

Parent Forum Meeting Minutes

Date: 13 November 2025

Chair: KM

1. Welcome & Introduction

KM welcomed all attendees, including new members of the Parent Forum. She outlined the role and purpose of the Forum and confirmed that meetings will take place termly. Terms and conditions for participation were distributed to all parents.

KM also introduced the **Golden Guidelines**, which guide how Parent Forum meetings operate:

1. **Respectful Collaboration** – Members listen to one another and do not talk over others.
2. **Protecting Privacy** – Children's names, staff names and parent names are not shared during discussions.
3. **Focused and Forward-Thinking** – An agenda is shared before each meeting, discussions stay on track, and the group works together to identify ways to improve the school.

2. Anti-Bullying Presentation

As the meeting fell during Anti-Bullying Week, KM delivered a presentation on the school's approach to anti-bullying.

- She explained the **definition of bullying** and the **roles involved**.
- Parents were pleased with the school's anti-bullying provision.
- KM discussed the school's accreditations, including the **Diana Award** and the **Anti-Bullying Alliance Silver Award**.
- Staff receive **annual anti-bullying training**, and the group reviewed the school's Anti-Bullying Policy.

3. Communication With the School

Parents shared feedback on communication methods.

- Many had been viewing only the **School Story** on Class Dojo rather than their **Class Story**, resulting in missed updates.
- KM created and shared a **video guide** showing how to access the Class Story, including where to find the **school diary**.
- The school will incorporate Class Dojo support into the **induction process**, including during parent welcome meetings in September.

Barriers to Visiting the School

Parents noted that families who are interested in events generally do attend, though they appreciated ongoing consideration of accessibility and support.

4. Leading Parent Partnership Award (LPPA) Feedback

KM explained that the school has been working on the LPPA for 18 months and sought parents' views.

Induction

- Parents were pleased with the overall induction process.
- They suggested adding **summer term induction meetings** so families can meet new teachers before September.
- **Action:** KM to take this suggestion to SLT.

Year 6 Transition

- Parents noted variation in transition days, with some children attending one day and others more.
- They asked whether the school could encourage secondary schools to offer **more than one transition day**.
- KM explained that borough-wide arrangements limit control but agreed to explore **additional internal transition activities** for Year 6.
- Overall, parents felt the transition process was positive.

Action: Provide **more information on Year 6 transition arrangements** on Class Dojo.

5. Parent Workshops

- Parents enjoyed **The Big Read** in Year 1 but asked whether it could be held at **different times** to accommodate families.
- They suggested Reception could also benefit from an alternative timing for similar events.

KM acknowledged scheduling challenges, particularly for multi-child families and events such as **Bedtime Stories at Christmas**, which must occur on a single day.

- The group discussed hosting **two sessions** for Bedtime Stories to give parents more flexibility to visit different classes.

Support With Teaching Methods

- A parent asked how certain methods—such as **column addition**—are taught.
- KM agreed to speak to teachers and middle leaders about producing **instructional videos on Class Dojo** demonstrating teaching strategies.
- Parents welcomed this idea.

Action: School to explore the creation of short instructional videos on Class Dojo.

6. E-Safety

Parents said that the school's e-safety guidance is **well received and** noted that families often respond strongly to advice from **other parents**, especially regarding online safety do's and don'ts.

KM reminded the group that an e-safety video, created previously by parents and pupils, is already available online.

- The Forum suggested producing a **new parent-led e-safety video**, which they felt would be very impactful.

- KM proposed planning this towards the **end of January**, ahead of the next meeting.

Action: Explore creation of a new parent-led e-safety video.

7. Conclusion

KM thanked all attendees for their positive contributions and engagement. Five parents attended the meeting, and they reported that they found the session useful and enjoyable. They expressed willingness to encourage other families to attend future meetings.

The next Parent Forum meeting will be arranged for **the end of January 2026**.