

*St. Augustine's
Catholic Primary School*

Parent Forum

Parent Forum Notes

2:00 p.m., Monday, 11th November 2013.

Meeting begins at 2:00 p.m. with consent of the committee members' present

Committee Members	Present	Apologies Sent	Notes
Mr A.S. LA Chapelle	✓		Headteacher
Mr G. Watt	✓		Governor
Mrs M. Watt	✓		Governor
Mrs S. Buckley	✓		Governor
Mrs S. Irving	✓		Parent
Mrs E. Wilson	✓		Parent
Mrs E. Stringa	✓		Parent
Mr L. Reeves		✓	Parent
Mr A. Wilson		✓	Parent
Mrs M. Swift	✓		Parent
Mrs J. Wharam	✓		Parent
Mrs N. Hayward	✓		Governor
Mrs R. Wetherall		✓	Parent Support Advisor
Mrs C. Clough		✓	Pastoral Care

2. Minutes from previous meeting.

Minutes from previous meeting were discussed.

3. Matters arising

Parent-Teacher communication received positive feedback from parents and parent forum alike, it was decided to produce again this academic year.

Road safety – It has been noted that a nearby school is using banners and cones to highlight road safety. Mr La Chapelle is to contact that school to find out the effectiveness of their actions and to see if we could implement them.

ALC to Action

4. New ways to help communication

These are suggested way to improve communications:

- Frequently asked questions on website
- A school Facebook or Twitter account
- Email every parent a link to the Newsletter
- Update the class pages more frequently, to make it more interesting
- Give more detailed information of upcoming events
- Explain jargon in correspondence and newsletters i.e. Key Stages

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5. Meeting dates and times

The next Parent Forum Meeting has been set for Monday, 10th March 2014, at 7p.m.

6. Buildings update

Mr La Chapelle explained plans are underway to build a Multi-Use Games Area (MUGA). It is hoped to begin work during February half term. Plans had been considered to build a path from the church to school, in an effort to improve road safety. Unfortunately, it has not been possible to bring these plans to fruition due to the time scales involved. However, it is hoped that the local community will recognise the value of this and continue the process.

7. End of year Parent Response Form

It was decided more time was needed to discuss this item and to carry it forward to the next meeting.

8. AOB

Mrs Swift asked how packed lunches are supervised. It was explained midday supervisors consider a number of factors when supervising packed lunches:

- Are packed lunches being eaten? If not, why not and to monitor uneaten lunches and to implement a plan of action to ensure lunches are eaten.
- Are the contents suitable? No nuts or no sweets. No chocolate bars, but, Chocolate biscuits are acceptable.
- Ensure savoury items are eaten first.
- To be there to help open difficult packaging.