

**COLLIS PRIMARY SCHOOL
PARENT FOCUS GROUP**

Thursday 1st May 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) Glow worms / Bees
Genevieve Green	(2) Glow worms
Karen Cook	Y3 / Y6
Sarah Bates	Y4
Jennie Gower-Smith	Y5 / Y3
Julia Lowbridge	Y5 / Y4 / Y2 Ladybirds

Governor Representatives

Donna Littman

CSA Representative(s)

Cindy Le
Alicia Schutte

1. Apologies

Sarah Bates, Kat Rumball, Genevieve Green.

2. Introductions

Brief introductions were held.

3. Mission/role of the group.

KH outlined the mission of the group and its objective(s). The *Focus* is Collis parents.

4. What is working well?

KH asked for feedback on what was working well at Collis. Of particular note were:

- Communications during the recent OFSTED inspection
- Outdoor learning and outdoor spaces
- YR 2 trip to Florence Nightingale Museum
- Swimming

5. CSA Updates

JL highlighted the installation of the new electronic sign board due on May 15th. JL asked for suggestions for display with the following being of note:

Knowledge cup

Key dates and reminders

Notifications for students and parents (cake sales, uniform sales, birthday assemblies etc.)

CSA notifications / requests
CSA Event dates for diary
Office notifications – clubs etc.

The new play area (small mound and trim trails) are currently being installed.

The first fancy dress sale was a huge success as was the Easter Egg-stravaganza. Potentially looking at extending the length of the event due to having so many activities. Movie night, grade level discos and the curry/quiz night were also successful. Bounce-e-thon scheduled for 16th May and an end of term event on 18th July.

CSA considering how to hopefully celebrate when the OFSTED inspection report is published and what we can do for the staff.

6. Class Mixing

All parents were sent the information via Parent Mail. Specifically the notification was informing parents that both Y2 and Y3 classes will be mixed at the end of this academic year with confirmation classes will be mixed at least once during pupils' enrolment at Collis.

KH mentioned the timeline of the process and noted lessons learned from last time. KH will meet with some members of PFG to ensure our communications cover all angles.

7. Racism in Schools

KH outlined the information that was being included in the newsletter over the next three weeks specifically outlining how to recognise racist language, and manage incidents of racism within schools.

8. Matters Arising for next Meetings – with Governors

- OFSTED – feedback on the report
- Class Mixing update/feedback
- Mobile phones policy
- Early Finish Days /School calendar /Parents Evening

DATE of Next Meeting

Thursday 12th June 2025 – 2.00pm – with Governors