

**COLLIS PRIMARY SCHOOL
PARENT FOCUS GROUP**

Thursday 16th January 2025, 2pm – 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
Sanjay Sharma	(2) Dragonflies
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

Genevieve Green, Sanjay Sharma

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:

- Quality of Christmas productions shows : Action more performances for year 3/ 4 and Year 5/6 as the hall was too crowded.
- Christmas Fair
- End of term event
- End of term video from Reception
- Quality of nursery teaching
- Rob Brydon visit

5. CSA Updates

Following an increase in the number of events held throughout the year the CSA are increasing the size of the team. New positions include class representative co-ordinator. The CSA mission has been updated to show clarity where money raised is spent throughout the school.

6. School Communications

Recently we have discovered that some parents have not been receiving all school communications, specifically via parent mail. Of concern was that the Collis newsletter is not being read by parents as intended. KH suggested that information on parent mail settings will be distributed via the class reps/what's app groups.

7. School Photos

Feedback from parents has been mixed, with some preferring the white background typical of previous photos. Pricing was also said to be higher, although this was justified by better quality, options of different poses within a set of prints, and retouching as requested which have not been available previously. Going forward notification that school photos are a fund raiser for the school should be made which may encourage more families to purchase.

Action: Look at reducing cost, increase range/size of photos, highlight a significant amount of monies raised is being donated back to the school.

8. Matters Arising for next Meetings

- Class Mixing – Parents will be updated in Spring term of plans for Sept 2025
- School lunches
- Consistency of policies across year groups and class rooms
- Christmas Card Designs
- Girls Football
- Mufti Days
- Reading Diaries
- Guide to pick up & drop off / Gate Closing
- CATS

DATE of Next Meeting

Thursday 6th March 2025 – 1.45pm (earlier start to fit full agenda in)

Future 2024/25 MEETINGS

Thursday 1st May 2025 – 2.00pm

Thursday 12th June 2025 – 2.00pm – with Governors