

COLLIS PRIMARY SCHOOL PARENT FOCUS GROUP

Thursday, 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 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

1. Apologies

Sarah Bates

Emma Hupfield

Emma Thomas

Michelle Ringham

2. Introductions

Brief introductions were held. Everyone stated their name and what year their child/children were in. Mr Hogston and Ciara introduced themselves as well. At this meeting, the governors were present and introduced themselves.

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 feedback on what is working well;

- * Mid-term reports
- * Year 6 SATs breakfast
- * Yearbook photos and support from staff involved

5. CSA Updates

Please see the slides attached. Julia introduced herself as the CSA representative, as well as Alicia, the Chair of the CSA.

She went through the key events, past and upcoming;

Past – Bounce-a-thon, which raised over five thousand pounds.

Upcoming – Summerfest, 4th July, 12pm–5pm.

She gave an overview of how much the school has raised so far (£47k) and what they are planning to spend it on.

She explained the Devenports Challenge and the CSA's social media accounts.

Julia updated the group on the premises licence and shared the good news that it had been granted.

6. Competitive Sport

Mr Laks came into the meeting to present further information on PE and the competitive sports we have at Collis.

He explained that we are very busy with sporting events and are actively trying to be busier. He listed a number of different events the school has been involved in this academic year.

Mr Laks also shared the good news that the number of girls involved in football and overall sporting events is at a record high.

He touched on the question regarding competitive sports within the infants and explained that PE and sport in Years 1, 2 and 3 are more focused on learning the skills within the sport and practising them before introducing a competitive element. Even though there are no tournaments for younger year groups, the range of clubs we have running at Collis somewhat makes up for this (39 clubs are running at the moment).

There are a small number of tournaments in the Richmond borough which include Year 4, and next academic year this is definitely something we can look at entering.

7. Friday Drop-ins

KH explained the background to Friday drop-ins and the fact that they were introduced to the school about three years ago.

We have recently noticed that classrooms become very busy and crowded. KH asked the group for their feedback and whether they had noticed the same thing.

The PFG agreed, and we discussed options for how this could be changed.

A great suggestion that was made was to have two consecutive Fridays available, allowing parents to choose one day to come in and therefore reducing the number of people in a classroom on any one afternoon.

8. Uniform

CS informed the group that the office had been in contact with the uniform shop in Whitton to discuss the previous low stock issues. The owner/manager explained that she had been unwell over the past year and appreciated that stock levels may not have been managed in the same way as before. She asked that if parents are looking for specific items, they call in advance so that stock can be checked before making a trip there.

9. Transition

KH spoke to the group about how Collis prepares for and manages new year group transitions. The normal policy is for class mixing to take place at the end of Year 3. KH confirmed that there will be no class mixing this year as we mixed classes in two year groups last year.

On Monday 6th July, children will be told and will spend some time in their new classes with their new teacher(s). On the same day, a parent staffing letter will be sent (around lunchtime) to inform parents of which class their child will be in and provide the full staffing list.

On this day, the children will also have an assembly with Mr Hogston as if they were already in their future year group. For example, Reception children will attend assembly and sit where the Year 1 children normally sit.

SEN and looked-after children are informed prior to this date to help support transition and change.

10. Final Day of Term as a Non-uniform Day

The group agreed that this is not something we will do going forward. At the end of the year, Year 6 pupils sign shirts, and we would not want to change this tradition.

11. Matters Arising for Next Time

- * Feedback on school lunches
- * Summer term events – being spread across the year
- * Communication – nursery packs
- * Collis hats/caps

12. Feedback on PFG and Next Year

KH thanked everyone for the year of meetings and confirmed that PFG meetings will take place on Fridays going forward, with a slightly longer session starting at 2pm (although we may review the option of starting at 1.45pm).

The PFG also suggested that it would be helpful to have a section on governors' information to help parents better understand their roles and responsibilities.