

Emmbrook Junior School Parents Forum – Meeting Minutes

Friday 10 December 2021

09.15 to 10.30 Teams Meeting

Attendees: Jim Usher (EJS Head), Katherine Pritchard (EJS Parent Governor), Helen Venfield (Co-Chair, Y3), Sabreena Peedoly-Brennan (Y3), Vicky Gonçalves (Y4), Mell Morris (Y5), Christine Leddy (Y4/6), Martina Smith (Y4/6).

Apologies: Sara Bradley (Co-Chair, Y3), Emma Mitchell (Y5)

Abbreviations:

SLT Senior Leadership Team

EJS Emmbrook Junior School

EIS Emmbrook Infant School

PPE Personal Protective Equipment

DfE Department for Education

SENCO Special Educational Needs Co-Ordinator

1. Welcome & Introductions

KP was welcomed to the Forum as a representative from the EJS governing board.

2. Previous minutes – 8th October 2021

The Forum ran through the minutes from the last meeting. The actions from the last meeting have been completed and closed out. The following comments were noted:

- a) The Terms of Reference and Parents Forum section on the website have been updated;
- b) Lost property remains an issue (discussed further in (4e)), but the My Nametags school ID (18970) is shared in the weekly newsletter;
- c) Regarding emergency contacts for the Manor Trip, in the first instance it would be appropriate to contact the school (using the out of hours contact if required), who will in turn contact the team at the venue.

3. Survey results and discussion

The Forum discussed the results of the Google Forms communications survey. The link to the survey was shared by email, in Facebook groups and in the weekly newsletter. 87 responses were received – many thanks to those who responded. The majority of responses consider that there the number of emails/reminders sent out by EJS is 'just right'. Many people were not aware of the calendar on the EJS website.

Parents/carers with more than one child in EJS would appreciate receiving emails only once.

The issue of communications will be reviewed on an annual basis.

Action: ALL to review the specific comments and highlight any issues to be discussed at the next meeting.

Action: JU to look into feasibility of general emails being sent once only to parents/carers of >1 child in EJS. Raised with the admin team. Providing the parent has the same email address for all of their children, and the emails that are being sent are worded the same, then this shouldn't be an issue and they should only get sent the one email.

4. Parent Feedback

a) Covid restrictions:

Comments were received regarding the cancellation / postponement of events due to Covid-19.

JU reiterated the message that has been published in the weekly newsletter. The decisions are not taken lightly, and the health and education of the children is at the top of the agenda.

b) Teaching staff absences

Concerns were raised regarding changes in teaching staff and a perceived lack of communication regarding absences.

JU stated that when issues and circumstances are known, they are communicated to parents / carers. However there are instances where circumstances evolve quickly, and communications will follow.

EJS is actively recruiting for a new Y6 teacher.

c) Lunchtimes

Concerns were raised regarding the cleanliness of the hall after lunch.

JU confirmed that seats are cleaned between sittings. If food is dropped on the floor, the children will be asked to clean it up.

The procurement process regarding a new caterer is well underway. The new catering contract should be in place for the start of the next academic year.

d) After school clubs

A homework club and a foreign language club have been suggested by parents/carers.

Action: JU to pass suggestions on to the EJS After School Club Coordinator for investigation. – This has been passed on to the club coordinator who will explore the options for the next round of clubs.

e) School uniform

Parents / carers raised that issues with M&S persist, with sizes being unavailable. It was suggested that EJS embroidered badges of the school logo could be sought to sew on to non-branded uniform, which would also make it more affordable. JU reiterated that children are not required to wear uniform the school motif, so long as it is the correct colour. EJS have also contacted M&S regarding the unavailability of sizes.

Concerns were raised that children have not been able to wear coats in class if they don't have the correct jumper. JU reiterated this rule was where children were choosing to wear coats instead of jumpers. It was suggested that items of lost property could be cleaned and allocated to classrooms as 'extra layers'

Action: JU / HV to look at feasibility of EJS embroidered badge. M&S do not provide the badges so we will ask the Admin team to see if anyone else can provide them.

Action: HV to discuss uniform sales with PTA.

Action: ALL to wash a bundle of lost property (early 2022).

f) Communication

It was requested that leavers' secondary school destinations be published.

Comments were received regarding year group email addresses – often there is no reply. JU reiterated that these were originally intended for remote learning.

Action: JU to publish leavers' destinations. Done

Action: JU to look into how class email addresses are being used and if an automatic response would be feasible. All staff have been asked to ensure there is an auto response on Year group email addresses.

g) Compliments

Praise was received regarding EJS teaching staff, curriculum, pastoral care, Daily Mile.

4. **Update from Infants Parents Forum**

The Forum ran through meeting minutes of the previous EIS Parents' Forum. It was noted that similar issues with availability of M&S uniform have been experienced.

5. **AOB**

Query raised regarding payment methods and if they could be streamlined e.g. Scopay, World Pay, PTA.

Action: CL / HV to look at payment methods.

6. **Next Meeting**

9:30am, Friday 18th February 2022, MS Teams.