

## Emmbrook Junior School Parents Forum – Meeting Minutes

**Friday 10<sup>th</sup> February 2023**

09.00 to 09.30 Emmbrook Junior School

**Attendees:** Jim Usher (EJS Head - JU), Sara Bradley (Chair, Y4 – SB), Sabreena Peedoly-Brennan (Minutes, Y4 - SPB), Vicky Gonçalves (Y5 - VG), Martina Smith (Y5 - MS), Christine Leddy (Y5 - CL), Mel Morris (Y6 - MM), Emma Mitchell (Y6).

**Apologies:**

**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 meeting today was a short meeting due to diary conflicts and the Exhibition at school from 9.30.

### **2. Previous minutes – 14<sup>th</sup> October 2022**

The Forum ran through the minutes from the last meeting. There were some follow on actions from the last meeting detailed as follows:

- a) School clubs – it was felt that there was a good mix of clubs for the children on offer. *Item closed.*
- b) ScoPay – money has moved out of Scopay, and will be credited to School Grid account. JU to follow up with school admin staff on when this will happen and send out a communication to parents to make them aware that any money in ScoPay has been transferred. [email sent out on 10<sup>th</sup> February by EJS admin].
- c) M&S Uniform – early orders of school uniform is encouraged for deliveries to get to pupils on time. The Summer is peak time, and appears to be delays in stock. EJS will send a reminder in the Spring about ordering in uniform. JU will look at ordering in badges to sew onto uniform, and noted that there will be a minimum order that would be needed (around 200). It was felt that some of the children may like the badge as a souvenir of their time at EJS.
- d) Photographs and Twitter – Twitter consent is provided by school permission forms. If Parents/Carers are not sure, then they should contact school admin office. Also note, that to view Twitter, you currently do not need a Twitter account. *Item closed.*
- e) School dinners – there has been a few issues with the service due to staff shortage. Dolce are actively trying to recruit staff, but very few applicants. JU will continue to monitor the situation.

- f) Parents/Carers contribution to school trips – JU not had opportunity to explore further options for school trips but has seen that parents/carers value school trips. JU will look at more residential trips. Noted that last academic year, year 5 had more experience days rather than external trips.
- g) Exhibition mornings – Parent Forum thanked JU for being able to move the day from Thursday to Friday. It will not be possible to start the exhibition earlier, due to registration and settling children for Exhibition. *Item closed.*

### 3. Parent Feedback

#### a) Communication:

- Commented that the school premises needed some care and love. Also asked if a new caretaker had been found.

*EJS response: JU agreed with the comments. Over February half-term, a contractor has been instructed to come in and tidy up the grounds. The staff room will be undergoing a much-needed revamp. The cleaners are not contracted to clean the hall, but in half-term will come in to clean the floor.*

*Unfortunately, a caretaker has not been found to date. CL and VG advised that perhaps JU could share the job description of Caretaker with them, and they could post on the local community Facebook page to see if there were any local applicants.*

#### b) Website wording:

A change to the Parent Forum frequency from once every half term to termly felt adequate due to their being very few (if any) queries/comments. MS is parent rep for year 5. CL to see if any other parents/careers would be interested in being a parent forum.

*EJS response: JU agreed termly meeting was appropriate. EJS website to be updated.*

### 4. Update from Infants Parents Forum

No items were raised for discussion.

### 5. AOB

- a) Arbor Communications – EJS have sent out communication for using this platform. Noted that EJS details on the system – but for EJS this is not yet live. Further information to follow once system is ready for EJS.

### 6. Next Meetings

9:00am – TBC – JU to provide dates he can do and reach agreement with Parent Forum rep.