

Emmbrook Junior School Parents Forum – Meeting Minutes

Friday 27th May 2022

09.00 to 10.00 Emmbrook Junior School

Attendees: Jim Usher (EJS Head), Helen Venfield (Co-Chair, Y3), Sabreena Peedoly-Brennan (Y3), Vicky Gonçalves (Y4), Christine Leddy (Y4/6), Mell Morris (Y5), Emma Mitchell (Y5).

Apologies: Sara Bradley (Co-Chair, Y3), Martina Smith (Y4/6)

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

The Forum offered congratulations to JU, EJS staff, governors and pupils on the recent Ofsted inspection and 'Good' rating.

2. Previous minutes – 11th March 2022

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 issue of different staff has been discussed with USports and they are trying to maintain consistency.
- b) Children will continue to be encouraged to use the toilet at appropriate times rather than during lesson time.
- c) A new catering company – Dolce – will take over at the end of August. Parents and carers have been informed, and that a new payment and ordering system will be put in place.

3. Parent Feedback

a) Packed lunch seating:

Queries were received asking why packed lunch children do not sit with school dinner people, and if this was likely to change.

JU explained that to ensure that no child who has ordered a school meal is missed, they are brought in to eat first. This enables staff to check lists of children who have ordered a meal against those there – to ensure no one is missed. Y3 children are brought in first as they are the least familiar with the process. Once all children who have ordered a school meal have been brought in, then those with a packed lunch either come into the hall to eat with their

peers, or they eat outside if the weather is nice. This ensures that those children who have ordered a hot meal get it while it is warm.

This is the system that has been in place for a number of years. It will be reviewed once catering has moved to the new provider, but children getting food as fresh as possible will remain the priority.

b) Year group / class mixing

It was asked whether the classes will be mixed at the end of Y3, going into Y4.

JU stated that the classes will not be mixed at the end of Y3. The process of mixing classes creates a large additional administrative workload. Unless there is a specific academic reason for moving children to other classes, they will remain in their current cohorts until the end of KS2. Previously the school used to mix the classes up at the end of year 4 but this has not been done this for 3 years.

JU reiterated that thorough discussions and handovers from class teachers take place. The mixing of classes will remain under review so as to ascertain whether there are academic benefits for doing so.

4. Key information / Induction pack for parents

The Key Information pack for new parents was reviewed and a number of comments / clarifications suggested, as summarised below:

- a) Clarification regarding Y5 & Y6 walking home alone – after school and clubs
- b) Homework – also include SPAG homework
- c) Catering – to be updated
- d) Milk – currently provided with lunch. The possibility of having at break-time to be explored.
- e) PE kit – wearing to school on 2 x PE days is set to continue
- f) Exhibition days are usually held in the morning
- g) The Willows breakfast / afterschool club is now run by Funtastic. Any comments should be made directly to Funtastic.
- h) Governing body – update Ofsted rating
- i) EJS school gates close at 8:45am
- j) Home reading diaries – clarification regarding record writing
- k) Communications flowchart to be included
- l) Absence request process to be clearer
- m) Inclusion of MyNameTags leaflet and school code

4. Update from Infants Parents Forum

No items were raised for discussion.

5. AOB

- a) JU said that wearing PE kit to school has saved a lot of time. Further to this, 'active school uniform' will be considered in the future. This would allow for outdoor learning to take place at any time.
- b) HV will step down from chair role at the end of the academic year due to other commitments. SB hopes to continue. The Parent Forum is therefore looking for a new chair/secretary as well as new incoming Y3 representatives.
- c) The PTA Summer Fair will have a second-hand uniform and costume sale, related to school dress-up days (Y2 – pirates, Y3 – Ancient Greeks, Y4 – America and/or Romans, Y5 – Egyptians, World Book Day costumes & Christmas jumpers age 4 + up).

6. Next Meetings

9:00am, Friday 15th July 2022, Emmbrook Junior School

9:00am, Friday 30th September 2022, Emmbrook Junior School