



## **Parents' Forum Minutes – Halsford Park School**

### **Tuesday 25<sup>th</sup> November 2025**

<b>Attending Staff</b>	Claire Spencer	Headteacher
	Amanda Metters	Admin Assistant

<b>Parents/Carers</b>	Rebecca Scott	EY
	Alex Dewdney-Bell	Yr1
	Michelle Lyon	Yr2/5
	Rachel Bennett	Yr3

#### **How we will be:**

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

<b>Apologies</b>	Emma Pickering
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**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. Rebecca Scott has kindly agreed to be the representative for Early Years and the role of parent rep was explained.

The action points from the last meeting were then reviewed:

1. Ask if anyone would like to volunteer to be a lollipop person. **No response.**
2. Ask if children would like to make posters at home to encourage safer parking. **No response. It was suggested this may be more appropriate for older children.**
3. Add link for reporting parking issues to newsletter. **ACTIONED** and also added to Parent Forum minutes.
4. Contact West Sussex Highways regarding yellow lines outside school. **Mrs Spencer explained that this would require a Community Highways Scheme Application to be made, which would be a large project requiring a working party. The deadline this year was 31<sup>st</sup> July 2025. "Developing and designing a highways scheme is a lengthy and costly process."**  
She reminded reps that safer parking is included on the Parent and Carers Code of Conduct. It was suggested children could be encouraged to remind their parents to park safely. Michelle Lyon asked if more could be done to promote Road Safety week which was last week. She also asked if local Councillor Jacque Russell could be contacted.
5. Ask for opinions on children walking home from school by themselves. **Year 4 feedback:**
  - Some parents with current Yr5 kids do seem to feel they got a chance to speak to their children about what was appropriate for them.
  - Year 4 parents do not want it to start only when 10yrs old or Year 6. They're happy with it being Year 5, so long as they can speak to child ahead returning to school in Yr5.
  - Some parents who have children in Year 5, commented that they haven't seen/heard this being discussed, and so this doesn't seem to support 70% of parents having an issue with it.

- Suggested letter/google form to be sent out end of year 4 rather than at the start of year 5 (on Inset day).
- 6. School assembly topics to be added to newsletter. **ACTIONED.** It was asked if the dates could also be added.

## **2. Successes of the Term**

### **Early Years:**

- Early years buddies – really good feedback. Mrs Spencer mentioned that she had received specific feedback about one of the buddies and the year 6 child had received a Headteacher's award as a result. It is a good opportunity for the older children to be role models for the younger children.

### **Year 3:**

- Art & DT really popular, especially making dragon caves.
- PE – indoor gym with Mr Burgess.
- Mrs Durrant has provided great support with transition.
- Learning about the Stone Age/Stonehenge.
- Butser Ancient Farm trip – the activities were really engaging.

### **Year 5:**

- CEMA trip. My child loved the trip yesterday and was full of facts/telling me all about it - please can you pass on thanks to all the staff involved. My child couldn't stop chatting about all the stories he was told. My child had a great time, very informative and has come back with lots of info. Thanks to the staff and parents who went, appreciate the time and effort to make these trips happen! My child loved the trip and facts shared. Apparently, the Guide was in film Warhorse? Massive thanks.

## **3. School Improvement Plan**

Mrs Spencer spoke to the group about the School Improvement Plan. This is produced every year and is peer reviewed by the Trust at the end of each school year. The four areas covered are:

- Leadership and Management – Claire Spencer
- Assessment for Learning – Cassie Barlow
- Pedagogy & Curriculum – Lisa Goodwin
- Learning Environment – Rosie Loftus

There is a Governor linked to each area. They support staff in monitoring and on learning walks. There are running themes linked with the Trust e.g. underserved children, English as an additional language, children with significant SEN. Although the school is part of an academy, they have chosen to have Local Authority moderation every four years as a quality assurance. Duncan Edwards, Link Advisor Curriculum, West Sussex County Council also recently visited the school for an External School Improvement Meeting. During his visit he carried out a learning walk. His visits are funded by the Trust.

Assessment for Learning meetings are held half termly with SMART targets set. Teachers also have pupil progress meetings. Targets are discussed between teachers and set for each child every year. There are non-statutory tests for KS1. Children are assessed using a mixture of quizzes and informal tests.

The school scored above the end of Key Stage 2 National average in all subjects last year (information is published in December). However, the outcomes for writing were lower than Reading and Maths, so writing is a big focus for the Trust. Pedagogy and Curriculum is focussed on producing a writing framework, Growing Great Writers. This will encompass all aspects of writing including handwriting, spelling, composition, sentence construction, and vocabulary. This will be a useful document to be used for moderation. The 'I do, we do, you do model' which is currently used in Maths lessons, will be moving into English lessons. Rachel Bennett asked if a glossary of terms could be provided for parents, (e.g. fronted adverbials.) Mrs Spencer agreed this would be actioned once the document has been finalised.

The results for Phonics were 78%, which is good, but the school aims for higher. Therefore, the school is changing from the Essential Letters and Sounds Phonics scheme to the Read Write Inc scheme. Staff training on the new scheme will begin in the January INSET. Further updates on the new scheme will be communicated to parents and carers and discussed in a future Parents' Forum Meeting.

Leadership and Management is focussed on presentation in books, using Great Expectations for Books guidelines specific for different year groups. Mrs Spencer showed examples of these.

Learning Environment is focussed in the classroom and includes grouping for children dependent on specific tasks.

#### 4. AOB

##### Early Years:

- **Dates for diary** needs to include more dates, e.g. Children in Need, non-uniform days. Forthcoming events are covered for years 1-6 in "Things to look forward to" in the Welcome to year group meetings and in the whole school overview. Will arrange for more details to be added to the newsletter.
- **Children drinking water** – concern they're not drinking enough. Children are encouraged to drink during the day. They have drinks from their bottles at snack time and are provided with a cup of water or milk at lunchtime.

##### Year 2:

- **PTA** The PTA needs a treasurer - please contact the PTA if you or anyone you know are interested! Mrs Spencer advised that the PTA needs a Treasurer in order to be able to stay as a registered charity. This can't be a teacher, but can be a shared role. It was asked if more information could be provided on what the PTA does and what the Treasurer role would entail. Mrs Spencer said she would speak with the PTA and arrange for this to be a future Parents' Forum topic. Michelle Lyon suggested the PTA roles could be spoken about at the Christmas fair. Rebecca Scott asked if more notice could be given when asking for volunteers (and also for

the Christmas concert dates.) Mrs Spencer advised as there are currently so few PTA members it is difficult for them to plan in advance and at this stage there is unlikely to be a summer fair.

- **KS1 Badminton Festival** Regarding the recent sports event at Imberhorne School, could the school please give parents advance notice when children are being asked if they would like to take part? This would allow us to speak with our children beforehand and prepare them in case they are not selected. Advance notice is on the PE tracker – this was agreed with Parents' forum a couple of years ago. Please click [here](#) to view the link to PE events, which is also on the bottom of the calendar in each month's newsletter. Michelle Lyon commented it helps to manage children's expectations at home if parents know that children have been told about forthcoming events and know they won't all be selected to take part.

### Year 3:

- **Butser trip** It was too cold for some children. The pick-up time needed to be more realistic. The journey back took 2 ½ hours and there were no toilets. Could the cost of a coach with a toilet be considered for future long trips, or perhaps a stop at a service station? Unfortunately, the trip was on the day it snowed and there were traffic delays. It would be difficult from a safeguarding and logistical point of view to take 60 children to the toilets at a service station. Parents were advised to provide their children with appropriate outdoor weather clothing. The school will need to decide if long trips are worth the travel distance in future and look for alternatives.

### Year 5:

- **Comms on Trip** Some parents didn't receive the text about the bus coming back, there was a mixture of it going via text or school gateway, please can this be looked into so it's consistent as school gateway doesn't always send a notification. If a parent or carer has the school gateway app installed, messages sent from school will go via school gateway as there is no charge to the school for this service. Please ensure notifications for school gateway are turned on under Notification settings. It was suggested that an email is sent to all parents in future as well.
- Pioneer - they were not aware of the trip so did not know that children would need to be collected/taken back to Pioneer. This should not be part of the planning or in the comms for parents to make the arrangements with Pioneer. Pioneer were aware of the trip but it is parental responsibility to inform them directly. We will add a reminder of this to future trip letters.
- Lack of comms from Year 5 team - no reminders for payments were sent out or a reminder the week/day before the trip. Past year group trips there has been reminders! We didn't wish to bombard parents with information, so reminders for payment were only sent to those parents who hadn't paid or given consent.

### Actions

1. Add dates to Assembly focus. CS
  2. Find contact details and contact Jacquie Russell. CS
  3. Year 5 permission to walk home letter to be sent at the end of year 4. OFFICE
- Glossary of terms to be sent to parents and carers once Growing Great Writers document has been finalised. CS

4. Speak with PTA chair regarding next meeting. CS

**Date of Next Meeting:** Tuesday 27<sup>th</sup> January at 9.05am in the Meeting room

**Upcoming Focus:**

- Parent Survey
- All about the PTA (TBC). \* If PTA members are free, if not, an alternative date for a PTA discussion will be arranged.

**Parent Forum dates:**

Term	Halsford Park
Spring 1	27.01.26
Spring 2	17.03.26
Summer 1	05.05.26
Summer 2	23.06.26