



Parents' Forum Minutes – Halsford Park School Tuesday 28th January 2025

Attending Staff	Claire Spencer	Headteacher
	Debbie Wren	HLTA & Peer Mentor
	Amanda Metters	Admin Assistant

Parents/Carers	Nadia Seecharan	Yr2
	Emma Pickering	Yr3/1
	Michelle Lyon	Yr4/1
	Lucy Hall	Yr6

Apologies	Ashleigh Salter, Lucy Carey, Lou Roach
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How we will be:

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

Meeting Started: 09.05am

1. How we will be and Terms of Reference & Reviewed Actions

Mrs Spencer welcomed everybody to the meeting and explained the purpose of Parents' Forum to the Peer Mentors who were present. Introductions were made.

- An Early Years Rep is still needed. No response yet, so this will be added as an action point again.
- Reminder of no scooters or bicycles to be included in the next newsletter. ACTIONED.
- Uniform list to be updated of tying hair up and be included in the next newsletter. ACTIONED.
- Communications regarding Conversation Café will be sent from the school initially. **We are awaiting a link from West Sussex ETMAS to provide some dates for attendance. We hope to set these meetings up after half term.**

2. Peer Mentors' Presentation

Four year 5 students gave a presentation on the Peer Mentor role. They explained that children are asked at the end of year 4 if they would like to become a Peer Mentor in year 5 and have to complete an application form. 51 children successfully applied this year! The Peer Mentors' receive training and support from Ms Wren and Miss Loftus. They spend time with younger children offering support in paired reading, phonics, and Mastery boards (used for learning new words). These are short sessions over 2-3 days per week. The Peer Mentors' answered various questions about their role from the Parents' Forum. They are all very proud of their role (and their badges) and enjoy being able to help other children.

Please find a copy of the presentation attached.

Successes of the Term

Year 1:

- Thank you for the extra phonics sessions. Parents have noticed the difference.

Year 2:

- Mrs Armitage story had been widely enjoyed this term.
- Quentin Blake topic has also been enjoyed by most children.

Year 3:

- I think a lot of people enjoyed the carol concert last term.
- The children enjoy learning about different cultures e.g. Egyptian, Mayan.

Year 4:

- Fabulous Finish. It was great to come in and see our children's work, they were very proud and excited to show us!

Year 6:

- Shackleton topic is popular.

3. Parent Survey Feedback

Mrs Spencer shared the results of the Parent Survey. She advised that as the feedback is anonymous, individual comments cannot be replied to directly. The main focus areas were identified as:

The school supports my child's wider personal development.

The group questioned whether all parents/ carers understand what is meant by this. Mrs Spencer advised a section was added to the newsletter last year and asked reps how we could further promote. Emma Pickering commented that there are lots of opportunities at school for children to volunteer/ take part in events and activities. However some children may be more reluctant to put themselves forward. Mrs Spencer reminded reps that courage is one of the core values for that exact reason.

The school has high expectations for my child.

The group discussed how the interventions for children who require additional support are generally understood, but parents/carers may be less clear on how higher achievers are stretched. This is indicated through the different homework challenges and could be made more explicit in Family Learning Conferences.

Mrs Spencer suggested introducing a Home School Agreement. This would be a manifesto, which would set expectations for the school/child/family to agree to at the start of each school year. This will be developed in consultation with the Parent Forum reps.

An additional SEND survey was sent by Ms Davies. A SEND/SAFS information meeting has been set up as a result of the feedback received.

4. AOB

• Year 1

Homework: There has been some confusion on how homework is checked in each class (work put in a tray/ show and tell). [Reps to send out Homework guidance from the website.](#)

Dojos: Question about how and when they are awarded. It was suggested a Dojo information slide could be added to the Welcome to year group meeting presentation. [There is information about Dojos in the Behaviour for learning policy, which can be found here.](#) An information slide will be added to the Welcome to year group presentation.

Some parents/carers are having difficulty uploading homework to Google classroom. Mrs Spencer will ask year 1 teachers about this.

- **Year 2**

A few children have said they don't have time for snack or to go to the toilet before football after school. That is for D&D to organise so I would recommend parents raising with them. Children can of course go to the toilet at the end of the day.

PE topic of dance has not been enjoyed by some, but much enjoyed by others. Sorry to hear but dance is part of the curriculum.

- **Year 3**

Lighting once dark, people wanting to know when it is likely to get fixed. One person fell off the curb but didn't injure themselves. The timer is broken and it should be fixed this week. Apologies for any inconvenience caused.

- **Year 4**

Feedback on the structure of the Fab Finish set up, not aware year 6 joining and suggestion of a thank you/ wrap up. Passed on to the year 4 team.

- **Year 6**

Feedback re KS2 playground supervision – staff spreading out and high vis wearing. Have passed on to staff. It is worth noting if this is not happening there might be contextual reasons; that staff may be discussing a behaviour incident or passing on information or a staff member may have been called out to support but do not have a high vis. Any concerns regarding staff conduct, please speak to Mrs Spencer or Miss Loftus.

Who gets to go to booster sessions for SATs. These are invitation only sessions.

Actions

1. An Early Years Rep is still needed. Message to be sent to EY parents. Michelle Lyon (yr1 & yr4 parent) is happy to be a contact for anyone wanting more information about the role. CS/OFFICE.
2. Year 1 Reps to share Homework Guidance information. This can be found [here](#).
3. Information slide on Dojos to be added to Welcome to year group presentation. CS.
4. Ask year 1 teachers about difficulties uploading homework to Google classroom. CS.
5. Reminder about snacks to be added to the newsletter. CS/OFFICE.

Date of Next Meeting: Tuesday 18th March at 9.05am in the Learning Labyrinth

Upcoming Focus: Rainbow Flag Award – Mr Garcia will join the meeting