



# Parent Forum Meeting MINUTES

Meeting date | time

**23.09.24 3.30 – 4.30pm**

Meeting location **Marhamchurch C  
of E Academy**

Meeting called by Deirdre Petersen

Type of meeting Parent Forum

Note taker Natasha Ellerington  
(FSW)

## Attendees

DP (Head teacher)

MJ (HT, JAC), VJ Assistant HT (STM)  
(parents)

TT (SENDco)

DH, JM, HF (teaching staff)

Parents/ carers: EMassen, EGear, SHooper,  
LHambley, ELee, EHawkins, LMoran,  
MTurner, GWilliams, CR, RChoules,  
SHooper, DFawdon, JWood

Apologies: Mrs Dennis (Parent) GPearson  
(Parent, Chair of PSFA)

## INTRODUCTION/ WELCOME

DP welcomes everyone to the forum and outlines working in partnership for the benefit of the children and our school community. Cornwall Hub leadership team – introductions – MJ, VJ. MJ and VJ outline their new role and how working together as 3 schools is beneficial.

DP outlines the action plan for working as a hub in 2024-25.

DP - Purpose of the meeting today is to bring parent engagement into the hub schools. All schools will hold parent forums which Hub leadership team will attend. We want active parent engagement and to see the attendance at our parent forums grow. Reference to the Parent carer Engagement Framework in enabling good communication, active engagement in school life and the schools see parents as partners in their child's education.

**ACTIONS FROM LAST PARENT FORUM (June 2024) -**

**ACTION: DP to investigate portion sizes with the catering team.** Actioned 14.6.23 – new catering model is going well; meals transported from Jacobstow – largest kitchen in the hub. Portion sizes are monitored regularly, parent voice listened and responded to.

A parent feels disappointed that the meals are no longer cooked on site. Her child doesn't want a school dinner this term, so mum is providing packed lunch. MJ reassured parents that the quality of the food is exceptionally high coming from Jacobstow kitchen.

**ACTION: parents asked for a taster session. DP to organize a taster session with Educatering in Autumn term 2.**

A parent explained how her child has been split from peers and now not sitting with friends from another class at lunchtime which is causing her upset. DP explained that lunch time is a busy time with so many children – children with packed lunches sit separately to school dinners. Classes come in and sit together so that meals can be served hot and quickly.

**Action: DP to speak to Mrs Hockin re. seating arrangements to review how this is going.**

**ACTION: DP to consult with parents re year group split for September 2023.** Meetings were held with parents who questioned the split and, where possible, reassurances given due to class size numbers and new children joining the school.

**ACTION: Explore playground leader training for older children to promote structured playtimes.** Structured playtimes are in place with Optimum clubs, lunchtime clubs and playground leaders. Children have introduced a 'Calm Club' for those who do not want to play team games or need a space to be quiet. This was started by the Wildlife Champions last year.

1.1	<p><b>CORNWALL HUB VISION</b></p> <p>DP – building capacity in learning and opportunities for all children across the 3 schools. Working as a group of 3 small schools – providing enrichment opportunities for all.</p> <p>3 teams of staff working as one – meeting weekly for professional development meetings. VJ has extensive curriculum experience to strengthen the hub.</p> <p>SG and inclusion are joined up approach with a strong SG team across all schools.</p> <p>JM – described the strength of working with other teachers across the hub. Sharing and drawing on strengths.</p> <p>TT – explained how we work together as a hub with an inclusive approach. Sharing ideas with families – joined up thinking as we work together as 3 schools.</p> <p>A parent reflected that it all sounds good and leadership support is evident.</p> <p>A parent explained that some parents couldn't be here this afternoon – DP noted this.</p>
1.2	<p><b>CURRICULUM PLANS 24-25</b></p> <p>DP - Teachers – we finding their strengths and weaknesses to develop middle leadership and curriculum development. Teachers are sharing their expertise – subject leads and curriculum development high on the agenda this year.</p>

	<p>DP - Previous year development was centred on our Trust core offers – reading, writing and maths. This year we are embedding these core subjects and wider curriculum subjects like geography too.</p> <p>Enrichment includes Surf lessons (Y6 Aut term) and Beach school (EYFS Spring term), Forest School using the village resource/ site. Whole school will use this provision. JM – lead for forest school. 6 week blocks, starting with Puffins class. There is a license agreement now in place.</p> <p>Christmas play – whole school performance/production this year. Reflecting on parent feedback.</p> <p>CM - would like to see more of a topic based learning approach – e.g. making a shield learning about Romans. Linking history and art, for example. DP agreed that this was a good point and that where possible, we make links across subjects to build the children’s schema as well as incorporate active learning and outdoor learning opportunities. Example given when Year 6 took their colour mixing paints to the orchard when mixing for their Lowry paintings.</p>
<p><b>1.3</b></p>	<p><b>SCHOOL PRIORITIES – Culture of Inclusion</b></p> <p>As discussed, all 3 schools are working on their inclusion/ SEND offer.</p> <p>A parent mentioned that there has been a fantastic range of extra curricular clubs and would this offer be even more extended this year? DP replied that this offer will remain the same as the last academic year.</p> <p>TT shared further about what inclusion looks like – removing barriers to learning and meeting all needs. TT would like parent views on what an inclusion offer looks like in future forums.</p> <p>DP – school improvement areas for development (outlined above).</p>
<p><b>1.4</b></p>	<p><b>LOOKING FORWARD –</b></p> <p>DP - Support is available to vulnerable families or any parent/ child in our community who faces challenge – financial, breakdown in relationships, bereavement, mental health. Attendees encouraged to reach out if they need support or tell someone they know that may benefit. School can signpost families and individuals for extra support.</p> <p>NE - Early Help support – parent drop in sessions.</p> <p>FSW</p> <p>Foodbank</p> <p>DP - Communication – Dojo will be phased out. DP explained that the messaging is often at inappropriate times and unprofessional for various reasons. Alternative – face to face and the school app MCAS/email and messaging service. Parents asked to switch on their push notifications so as not to miss key updates and reminders.</p> <p>A parent asked how to make an appointment – DP asked for parents to phone for an appointment. MJ explained the best approach.</p> <p>A parent sent an email on Friday re. collecting children and didn’t receive a reply. DP explained the new admin hours (8.30 – 12.30). A discussion was held around worries</p>

	<p>about the office not receiving afternoon messages about changing plans about who is collecting children.</p> <p>Parents advised to ring the office and leave a message. In the event of an emergency, we will find a way.</p> <p>EH – the answerphone message does not reflect the school, can this be changed?</p> <p><b>Action: change the answerphone message. DP to contact Computeam to arrange this.</b></p>
<p><b>1.5</b></p>	<p><b>AOB</b></p> <p>Feedback from a parent (sent apologies) – thank you to the EYFS team in Owl class for a fantastic start to her daughter’s school life.</p> <p>A parent loves the surfing and would like this to be minuted.</p> <p>A parent would like spellings to be re-established. DP explained that we are adopting a new spelling approach, and we are upskilling the teachers in delivering this. VJ explained what this will look like. Children have been assessed and this programme is going to target the gaps.</p> <p>A parent feels that the extra homework set is overwhelming for her child and ends up being her responsibility. The language feels adult like – would like a more child friendly description of what the homework project is. Parent feels overwhelmed by the task and how to explain this to her children when she already prioritises reading.</p>
<p><b>Date of next meeting: Autumn term 2 TBC</b></p>	

DP thanks everyone for attending. Meeting closed at 4.30pm