

**Parent Forum Meeting
Thursday 7th March 2019
2.00pm-3.00pm**



Farmer Franks Lane
Winkleigh
Devon EX19 8JQ

Present: Vicki Fenemore Sheevaun Manning Cherry Roadnight Robin Harper (Gov) Caroline Crosby Liz Jones Emma Rhodes
 Netti Habel Angela Jones Xeni Robinson Tanya Beardon Alison Sutherland Hilary Bruce Suzie Marles

	ITEM	LEADER	MINUTES	ACTIONS
ITEMS FOR DISCUSSION				
1	Apologies for absence	VF	Apologies LJ & ER, AS joined meeting after it had started as notified.	
2	Eco Cups	VF / SM	<p>Obviously as a school we look at reducing plastic. The Christmas Fair used recyclable cups and one parent bought in own cup to refill. It was suggested that at Family Breakfast events try to encourage people to bring their own plate and cup. The Restaurant Evening with year 5 tries to raise as much money as possible to fully pay for their year 6 end of summer term trip. This event could be looked at to encourage recycling and reduce plastic waste. Sports Day parents could be asked to bring their own cup for tea and coffee. As a school we do recycle items. However, we also have to use up plastic resources that school has already purchased.</p> <p>Credit shop discussion. VF/SM confirmed that the children generally choose what they want the shop to have in it. It is nice for the children to be able to choose (HB). It has been discussed in school to perhaps change the credit shop so that children can buy experiences such as forest school with their</p>	All to consider recycling and reduction in plastic usage.

			<p>credits. We are continually looking to change items in the shop. Try to create a balance. An example of paper use instead of plastic is; Year 6 have been shown how to make origami cups if they have forgotten their bottle.</p> <p>It was suggested that perhaps children bring their own drink to the school disco to reduce waste.</p>	
3	Newsletter & Weekly Learning Overview	VF	<p>Admin used to produce a long newsletter, it has been slimmed down, we now feel it does not give enough information. The Forum were asked 'How many present read the newsletter?' All read it, perhaps not every week but it is read.</p> <p>A New Style Newsletter is going to be launched in the Summer term to include, a note from the Head, plus weekly learning overview included in the layout. One document will be sent out on a weekly basis incorporating all news and information. This was agreed by the Forum as a good idea.</p> <p>General discussion; FOWS have a Facebook page. Community news could go through that rather than add to the school newsletter? Check with Amanda Singer, could school email Liz Jones with community news for the Facebook page?</p>	AS (community news to FOW?)
4	School > Parent Communication	AJ	<p>AJ explained that she had set up a group message in Facebook to discuss communication. Some parents want paper information, some are happy with communication as it is, others are not. Some parents struggle with Diary dates. Some parents rely on the newsletter so as not to miss events. AJ commented that we can't please everybody, but the majority seem happy.</p> <p>It was asked if Admin can add a note to the weekly newsletter 'New dates added to the calendar this week' to alert parents. Or can we screen shot the calendar month and put this into the new style newsletter? CC to discuss this with Admin team.</p>	Admin Team

Discussion around Message books. They are used for year 3 upwards. For KS2 (year 3 - Year 6) it is the child's responsibility to say I have a message for you and then teacher will read it. VF confirmed that if a parent has a message it can be emailed into admin@winkleigh.devon.sch.uk and the message will be passed onto the relevant teacher.

VF confirmed that school mainly contacts parents via email. Text has a cost implication therefore essential messages only are sent by text.

Parents do need to take responsibility to make sure that messages are relayed to school in such a way that the message is easily found. KS1 leave message book open, KS2 child to inform teacher that they have a message. Parent can email admin@winkleigh.devon.sch.uk and messages will be relayed to Teachers. Phone school on 01837 83354 and speak to Admin Team or leave a message.

An issue was raised with the Gateway ; Old menus are still on the school Gateway and cause confusion. CC confirmed that Amanda Singer had now removed old menus.

The Forum commented that the Gateway is brilliant, communication has improved.

One concern regarding sporting events as they are often short notice and Mr Davis sends out a paper letter. VF stated that they are often confirmed with other schools at short notice. CC confirmed that this will be discussed in the Admin Team and sporting events will in future be set up on the Gateway to enable parents give permission and confirm travel arrangements via the Gateway.

Can Pre-school bookings go onto the Gateway. CC stated that this can also be discussed in the Admin Team to see if this can be added to the Gateway. There are many different combinations of sessions that can be booked at Pre-School but we will look to see if we can move this process online.

Admin Team

Admin Team

		<p>VF stated that if there are any parents with issues that should be discussed by Parent Forum please encourage parents to submit a form for the next agenda.</p> <p>One final item that was discussed was the possibility of changing the meal booking options to enable the pudding choice to be booked to ensure that children receive the pudding that they would like as well as the meal selection. CC to discuss this possibility with the Admin Team.</p>	Admin Team
Date of next meeting		Thursday 13 th June, 2.00pm	

Signed

Date.....

DRAFT