



Parents' Forum Minutes – Halsford Park School

Tuesday 27th January 2026

Attending Staff	Claire Spencer	Headteacher
	Amanda Metters	Admin Assistant
Parents/Carers	Rebecca Scott	EY
	Michelle Lyon	Yr2/5
	Rachel Bennett	Yr3
	Emma Pickering	Yr4/2
	Jemma Hodges	cover Yr1
	Gemma Sweatman	cover Yr1
	Emma Farrington	PTA Chair
	Nicola Keeler	PTA Committee Member
	Daisy McCallum	Parent Governor
Apologies	Alex Dewdney-Bell	

How we will be:

Non-specific (not about individual children/adults).
Respecting others' opinions.
Keep it kind.
Solution focus.
Non-Repetitive

Please note: A rep is still needed for Year 6. Please contact the school if you are interested in the role.

Meeting Started: 09.05am

1. How we will be, terms of reference & last minutes actions

Mrs Spencer welcomed everyone to the meeting and introductions were made. The role and purpose of parent forum was explained.

The action points from the last meeting were reviewed after the PTA talk.

1. Add dates to Assembly focus. **Actioned.**
2. Find contact details and contact Jacquie Russell. **See response on attachment. The school will continue to promote safety around walking to school.**
3. Year 5 permission to walk home letter to be sent at the end of year 4. **Office to action when required.**
4. Glossary of terms to be sent to parents and carers once Growing Great Writers document has been finalised. **Ongoing.**
5. Speak with PTA chair regarding next meeting. **Actioned. See below.**

2. All about the PTA

Emma Farrington, PTA Chair and Nicola Keeler, PTA Committee attended the meeting to talk about the roles of the PTA:

- **PTA Chair:** Overseas the PTA, is the main point of contact, deals with admin.

- **Treasurer:** Have got a new Treasurer starting this week. Track spending/accounts, make payments, reports to Charities Commission.
- **Secretary:** A Secretary is needed. Set up meetings, agendas, minutes, writing letters to parents, updating board.
- **200 Club:** School lottery. Players pay £2 per month to enter, with the winner drawn each month. Half the money raised goes to the lucky winner and the other half to the PTA funds. Need to promote to get more players.
- **Second hand uniform:** This is collected from the donation bin, washed and sorted, then listed on the PTA events website.
- **Grants:** It would be very helpful to have someone who could research available grants and apply for them as they are a great source of additional funding. The school are happy to offer support with this.
- **Social Media:** It would be very helpful to have someone who is Social Media savvy to help promote the PTA online.

The PTA are a small and friendly team who would appreciate more members. They meet every half term, usually on Teams, and occasionally in the pub! Being part of the PTA gives plenty of opportunities to help out in school, being part of the community with fun events like delivering Easter eggs with the Easter bunny, serving food at the Christmas lunch, and running the discos.

They have a committed spend of £8,00 per year, which helps fund things like First Aid training for all children; the yearly pantomime; and a classroom fund of £200 per class which is used to offset the cost of trips. A reserve of £8,000 is carried over each year. Any extra funds raised go towards large projects such as the Learning labyrinth refurbishment plan. Around £30,000 is needed to transform this area into a multi-use space for the children.

They would love to be able to bring the Tuck shop back on a Friday after school, and Frozen Fridays in the summer (where lollies and ice-creams are sold), but need enough volunteers. Their biggest struggle is getting enough volunteers to be able to put on large events like the summer and Christmas fairs.

The PTA would welcome any ideas or suggestions on other ways to raise funds. Please email: halsford.pta@gmail.com

The PTA AGM will be held on Thursday 29th January at 8.00pm. Details of how to join the meeting have been sent separately.

Daisy offered to create videos for the PTA to use for promotion if they can send her some suitable photos/videos.

3. Successes of the Term

Early Years:

- A lot of the children have expressed a positive reaction to Fred talks.
- They have also enjoyed the individual alphabet sheets and handwriting packs that they have been sent home with.
- Many parents have been very impressed with drawing club. At least 4 plus parents have said how their child enjoys it.
- Dough disco and pen disco have also been mentioned for their good range of songs and enjoyment.
- The children are very enthusiastic about the naughty bus! A lot of parents have said their child talks about at home.

- Parents appreciate that the family learning conference also include the children and are in the classroom.
- They enjoy learning their phonics.
- Parents have said that they find the curriculum is engaging and well thought out.
- Parents find that the level of sharing what the children are learning at school with the parents is at a good standard.
- Miss Pierre has also been mentioned that she is very engaging, supportive and has excellent communication.
- The parents were very happy that their child has learnt first aid – even if some children’s explanation of what happened in class can vary! (Parents discussion on the What’s app group) a lot of the children practiced the recovery position on their parent.
- Parents enjoyed the sessions put on about the digital child and dealing with their emotions (they would like more if possible).
- When the school had no water, they found that messages were helpful and consistent with notice about closer and what was happening.

Year 1:

- Lots of really positive feedback for the First Aid day - children came back practising what they had learned and were very engaged.
- People think the Gladiator event organised by the PTA is a fantastic idea and caused a lot of excitement amongst children and their parents/carers!

Year 2:

- Purple homework books are great.

Year 3:

- Enjoyed pretend trip to Guatemala on a plane.
- Love the kapok tree setting.
- Cricket coach is very good.
- Appreciate having homework sheets printed out.

Year 4:

- Fab Finish was wonderful. Great to be able to see own child’s and classmates work displayed for them to be able to talk about it with such obvious pride. Much more space in the hall than classroom. Would be good if the same concept could be used for celebration of learning.

Year 5:

- Online learning whilst school was closed. Thanks for the communications on what was happening - these were appreciated and for the children to come to school in own clothes.

Year 6:

- Dame Rachel de Souza- Children’s Commissioner - new guide, [What I wish my parents or carers knew: A guide for parents on managing children’s digital lives](#). Parent felt this was fantastic and reaffirmed parental decisions around phone usage for their child.

4. Parent Survey

Mrs Spencer gave an overview on the results of the parent survey. Please see the attached document for more details. There were only 82 responses to the survey. The school is very proud that Halsford Park is performing above average across the board at the expected standard, by the end of KS2 and has done for the past 3 years. Sports and PE provision was raised as the main issue for improvement. Actions to address this have been planned and are detailed on the attached document. It was agreed within the forum that information on forthcoming sporting events will be sent out at the start of each half term and that the colour of PE tops will be changed to purple from September. There is also a link to the sporting events calendar included in each newsletter.

5. AOB

There wasn't enough time to go through all of the AOB points during the meeting. Mrs Spencer will respond to the reps individually regarding the other points raised for them to feedback to their year groups.

- **School Closure / Online learning:** If we are to ever have the need for online learning due to school closure again please could the docs be uploaded before 9am as for working parents its bit of a scramble to get the docs printed/uploaded etc. or sent to whoever is looking after them. *We will aim to get it on their as early as possible in the event of unexpected closure. We say 9am at the latest.*
Would be nice to have the offer of some online teacher time over those 3 days. Mine spent ages on screens so having a teacher led 30 mins or so on and off during the day would've been helpful. Or even a video message setting out the work for the day. *We will take this into consideration if ever a next time.*
- **Outdoor learning:** Some parents from year 4 have questioned why outdoor learning for the whole school can't be April through to summer. What are the benefits of doing it in winter when nothing is growing and it's cold and wet? The children just get muddy! *We have added a section to the website about outdoor learning. Please see [here](#). The structure and overview for outdoor learning is also included on the attached document.*

Actions

1. Forthcoming sporting events information to be sent out at the start of each half term. OFFICE

Date of Next Meeting: Tuesday 17th March at 9.05am in the Meeting room

Upcoming Focus:

- TBC

Parent Forum dates:

Term	Halsford Park
Spring 2	17.03.26
Summer 1	05.05.26
Summer 2	23.06.26