COLLIS PRIMARY SCHOOL
PARENT FOCUS GROUP With Governors
6th June 2024, 2pm – staff room

MINUTES

PARENT FOCUS GROUP MEMBERS

School

Kevin Hogston (KH)	Head teacher & Chair
Stephanie Knight	Minutes

Parents

	Children
Joanna McDermott	R-Foxes
Julia Parker	R-Owls / 4L
Katharine Philips	1-Giraffes
Amy Hartland	1-Giraffes / 3LB
Gail Hammond	2-Glow-worms
Jennie Gower-Smith	2-Dragonflies / 4D
Cindy Le	3D
Sarah Bates	3F
Georgia Mann	4D
Marta Sibliska	4D
Lucy Cartmell	5W / 3D
Karen Cook	5L / 2B

Governor Representatives
Donna Littman
Collis Governors: Amy Vogel, Graham Hogben, Johanna Kitson Cooke, Oliver Tucker

CSA Representative
Cindy Le

1. **Apologies**
   Lucy Cartmell, Joanna McDermott, Karen Cook, Georgia Mann

2. **Introductions**

Brief introductions were held for the benefit of the Governors.

3. **What is working well?**

KH asked for feedback on what was working well at Collis. Of particular note were:

- SEN Coffee Mornings: well planned and informative
- Yr 2 Trip to Florence Nightingale museum
- Y6 endeavours with cake sales to raise money for the Wicked theatre class trip
- Collis Bouncethon – well organised and great money raiser
- Maths parent open afternoon
- SATS – preparation, breakfast provision, a great experience for the children
- Y3 Tennis academy

4. **Review of the PFG Year**

KH reflected on the PFG year and requested feedback on potential adjustment of the format. Members were happy to keep the format as is but look to increase membership and interest from more parents (including more dads).

5. **INSET Days**

Following the discussions in the borough for a longer October half term holidays in 2025 to mirror that of secondary school KH highlighted the opportunity cost of losing INSET days throughout the school year – specifically an earlier start to the school year and reduced long weekends for bank holidays. As INSET days are set for 2024/25 this item is tabled to be discussed within next year's PFG.

6. **School Lunches**

Results of the 2024 parent survey school lunches were a stand out issue. With the extension of the Universal Free School Meals program for the next few years KH tabled this for the Governors Resources committee where it will be reviewed in more detail and steps to address the concerns.

7. **School Library**

Brief discussion on the balance of fiction vs. non-fiction. Parents highlighted the increased availability of SEN/dyslexia offerings that were now available and KH will ensure these are available within school libraries.

8. **Pupil Reference Fees**

In line with other schools and to protect teacher workload Collis introduced a charges for secondary school pupil reference reports during 2023/24 due to the high volume being requested. KH reiterated that charges are only for private school references and not charged for pupil premium children. Parents agreed this was a reasonable policy and that communications of this policy should be maximised so all parents are aware of this charge.

9. **CSA Updates**

The Collis picnic is not taking place this year. The recent Bouncethon raised over £5k. Volunteers are still needed to organise the Christmas fair.
The *ClassList* app received some criticisms, primarily due to third party advertising and necessity of having to down load the app when using a mobile device. Due to the potential for increased participation in the CSA, ease for volunteer sign-ups and reduced workload for class reps it was agreed there would be an extension of the trial to run with the paid version (advert free) for the academic year 2024/25.

10. Matters Arising

Collis mobile phone Policy to help pupils with e-safety; pupil screen use; second hand uniform; new uniform supplier. All matters to be tabled for the next PFG.

DATE 2024/25 MEETINGS

TBA