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

Minutes

PARENT FOCUS GROUP MEMBERS

School

Kevin Hogston	Head teacher & Host
Freddie Bouhayed	Minutes

Parent Members	Children
Kat Knocker	Reception/Yr 3
Lizzy Twiney	Reception/Yr 3
Lina Del Grosso	Nursery/Yr 2
Sarah Britton	Reception/Yr 2
Henry Ellis	Reception
Jamie Powell	Yr 1
Neville Taylor	Yr 4/Yr 5
Paul Cane	Yr 2
India Greenhalgh	Nursery/Yr 1
Lucy Rowley	Nursery/Yr 1
Jessica Toms	Yr 2/Yr 4
Fiona Rogan	Yr 1/Yr 6
Kathryn Bridge	Yr 2
Asli Dogu Igdirsel	Yr 4
Lianne Carvell	Reception/Yr 2

Governor Representative	**Kirsten Roy - (this role will be rotated between Governors)**
CSA Representative	**Alicia Schutte**

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.

Minutes:

1. **Apologies** – None.
2. **Introductions** – Members introduced themselves and shared which year groups their children were in.

3. **Role of the group** – The group's mission and objectives were outlined.

4. **What's working well**
   - Feedback at parents' evenings keeps the focus on the children.
   - Class curriculum meetings give parents an opportunity to visit classrooms and meet the teacher.
   - The newsletter is clear and easy to use.

5. **CSA updates**
   The CSA said that this year's fundraising would support OPAL and the Nursery and Year 1 classrooms. The CSA may also fund air conditioning units in the future.

6. **Topics for further discussion** (The group discussed the following topics briefly and will return to them at future meetings.)

   School meals - next time

   Communication
   - Provide more information from teachers about classroom arrangements.
   - Provide more information about specific school days, including homework days.
   - Simplify the communication channels and consider whether Google Classroom could replace platforms such as Tapestry.
   - Provide more regular updates on what children are learning and how this fits into the curriculum.

Breakfast club updates - Briefly discussed no national updates to report

Transitions (summer term)

Volunteering

- Attract a wider range of volunteers and reach a wider audience.
- Give parents more notice of volunteering opportunities.
- Consider opening volunteer registration at the start of the school year.
- Consider asking someone to hand out volunteer sign-up sheets.
- Share more photographs and videos so parents know what to expect when volunteering.

7. **AOB** -none

Future Meeting Dates 2026–2027

Friday 15 January – 2.00 pm
Friday 26 February – 2.00 pm
Friday 23 April – 2.00 pm
Friday 18 June – 2.00 pm (with governors)

Link to minutes: https://www.collis.richmond.sch.uk/parent-focus-group/