

Lady Elizabeth Hastings' CE VA Primary School  
**PARENT & CARER FORUM**

Friday 19 January 2018 @ 0910 – 1030

**Present:**

Rob Seldon	Chair of Governors (Chair)	Michelle O'Donnell	Headteacher
Emma Flannagan	Class 1	Fiona Spence	Class 4
Helen Boreham	Class 4 / Class 2	Mags Bradley	Class 3
Rob Bullen	Class 5		

**Apologies:**

Karthik Thangveliku	Class 1 / Class 3	Amudha Thangveliku	Class 1 / Class 3
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Please note the abbreviation P&C is used throughout these minutes to signify "Parent & Carers".

	<b>Agenda Item &amp; Summary of Discussion</b>	<b>Actionee</b>
	RS introduced Michelle to the meeting and general introductions were made.	None
	The meeting briefly reviewed the P&C Terms of Reference and responsibilities and confirmed each class was represented (as above).	None
<b>1.</b>	<b>Minutes of Meeting &amp; Other Admin</b>	
1.1.	The minutes of the October 2017 meeting were discussed and agreed as correct.	Closed
<b>2.</b>	<b>Matters Arising From Previous Minutes</b>	
2.1.	<b>Wildlife Area / Retreat Garden</b> A steering group is now running. An update will be given at the next meeting.	School
2.2.	<b>Head Lice</b> HB to re-send the headlice information to school so that the information issued to P&C can be updated in line with current NHS advice	HB / School
2.3.	<b>SHE Syllabus</b> Forum reviewed the syllabus introduced last term with MOD and agreed to regularly review and discuss the topics to be covered. The syllabus is age progressive, includes use of anatomically correct terms and descriptions and builds on subject matter previously covered. MOD is keen to build this subject matter further, using this material as a start point. Forum agreed the next meeting will cover mental health topics. <b>Significant discussion occurred and positive feedback given to school.</b>	School / Forum
2.4.	<b>Church – School Committee</b> A position on this committee still exists for a P&C. A meeting is taking place w/c 22 January.	School
2.5.	<b>Charity Support</b> Forum discussed the charities school support. Forum agreed that the children's choice of an international charity to support communities in developing nations was a good one and supported by P&C. School is also currently supporting Martin House as their local charity. Discussion agreed that more involvement with the charity, incorporated into the school lesson plan, would be of interest to P&C and benefit the children. Potential for a lower profile local charity, such as Wetherby Young Carers to	School / Forum

	be considered. MOD will raise with School Council. Newsletter needs to put choice into context and forum members to canvas P&C opinion.	
<b>3.</b>	<b>New Items</b>	
<b>3.1.</b>	<b>Computer Explorers</b> Forum fed back children's disappointment that the advertised "first come, first served" had not been used by the company in setting the attendee list for each session. Forum suggested that this phrase not be used if it isn't possible to deliver as it sets false expectations. School not aware of the situation and point noted.	School.
<b>3.2.</b>	<b>Parent Mail</b> P&C requested school explore options to increase use of payment system in parentmail as planned when the scheme was rolled out, currently only used for KS1 snack and dinner money payments.	School
<b>3.3.</b>	<b>Playground Safety</b> P&C raised concern about number of incidents in playground recently due to inclement weather and frozen surfaces. School advised that increased gritting has been in progress since Christmas break, including the purchase of a grit spreader. Forum requested MOD share the purchase of the gritter in the newsletter to reassure concerned parents that action has been taken.	School
<b>3.4.</b>	<b>Parking</b> A P&C raised parking concerns within school grounds, including vehicles entering the one-way car park via the exit, parking between the white posts and parking near the garden which blocks the exit. School to issue guidelines via newsletter, including the diagrams. P&C are also requested to park with consideration for local residents, particularly when grass verges are soft. School to confirm new landlord at The Pax will still allow parents to park in the car park at school drop off/ pick up.	School P&C
<b>3.5.</b>	<b>Walking Bus</b> A P&C has suggested school re-introduce the walking bus that used to operate from Walton via Woodlands. Boston Spa parents may also be interested in setting one up to cross the Bridge. Forum to canvas opinion with P&C prior to school initiating any formal system.	Forum / P&C
<b>3.6.</b>	<b>Robins</b> RS to feed into Governor's working group which monitors Robins that some P&C who work irregular shift patterns would appreciate the option of being able to use Robins. Meeting acknowledge the difficulty of delivering this and forum members re-iterated the benefits of playground support and childcare trades. Any P&C who needs support with childcare on an occasional basis is encouraged to ask forum members and other P&C for help.	School Forum / P&C
<b>3.7.</b>	<b>AOB</b> <b>Preparing For Secondary School</b> Forum raised a request to share the school's process for preparing Year 6 pupils for secondary school.	School
<b>4.</b>	<b>Meeting Admin</b>	
<b>4.1.</b>	<b>Next Meetings</b> 16 March 2018, 22 June 2018. All to start at 9am.	All
<b>4.2.</b>	<b>Meeting Closed: 10:00hrs</b>	