 18 meeting)

The process agreed previously by EJS comprised the Year 6 monitors collecting up the named lost property and distributing it back to the correct classroom. The unnamed items would stay in the box and be cleared out at the end of every half term. This process has clearly lapsed. Rachel apologised that the lost property had piled up but explained that the Year 6's have been busy over the last couple of months with SATS and no-one else could commit to sorting the lost property. EJS Forum suggested that they would be happy to take on the lost property and Rachel accepted the help.

Post-meeting note: Members of EJS forum sorted the lost property into named and unnamed items and the year 5's have handed out the named clothes. EJS confirmed that they are happy for the Forum to continue to sort out the lost property and going forward, Claire Freeman will be the point of contact at the school.

b. End of Term school events dates, communications & clashes

It has been pointed out by a number of parents that there is a significant amount of school events in the next couple of weeks. The events that parents have been invited to attend in July include:

2nd July - Exhibition morning;

3rd July - Ukulele assembly

9th July - Year 6 production

11th July - Sports Day/Grandparents Day

12th July - Celebration morning, Ofsted feedback/reports/classroom visit

12th July - Rocksteady concert;

17th July - Year 6 Leavers assembly

It was also pointed out that the date/time of the Year 6 Leavers assembly is a direct clash with the with Year 2 leavers assembly.

The discussion centred largely on the Celebration morning/Ofsted morning/Report day/Classroom visit. It was felt that it was too much to try and squeeze into one morning. The Ofsted meeting would perhaps have been better as an evening where parents could have made it their main focus and had time to ask questions rather than trying to combine it with a classroom visit. A number of comments have been received questioning what the nature of the 'celebration' is and what the next steps are in terms of leadership, quality of teaching etc.

Concerns were also raised about the reports being handed out during the classroom visit and how opening the reports in front of their peers might be tricky for some children/parents. Concerns were also raised about the children who's parents were unable to attend the visit in terms of the opening of the reports.

EJS Forum thanked the school for opening up the school this year and it has been really positive to be invited into the classroom. Perhaps this has been a bit too much in July, especially for households where both parents work.

It was previously suggested that EJS could publish the list of dates for exhibition weeks, curriculum evenings, school events etc for the whole year as it would be useful for all parents to have this as far in advance as possible, especially if it involved parents coming into school, costumes etc. However, whilst some of these dates have been put on the newsletters, others have been emailed in separate letters and some have just been put on the website with no notice to parents.

It was noted that much of the feedback from parents has been for issues previously discussed in Forum. It is important for the school to acknowledge and act on the Forum issues and feedback constructively otherwise the Forum is in danger of being devalued.

Post-meeting note: *We are very pleased to be able to minute the following feedback from EJS:*

Diary dates - All the dates for the full academic year will be added to the newsletter, any new dates or changes will be **high-lighted in**

Events – the school are in agreement that there are too many events in a short space of time, it is too late in the term to change this but they will try and ensure this doesn't happen again.

Celebration Morning – the SLT have agreed to address the concerns about opening the reports in front of other parents/children and for those children who didn't have parents there.

Ofsted – there will be another (evening) meeting in September to discuss this. The senior leader team are aware that you would like this sooner but we are very short on time.

EJS issued a letter dated 3rd July clarifying the Celebration Morning and confirming that there will be another Ofsted discussion meeting on Wednesday 11th September at 7pm.

ACTION: EJS to liaise with EIS regarding the Year 2/Year 6 Leavers assembly clash

c. After school clubs – publish prior to the autumn term & alignment with infants

This has been raised at EJS Forum previously and the procedure agreed at that time was that the Infant School and Junior School would align the issuing of their letters regarding the extra-curricular clubs for the Spring and Summer terms. However, it is understood that this has not been possible for the Autumn term as EJS issue their letters in July for clubs starting in September and EJS issue their letters at the start of September. A number of parents have requested, via the Forum, that whether EJS could change this and issue their letters in July to align with the Infant school. This would make it much easier for parents with children in both schools to try to plan their school pickups.

Post-meeting note: EJS have fed back that in the future, they could send out club letters in June/July like the infants but that this will mean that the new Year 3 children will not be able to participate in them during the first term. Feedback on this would be useful

ACTION: To be discussed further at the next EJS Forum meeting

4. New parent meeting

Emma spoke at the new parent meeting on Tuesday 25th June. Emma reported that the meeting was well attended and well received and it was good to hear from the different teachers, PTA, Forum and Governors.

5. Update from Infant Parent Forum

Christine said that the most recent meeting had been a relatively quiet one. They had discussed getting in some outside speakers to break down boundaries of gender stereo-typing and would discuss this with the Junior school to see if it was something they were also interested in. The logistics around off-site school tournaments was discussed, as was the ongoing action of the EIS Forum/school facebook site.

6. Parent Forum reps & meeting arrangements for 2019/20

Everybody present confirmed that they were happy to stay on the Forum for next year. The reps for next year are as follows:

Year 3: Cathy

Year 4: Martina, Christine & Emma

Year 5: Jo & Cathy

Year 6: Clare

Emma and Christine said that they had been approached by a couple of current Year 2 parents about joining the Forum in September.

ACTION: Christine to confirm with these new Year 3 parents; Christine also to put a note on Facebook promoting the Forum and inviting more reps

7. AOB

Comments have been received regarding letters sent out by the school. It was requested that as many letters as possible be emailed as they don't always make it home in the child's bag. It was also requested that a copy is also given to the class teachers as they are not always aware of the content of the letters that have been issued

Post-meeting note: EJS have asked all staff to send all letters by email

School Dinners: a discussion was had regarding whether sandwiches should be offered as part the school dinners, the size of the portions and the quality of food. It was suggested that EJS Forum consider making this a survey topic to see if parents have strong feelings on the current school dinners on offer.

Post-meeting note: EJS will discuss this over the next few weeks.

ACTION: to be discussed at the next EJS Forum meeting

8. Date of next meeting - Sept 2019

A new venue needs to be confirmed for the meetings as the bungalow is being passed over to the Infant school. A change of time to Friday mornings was also suggested.

***Post-meeting note:** EJS will confirm time and venue for the next meeting as soon as possible.*