COLLIS PRIMARY SCHOOL
PARENT FOCUS GROUP
29th February 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 Representative
Donna Littman

CSA Representative
Cindy Le

1. **Apologies**
   Donna Littman, Marta Sibliska

2. **Introductions**

3. **What is working well?**

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

- RNLI collection & assembly
- Newsletter diary dates – keep brief, ensure key dates not omitted
- Workshops for Spelling & SEN coffee mornings – helpful and inclusive

4. **CSA Update / Class List**

"Class List" presentation from Anna (CSA treasurer) and Cindy. Voluntary social App for parents to stay connected for fundraising events/sign-ups and communications outside of class what's app groups. Plan to pilot in Y3 and review in April.

Film night was successful. Year 2/3 disco tickets selling well, Y5 not currently a popular event.

5. **Social Media Protocols**

KH presented template of letter outlining school protocols on usage of What's App as a parental communication tool for parents. Discussions regarding Collis implementing controls on app usage, utility of the messaging tool and its usefulness to parents. Agreement that no protocol relevant currently. KH to share 5 principals of use with class reps for dissemination to parents.

6. **Cake Sales**

CSA has new coordinator. Fund raising is higher than anticipated. Most cake sales spread over two days. Reminders to parents regarding allergens and checking of shop bought items.

7. **Agenda items for next meeting**

1. Clubs: increase in offering / lunch clubs
2. CATS
3. Pupil References/Fees
4. Library
5. School lunches
6. INSET days

DATE OF NEXT MEETING

Thursday 25th April 2024 – 2.00pm