

# PARENT FORUM

## MINUTES



**Location:** WPA



**Date:** 11/03/2025



**Time:** 18:00

### IN ATTENDANCE

Stuart Mallott (WPA)  
Loren Bradley (WPA)  
Alyshia O'Connor (Chair)  
Emma Makeham  
Rachel Young

AnnMarie  
Joanna Hance  
Clare Whapshott  
Dawn Lamb  
Claire Abbott

### APOLOGIES

Michelle Marchant  
Carly Smith  
Becky Smoothy  
Lucy Ellerker Jones  
Carly Parkinson

### ACTION POINTS

- Update Parent Forum Ambassador role and details for meet the team (Alyshia O'Connor)
- Parent Forum Ambassador role and details for meet the team poster to go onto the school website (Stuart Mallott/Loren Bradley)
- New classes for September Meet the team information to be shared with the parents in July (Class Teachers)
- Parents workshop on how to use Bromcom (Loren Bradley)
- Communication with parents- all letters events to include all relevant information including date, time, where etc (Loren Bradley and all class teachers)
- Next year's parents evening to be after assessment week to share data with parents (SLT)

AGENDA	SUMMARY
<b>Welcome and introductions</b>	Welcome to all parents
<b>Last meetings minutes &amp; action points</b>	<ul style="list-style-type: none"> <li>• Alyshia O'Connor will finish updating parent forum ambassador role and details</li> <li>• WPA Essentials are now on the school website</li> <li>• Children's books were available during parents evening and this information was given to parents on the weekly newsletter.</li> <li>• Weekly newsletter is through Sway and Mrs Bradley has simplified this and no concerns raised.</li> <li>• Mr Mallott looked at the 'meet the team' for photos but for them to have photos on the website all staff must agree to this. Instead, the school will add new class teachers and team information to class Dojo and a PowerPoint for families to see.</li> <li>• Mrs Bradley will share details with any upcoming trips and residential of staff who will be covering.</li> <li>• BromCom to be discussed on the agenda.</li> </ul>
<b>Expectations for Parent Forum Meetings</b>	Alyshia shared expectations for parent forum- reminding all attendees that respect is required at all times and that it is not the forum for raising personal grievances which should be instead relayed to school as per the communication policy.
<b>Celebrations</b>	<p>All agreed the Maths and Literacy workshops were a success. Parents found this very useful and nice to see how the children learn and for parents to get involved. Some comments were made around not all parents could attend and whether some information could be shared on class Dojo. Mr Mallott explained there is no PowerPoint or presentation to share as this was a workshop for parents to experience a child's lesson. Mr Mallott will take these comments onboard and look at what they can do to support parents who are unable to attend.</p> <p>Young voices was a success and all children enjoyed the trip and the experience. This is something Mr Mallott would like to do again next year and is looking into this. Mrs Bradley explained it takes a lot of admin time to arrange the trip due to health and safety and safe guarding.</p>
<b>BromCom</b>	<p>Parents have raised it is difficult to search for messages from a mobile phone. Mrs Bradley said it is set up differently for laptop and apps use. She will look at this and see if there is anything that can be done to access messages easier from the app.</p> <p>It has been highlighted today that some parents are not receiving all the communication from school and are not getting notifications of new emails but when opening the app cannot see the message. This tends to be affecting parents who have children at other schools who use BromCom. Mrs Bradley is going to contact BromCom again to look further into this. In the meantime, all emails/letters sent out will be on the website and Parentmail as the school still has Parentmail until October. Mrs Bradley is going to send out an email tomorrow to make parents aware of the current issues.</p> <p>Mrs Bradley is going to arrange a parent's workshop on how to use BromCom once the issues have been resolved. In the meantime, she will share a YouTube video of how to use the app for any parents who need some support.</p>

AGENDA	SUMMARY
<b>Communication with Parents</b>	Concerns were raised around mixed communication on different platforms like, weekly newsletter, BromCom and class Dojo, each sharing different information of an event day and times. Mrs Bradley had noticed this and apologised for the confusion. Moving forward she has asked all staff to send the information to her first to check before it is sent out to parents.
<b>School Rucksacks</b>	Chroma Sport has sent a sample rucksack for parents to look at. The rucksack cost £18 and will have the school logo on. This will be added to the uniform list as an optional purchase and can be ordered from Chroma Sport website.
<b>Pupils' learning journey – parent communication</b>	<p>Mr Mallott explained the learning journey for pupils learning during the school year.</p> <p><u>Autumn Term</u></p> <ul style="list-style-type: none"> <li>• Settling in</li> <li>• Behaviour, social skills</li> <li>• Sharing predicted end of year targets (from year 2 upwards)</li> </ul> <p><u>Spring Term</u></p> <ul style="list-style-type: none"> <li>• Academic progress</li> <li>• Areas for improvement</li> <li>• General reporting – strength and weakness, homework and participation, support and resources.</li> </ul> <p><u>Summer Term</u></p> <ul style="list-style-type: none"> <li>• Reports sent home</li> </ul> <p>Discussed whether parents evening should take place in the spring term after assessment week so teachers have a clear understanding of where the child is achieving. Mr Mallott expressed that teachers should know where the child is progressing through ongoing assessments but will consider this for planning future parents' evenings. Mr Mallott showed a template of the school report form and will be using the same one as last year.</p>
<b>Any Other Business</b>	<p><u>iPads how are they monitored for the amount of time used?</u></p> <p>This will depend on the reason they are being used and at times are used for brain breaks for limited time but for fun</p> <p><u>Music teacher and who going to further develop the children?</u></p> <p>ASCA is in the process of recruiting new music teachers to take over from Vicky Scrase who has stopped 1:1 music session at the school. Mr Jordan is the music lead for the school and is planning to develop this and the Cambridgeshire County Council Music Hubs comes to the school to support with music lessons.</p> <p>Mr Mallott is talking to Vicky Scrase around choir club and possibility of Young Voices for 2026.</p> <p><u>Staff well-being</u></p> <p>A reminder to parents to consider what they post about the school on social media. The negative comments can affect staff and they don't need to be reading this. If a parent has a concern with the school, please follow the communication policy and speak to a member of staff. The school is keen to work with parents and be a positive part of the local community.</p>

Thank you everyone for coming and your contributions. :)

Next Meeting: Tuesday 20th May 2025 at 6:00pm