



**St Chad's CoE (C) Primary School
Parent Forum Meeting
Thursday 8th February 2018 at 6:30pm
MINUTES**

PRESENT: Dave Humphries (Governor), Jean Marshall (Staff), Scot Hardy, Sharon Cartledge, Colin Higginson and Holly Huxley

1	Apologies	Louise Hunt, Phil Comley, Zoe Comley
2	Welcome & introductions	Forum welcomed new parents and PCSO David Troy
3	Terms of reference	Terms of reference were given to new parents and read and agreed.
4	Minutes of last meeting	Minutes of last meeting were read and agreed
5	Matters arising	Dave Humphries to look at producing a parent forum poster for the Early years department.
6	PCSO	PCSO David Troy was thanked for taking the time to attend. Topics discussed were parking outside school. DT said he would attend school at 8:45 am and 3:00pm to monitor the situation.
7	Attendance/ lates	Dave Humphries noted that since the letter had gone out to parents regarding attendance the whole school attendance had improved and was above the national average. Parents brought up the timing of the bell in the morning. There is now a digital clock in the reception area to the office.
8	Parent issues	A concern was raised about the letter sent out to parents regarding attendance. The letter concerned is an authority standard letter. If there are two siblings in school can each child have a different parent as their contact for texts? Reception parents felt that their children were not always getting the full choice of meals as they are not ready for their meal time. When we put performances on at Christmas, could there be a grandparent's show. It was explained that the children already perform it twice.
9	Equality Issues	None recorded
10	Health and Safety	Children need to be supervised by their parent/carer in the hut before school as it can be slippery.
11	Date of next meeting	To be arranged for summer term