

COLLIS PRIMARY SCHOOL
PARENT FOCUS GROUP – Special meeting with school governors

Thursday 12th June 2025, 2.00pm – staff room

MINUTES

PARENT FOCUS GROUP MEMBERS

School

Kevin Hogston (KH)	Head teacher & Chair
Stephanie Knight	Minutes

Parents	Children
Emma Thomas	(N) Bees
Lianne Carvell	(R) Owls
Joanna McDermott	(1) Giraffes
Kat Rumball	(2) Glowworms / Bees
Genevieve Green	(2) Glowworms
Karen Cook	Y3 / Y6
Sarah Bates	Y4
Jennie Gower-Smith	Y5 / Y3
Julia Lowbridge	Y5 / Y4 / Y2 Ladybirds

Governor Representatives

Donna Littman
Oliver Tucker
Graham Hogben
Henry Fung
Jean-Marie Ferdegue

CSA Representative(s)

Alicia Schutte

1. Apologies

Emma Thomas, Genevieve Green, Cindy Le

2. Introductions

Brief introductions were held.

3. Mission/role of the group.

KH outlined the mission of the group and its objective(s).

What is working well?

KH asked for feedback on the PFG and its value to the school. Of particular note was the group's contribution to discussions around class mixing, including the creation of a parental sub-group to support the process and provide valuable comment and direction.

It was felt that the PFG had gained momentum over the year, with an increased focus on agenda items. Discussions held within the confines of the PFG have helped prevent smaller issues from escalating into major concerns. Current PFG members have worked hard to encourage parents to put forward topics they believe would benefit from group discussion.

The frequency and length of meetings were raised as an area for reconsideration. It was also noted that we should continue encouraging parents to sign up for the group next year. The PFG needs to be seen to have a real influence on school policy — notable examples include changes to school meal provision, adjustments to Christmas show timings to allow for additional performances in the hall, the new smartphone policy, and feedback on class mixing.

Things that are working well within Collis –Of particular note were:

- Early Years New Parent Meetings for families entering nursery & reception in September
- Opportunities for participation in different sports – notably cricket
- Swimming
- Y3 road safety training
- Promoting activities such as cycling, kayaking and river safety
- Y6 activities both surrounding support during SATS and general team building and bonding during trips to the theatre, school journey and the Y6 production
- Electronic sign board

4. CSA Updates

Feedback on the OFSTED celebrations was overwhelmingly positive. Format of different stalls and the layout was successful with future consideration needed for CATS families to enable equitable participation. The Bounce-a-thon raised over £5k. Promotion and participation for the Summer Fair on 5th July still required. New format of how volunteers work within each year group is being put together. A few positions are still vacant.

5. Class Mixing

KH distributed Letter 2 to parents. The Sub-Group of PFG provided valuable feedback enabling an increase in communication efforts on the process and explanations of the rationale.

6. New Mobile Phone/Smart phone Policy

KH talked of the Richmond Borough's "Smart Free Childhood" and confirmed Collis was reviewing its policy. Collis is committed to avoiding the use of smart phones with the intention to inform parents of this decision. The use of non-smart phones will be acceptable due to their inability to connect to social media. Please see separation communication letter.

7. Early Finish Days

Some parents have expressed the early finish days at the end of term are incompatible with work schedules. The opening of CATS on those days will be raised with CATS management.

8. Clubs

Parents expressed the wish that notification of main autumn term clubs was sent out prior to the end of the academic year to enable better management of child-care.

9. Extended October Half Term

The Local Authority are having a public consultation regarding an extended half term during October. The extra days of half term would be sourced from a shorter summer holiday. All schools have been requested to provide feedback by 31st August 2025. A decision will be made by the LA with any changes effective from the 2027/28 school year.

10. Future Matters Arising 2025/26

- New Parents – Class Rep Communications
- School Trip Volunteer sign up and selection process

DATES of 2025/2026 Meetings

TBA