

COLLIS PRIMARY SCHOOL PARENT FOCUS GROUP
Thursday 15th January 2026, 2.00 pm, Staff Room

AGENDA

PARENT FOCUS GROUP MEMBERS

School

Kevin Hogston	Head teacher & Host
Ciara Steed	Minutes
Paul Dowsett	CATS Manager & Safeguarding Deputy

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 Revell	Yr3 & Reception
Michelle Ringham	Yr4 & Nursery
Julia Lowbridge (CSA)	Yr6,5 & 3

Governor Representative	Henry Fung
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.

AGENDA

1. Apologies

Henry Fung

2. Introductions

Brief introductions were held.

3. Role of the Group

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

4. What's working well

KH asked the PFG for some feedback on what they think is working well at Collis. The responses were:

- The newsletter has included more information regarding school lunches
- Firework night
- Brilliant Christmas productions/shows – more performance dates (as suggested by PFG last year), less crowded compared to previous years

5. CSA Updates

KH introduced Julia Lowbridge as our CSA representative. Julia went through her slides, which included general CSA updates. JL informed everyone of the money raised YTD, which is approximately £29k.

The Christmas Fair will return to Saturdays in future – more space inside is available if needed.

Positives included the food trucks and makers' market, which worked really well and will definitely be used more in the future.

All positions are filled and there is now a full team.

JL then went through the upcoming events:

- Infant film night
- Junior discos
- Parent events (classroom makeover / Ground Force day) – TBC
- Easter event: last day of the spring term

6. Online Safety in the Curriculum

Paul Dowsett was introduced to the group as CATS Manager as well as Safeguarding Deputy. PD informed the PFG of all the measures in place at Collis to support online safety.

Senso allows Mrs Macartney and Mr Dowsett to monitor what children and staff do on the computers. There are specific words which, if used or searched, trigger a notification to PD and SM.

All inappropriate websites are blocked on school computers and Wi-Fi.

In terms of teaching, Years 5 and 6 have many lessons and reminders throughout the year to support their understanding of what is safe and what is not. Paul Dowsett stated there will be a parent session on AI later this year. Date and timing TBC.

Years 3 and 4 have online safety lessons in their curriculum.

Years 1 and 2 have shorter lessons/interventions to support the use of iPads and Chromebooks.

The no-smartphone-in-school policy is helping to reduce unnecessary conflict between children.

The newsletter also includes an online safety section, offering advice and resources for use at home.

7. Learning: School Projects & Ed Tech / AI

KH informed the PFG that a large amount of research has been completed on 'guided instruction', which is the most effective way to learn. This is also known as evidence-led teaching, using a knowledge-rich curriculum with high expectations for all children.

At the previous meeting, the PFG asked why school/class projects no longer take place. KH explained that projects can work well for children who already have prior knowledge of a topic. For those without this pre-knowledge, projects can lead to discovery learning, which is not the most effective or efficient approach for primary-aged children. Children should be taught the core knowledge first and then given opportunities to apply it independently, not the other way around.

A discussion on AI in schools followed. There is no teaching of how to use AI in primary schools; instead, pupils learn what it is and how it can be useful or not useful. Children still need to know things themselves and cannot simply look everything up.

8. Matters Arising for Next Time

- EY class list set-ups
- TPCamp for Nursery (full days)
- Dessert in school lunches
- Uniform shop stock levels – KH to speak to Glynis
- Communication regarding financial donations (Zumba / Awesome Studios)
- Life skills in school (cooking / humanities)
- Links to speakers for assemblies
- Final day of term as a non-uniform day
- ballet club
- Clubs – CS answered queries about clubs not starting the first week back as well as the last week of term. This is due to the admin time needed to ensure staff and children are aware of which clubs they are in and circulating registers. Clubs don't run on the last week of term due to catch up sessions if needed.
- INSET days together – KH answered this (not possible as they are teacher training days which need to be spread across the year)

Future Meeting Dates 2025-2026

Thursday 5th March - 2.00pm

Thursday 30th April - 2.00pm

Thursday 11th June - 2.00pm – with Governors

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