

**COLLIS PRIMARY SCHOOL
PARENT FOCUS GROUP**

Thursday 6th March 2025, 1.45pm – 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

CSA Representative

Cindy Le

1. Apologies

Emma Thomas, Joanna McDermott, Kat Rumball, Donna Littman, 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). 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:

- Music at the gate
- Nature Trail and the school libraries
- Second-hand uniform sales

5. CSA Updates

JL shared the current vacancies within the CSA – notably the secretary and events manager. Also noted that Cindy would be stepping down as Chair person at the end of the school year. Recruitment efforts will be ongoing.

CSA has purchased two bouncy castles to be used for the bounce-a-thon and for third party premises hires. Upcoming events – Easter Extravaganza, Friday 4th April @1.15-2.00pm and the Collis Quiz & Curry night, April 25th.

6. School Lunches

The committee discussed the current provision of school meals, highlighting both strengths and areas for improvement. KH informed the group that the Collis Governing Body and Leadership Team have listened to parents' feedback and will provide an official update before Easter on school meal provision, including key developments and the next steps for improvements.

7. Class Mixing

KH asked for feedback and thoughts on the mixing of classes. There was a preference for the school to formalise a policy and ensure consistency. Parents understand the complexities and challenges of class mixing but recognise the importance of factors such as changes in enrolment, wider friendship groups, preparation for secondary school, and rebalancing classes to ensure fairness. KH will present the policy to parents once the details are finalised by the end of April.

8. Consistency of policies across class rooms and year groups

Parents had previously mentioned policies regarding water and toilet breaks were inconsistent. This matter has subsequently been resolved with KH requesting future issues with this to be brought to his attention.

9. Girls Football

Issue initially raised due to football being mixed, this has been resolved with girls only football being every Friday.

10. Non Uniform Days

The term non uniform day replaces the Mufti. It was agreed that pyjama days for the older children is not always appropriate and alternatives will be used in future.

11. Reading Diaries

Discussion on the role of.

12. Guide to pick-up & drop-off

Noted the importance of informing parents of the timings for the gate opening and closing of the gates – particularly in reference to the Cromwell Rd / alley entrance for new Reception and nursery parents. KH noted this to be included at the Welcome Event for new parents in June.

13. Matters Arising for next Meetings

- School Uniform
- Class Mixing update/feedback
- Early Finish Days
- Parents Evening
- Christmas Card Designs
- CATS

DATE of Next Meeting

Thursday 1st May 2025 – 2.00pm

Future 2024/25 MEETINGS

Thursday 12th June 2025 – 2.00pm – with Governors