

COLLIS PRIMARY SCHOOL PARENT FOCUS GROUP
Thursday 6th November, 2.00 pm, Staff Room

AGENDA

PARENT FOCUS GROUP MEMBERS

School

Kevin Hogston (KH) Head teacher & Host
Ciara Steed Minutes

Parent Members

	Children
Sarah Bates	Y5
Jennie Gower-Smith	Yr6 & 4
Nikki Reginiano	Yr4 & 1
Rudy Koch	Yr4 & 2
Becky Barber	Reception
Aurora Gashi	Yr4 & Reception
Joanna McDermott	Yr2
Emma Hupfield	Yr1 & Nursery
Kat Revell	Yr3 & Reception
Michelle Ringham	Yr4 & Nursery
Emma Thomas	Reception
Julia Lowbridge (CSA)	Yr6,5 & 3

Governor Representative Donna Littman
CSA Representative Julia Lowbridge

OUTLINE & OBJECTIVES OF THE GROUP

1. The Mission of the Parent Focus Group is:

To act as a focused sounding board for future ideas and events and to give constructive feedback.

2. The Objectives are:

- a. To work in a positive partnership with the school.
- b. To increase parental involvement and be another 'voice' of parents
- c. To improve the learning experience of our children in school.
- d. To help communicate issues to parents.

Link to Minutes: <https://www.collis.richmond.sch.uk/parent-focus-group/>

AGENDA

1. Apologies

Emma Hupfield, Jennie Gower-Smith & Donna Littman

2. Introductions

Brief introductions were held. As it was the first meeting everyone stated their name and what year their child/children were in. Mr Hogston and Ciara introduced themselves as well.

3. Role of the Group

KH outlined the mission and role of the group and its objectives as well as informing the PFG this would be the 11th year of running parent focus group since joining in 2015.

4. What's working well

KH asked the PFG for feedback on what is working well and specifically regarding school meals as this is something we recently changed due to feedback previously.

- School meals – see below for more detail.
The lunch hall is now quieter and more time is spent eating.
- Class mixing – the PFG congratulated KH and Collis on how the class mixing went as they felt it was done extremely well. communication around the matter was great and the children felt prepared for what was going to happen. It was apparent a lot of time and effort from the staff went into this.
- Positive mornings – The PFG love the music on the gate in the mornings as it brings a smile to peoples faces and really makes a difference on the children's mood.
- The new smart phone policy – parents with children in years 5 & 6 agreed the policy was a good idea.
- Early Years New Parent Meetings for families entering nursery & reception
- Pre-Loved Uniform sales – especially having the clothes hung on rails it made things a lot easier.

5. CSA Updates

Julia introduced herself as the CSA communications and went through a few slides informing the PFG of what the CSA do and who is involved. The slides included, the academic year of 2024-2025 summary. How much the school raised along with what the money went toward. The mound and the electronic signs are examples.

The PFG were informed on our upcoming events such as the Firework display and the Christmas Fair. And finishing with the contact details of the CSA if anyone had questions or is available to volunteer/take on a role within the CSA.

6. Matters Arising for next time

- Online Safety in the curriculum
- Learning: School projects & Ed tech/ AI
- Competitive Sports (specifically in younger years yr2/3/4)
- Contact with Teachers and Communication - parent evenings/ Friday drop ins
- Maths competitions – answered briefly by KH in the meeting.
- EY class list set ups

7. School Meals Feedback

KH reminded the PFG that the school has changed catering providers to *Nourish*.

He outlined the new lunch arrangements: food is now collected from a single area where pupils receive both their main meal and pudding, reducing movement and improving safety. A structured seating plan has also been introduced, with each year group sitting together, leading to a calmer and quieter lunch environment and ensuring pupils eat sufficient food. Pupils now raise their hand before having pudding, allowing staff to check they have eaten enough of their main meal. Hydration stations have been introduced, offering water and fruit-infused options.

Parent feedback has been very positive, with pupils particularly enjoying themed lunch days such as *Pirate Day*. Parents also appreciated the menu being available on the website, helping them discuss options with their children in advance. Overall, children are more enthusiastic about school meals, with noticeable improvements in variety and quality.

School Photographs -There was discussion regarding the recent school photographs, including feedback on both the quality of the photographs and the communication surrounding them. The headteacher captured all comments during the meeting, and this feedback will be reviewed and acted upon by the Senior Leadership Team as part of ongoing improvements going forward.

Future Meeting Dates 2025-2026

Thursday 15th January - 2.00pm

Thursday 5th March - 2.00pm

Thursday 30th April - 2.00pm

Thursday 11th June - 2.00pm – with Governors