

PARENT FORUM

MINUTES



Location: WPA



Date: 11/06/2026



Time: 18:00

IN ATTENDANCE

Stuart Mallott (WPA)
Alyshia O'Connor (chair)
Dawn Lamb (WPA)
Emma Makeham

Joanna Hance
Michelle Marchant
Carly Parkinson
Lucy Ellerker-Jones

APOLOGIES

Sarah Dawe
Rachel Young
Leigh Parker
AnnMarie
Loren Bradley

ACTION POINTS

- Improve timeliness and clarity of parent communications.
- Clarify use of communication channels (Dojo vs email).
- Share transition information next week.
- Continue work on playground/site improvements.
- Strengthen PTFA engagement through flexible volunteering.
- Promote online safety guidance for families.

AGENDA	SUMMARY
Welcome and introductions	Previous minutes shared; some feedback that these were sent late or not received by all parents. Action: Ensure minutes are distributed more promptly and clearly next time.
Updates on Previous Actions	Homework procedure has been updated and shared with parents. ✓ Action complete.
Communication with Parents	Discussion focused heavily on communication: What's working well: • Newsletter is well written and valued by parents. • Some communications (e.g. second email formats) are clearer when written in paragraphs. Concerns raised: • Inconsistency in how messages appear across devices. • Timing and clarity of communications, particularly around events (e.g. Sports Day). However this was difficult due to weather conditions. Discussion points: • Decisions (such as Sports Day changes) are made carefully, balancing: ○ Weather conditions ○ Parent availability ○ Staffing and workload • Recognition that last-minute changes are sometimes unavoidable but communication needs to remain as clear as possible. Agreed actions: • Review communication expectations and clarity (email vs Dojo use). • Continue to prioritise timely, clear messaging. • Consider simplifying key messages to improve readability.

AGENDA	SUMMARY
Sports Day Arrangements	- Decision-making process explained (weather tracking, safety, parental commitments). - Adjustments made to ensure event still ran in a practical format (e.g. half-day, picnic, alternative races). Parent feedback: - Some confusion/comments around communication rather than the event itself. Key message: - School aims to make decisions in the best interests of children and families, while balancing practical constraints.
Playground and Site Concerns	Ongoing discussion about: - Field conditions and drainage - Playground surfaces (costs and maintenance challenges) Action: - Continue to explore improvements and practical solutions.
Curriculum & Enrichment Highlights (Celebrations)	Spanish Tasting Day – very positive feedback from pupils. Production company visit – engaging and enjoyable (noted some younger pupils found it a little overwhelming due to noise). The school factored this and EYFS pupils were put at the back of the audience. Book exchange / book club – valued by pupils and families. General curriculum experiences – described as a “lovely, fun half term”.
Online Safety & Social Media	- Concerns raised about children accessing social media under age. - Reminder that platforms require users to be 13+. - School has provided guidance, but parental responsibility remains key. Action: - Continue to reinforce online safety messages through communication and school resources.
Transition (End of Year)	- Transition information (classes, staffing) will be shared next week. - Move-up preparations ongoing, including: - Early Years transition sessions (going well) - Clear communication planned for families Action: - Confirm all transition details shared with parents by next week.

AGENDA	SUMMARY
PTFA and Community Engagement	Key issue: PTFA currently relies on a very small number of active members. Discussion points: • Parents' capacity to support has reduced (work/life pressures). • Events require significant organisation and staff time. • Need to re-think approach to involvement. Ideas discussed: • Move towards volunteering for specific events rather than full PTFA membership. • Invite more parent involvement earlier (e.g. Reception intake sign-up). • Consider lower-effort, high-impact events (e.g. bingo, community events). Actions: • Explore flexible volunteering model. • Promote PTFA involvement at new intake meetings. • Invite PTFA representatives (e.g. Katie) to next full forum meeting in Autumn.
School Events and Fundraising	Celebration: • Mini-fete / in-school events created strong community atmosphere. • Positive pupil behaviour and peer support noted. Considerations: • Balance between fundraising, staffing workload, and impact on community.
Additional Points Raised	• Ongoing rumours and informal communication (e.g. WhatsApp groups) noted: ○ Reminder that school communicates formally when appropriate. ○ Encouragement to raise concerns directly with school staff.

Thank you everyone for coming and your contributions. :)

Next Meeting: Thursday 9th July 2026 at 6:00pm