

COLLIS PRIMARY SCHOOL PARENT FOCUS GROUP
Thursday 30th April, 2.00 pm, Staff Room

MINUTES

PARENT FOCUS GROUP MEMBERS

School

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

Parent Members

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

Governor Representative Alison Beardon & Liz Walker
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

Apologies
Introductions
Role of the Group
What's working well
CSA Updates - *Cake Sale day change to Fridays from September*
Competitive sports
Mid-term reports
Matters Arising for next time with governors

1. Introductions

Brief introductions were held. Everyone stated their name and what year their child/children were in. Governors, Mr Hogston and Ciara also introduced themselves.

2. Role of the Group

KH outlined the mission and role of the group and its objectives.

3. What's working well

KH asked the PFG for feedback on what is working well:

- OPAL equipment – especially the mud kitchen where children can have bake-off comps
- The duck hatching in Reception
- The nature area and all the animals we have at Collis which the children can interact with
- The therapy dog, who comes every Wednesday
- The school trips that have been happening recently
- The Chatterbox in Reception

4. CSA Updates

Julia went through the events we have had since our last meeting, as well as outlining the upcoming events.

The discos – both were really successful and raised around £3,000 The Easter event – a great event which had lots going on and was still busy considering the weather was not amazing. The Wonderlicious bars raised £1,800

Coming up:

- Bounce-A-Thon, 15th May. We don't have spectators for this, but if you are free to volunteer that would be appreciated and the link is already out.
- Summer Fest, Saturday 4th July, which will hopefully be a massive event with lots of stalls and live music. Again, we will need lots of volunteers for such a big event, so please sign up to help if you are free.
- CSA Meeting, 5th June, in the Colliseum Hall

Julia then went on to mention how well cake sales have been doing this year. They have already raised well over £5,000. Changing the day to a Friday was brought up and discussed with the group. This is something that has been agreed going forward. Ciara will check the next few cake sales and logistics to decide whether this starts straight away or from the next academic year.

Lastly, the premises licence has been applied for and we should hear back soon regarding the outcome. This will mean we are able to serve alcohol at much larger events.

5. Competitive sports

NR brought up this point and wanted to know a bit more about the competitive sports we do at Collis and whether there was anything more available for the younger years.

KH explained that the curriculum does not tend to cater for competitive sport in the early years and infants, this is introduced from year 3. This is to ensure the children have fully learnt the skills and understand the sport before taking it to a competitive level.

KH also mentioned we could get Mr Laks or Miss Axten to attend one of the meetings to fully explain everything we do at Collis, including tournaments.

6. Mid-Term Reports

KH gave an explanation of what mid-term reports are and their purpose. Mid-term reports are an additional report provided by the school. Although they are not mandatory and create a significant workload for staff and the office, the school feels they are an important snapshot for parents showing how their child is progressing. They provide an early insight ahead of the spring parents' evening so that parents can raise any concerns identified in advance of the in-person meeting.

The reports give a short overview of how the year is going so far, including the level children are working at, behaviour, effort and attendance. They also allow parents time to think of questions to ask at parents' evening, which usually takes place one or two weeks after the reports are issued. This is the sole purpose of the mid-term reports.

The group gave feedback, as some parents were previously unaware of the purpose of the reports. Once explained, the reports made much more sense to them. One point agreed during the meeting was to include a brief explanation at the top of the report outlining its purpose, which the PFG felt would be helpful and beneficial for parents.

7. Relationships & Sex Education

Miss Hayley came to present to the group the changes that will be taking place with Relationships & Sex Education officially from September 2026.

Once we have finished writing the policy, it will be shared with all parents. The main aspects are: being safe, online safety, respectful relationships, caring friendships, families and people who care for me.

Years 3–6 will see the most change, but they are still all very age-appropriate topics and lessons.

A letter will be sent to all parents around May half term which will include additional information and links to animated videos that will be used in lessons. This is to allow parents to understand what their children are learning in school and help answer any questions.

A parent asked if boys and girls are taught together and Miss Hayley confirmed they are. All lessons will be taught in mixed groups, but children will have the opportunity to ask questions in same-sex groups.

8. Matters Arising for next time

- Friday parent drop-ins
- Uniform
- Final day of term and non-uniform day
- EY class lists
- Musical instruments
- Room hires for external clubs
- PE/competitions
- Transitions

Future Meeting Dates 2025-2026 (*PFG day change to Fridays from September*)

Thursday 11th June - 2.00pm – with Governors

2026-2027 dates TBC