

## Minutes for PFG meeting 15/03/24

### In attendance

Head teacher Emma Fenn (EF)

School Business Manager Amanda Bowran (AB)

Governor Suzie Birchwood (SB)

Governor Sarah Moriarty (SM)

Chair and Hazel class rep Jo Medcraft (JM)

Class reps Marie McGrath(MM) for Nursery, Kelly Searle(KS)

for Lime and Fir, Charlotte Watson(CW) for Willow, Rick

Wilson(RW) for Beech, Laura Molloy(LM) for Oak, Alex

Colville(AC) for Year 2, Sarah Wilkinson(SW) for Elm,

Pam Tolchard(PT) for Year 4, Emma Carion(EC) for Cedar, Lilly

Sieve(LS) for Year 6.

### Apologies

Lilly Sieve for Year 6.

### Welcome

EF once again emphasised the value the school and governors place on the feedback received via the PFG. JM - reps do try and encourage more people to feed back.

### Accessibility and inclusivity of information

JM - WhatsApp generally positive and a good way to get a quick message across. EF - are noticeboards outside classrooms useful? EC - not if you don't drop off/pick up your child. EF - permission for a parent to take a quick picture of noticeboard then post to WhatsApp group once off site.

SB - does anyone have any ideas/insight into how to help those struggling to access school information? Some groups suffer with a "feeling of otherness". EF - it's a challenge to get all

people involved. Some families feel that emails etc aren't for people like them. Staff are working hard with certain sectors by including special forums and ways of delivering information. The challenge is trying to get people over the threshold. SB - needs to be a repeated process, which might take a long time to bring results but good to make the start. PT - having the teacher on the door is great to show their approachability. EF - agree but only possible if there are two members of staff available so one can oversee the rest of the classroom. SB - What about processing accessibility? For those that have English as a second language, or who struggle to read. KS - some parents prefer to leave a voice note rather than write a reply. Is there any way of incorporating that into comms. SB - has access to technology to create easy read formats of newsletter for example. SW - a QR code would be a great way to signpost people to that. Action - SB to discuss with EF feasibility of easy read formatting. EC - parent socials a good way to meet in a relaxed setting but always seem to be in a pub. Any other suggestions as more might turn up if elsewhere. LM - also need to be mindful that affordability is an issue for some families. EF - families get together on the common for after school cricket. MM - tricky for those with younger ones and those whose children need extra supervision. SW - can be quite cliquey. EF - how does a year group picnic or BBQ on school grounds sound? No school staff in attendance and no access to school but outside toilets could be left open for use. All agreed a great idea to be done with children in attendance as well.

### Affordability of trips

EF - fewer and fewer people are paying the contributions to trips. AB - school are aware of those who are struggling financially but there are a number of parents who choose not to

pay as it is a “voluntary” contribution. JM - could it not be a “voluntary” payment. AB - by law it has to be worded as a voluntary contribution. EF - school does not have the funding to keep making up the shortfall. Lisa Orchard is looking into making it possible for parents to pay more than the requested on Arbor or Gateway, as quite a few parents fed back that they would happily pay more to fund those that struggled to pay. EF - looking at making more use of locally available activities. She has had a meeting with Redbourn Museum with regard to making use of local historical places of interest and using their knowledge and expertise. Most teachers don't live in Redbourn so are not aware of the local history. EF - the PTA have agreed that money raised at the summer fayre will be used to fund a History off the Page day for each year group. AC - good for parents to know what they are fundraising for. There are quite simple ways to earn money for school such as Stik-ins code, easy fundraising and Gift Aid. SW - match funding by companies could also be an option for some parents. MM - new co-treasurer of PTA so will take all those things to the next meeting.

#### Provision of medicines and medical reporting

EC - re medical tracker. Lunchtime accident/incident not made known to class teacher so unaware that injured. EF - has asked class teachers to check when doing afternoon register and see if any child has had an injury. LM - medical tracker good for letting parent know when child has had to use inhaler. Is there any way of adding why/when exactly it was used. EF - not that capability but parent can ring school and they will be able to access more detailed notes. RW - how long is the data kept? EF - until a child is 21. MM - is it possible to flag up when other prescribed medication is running low? EF - flags up when

epipen is close to expiry date but not functionality for other meds. AB - school office do liaise with parents over that.

### AOB

EF - the Food Club have approached her for ideas as to how to drum up more support as in danger of closing. Several members unaware it even existed. JM - the name might put people off as people might think it's like the Food Bank which needs a referral. Should focus more on the sustainability aspect and keeping food from being thrown away. SW - people feel guilty that they would be taking food away from those that are struggling. JM - Need to make people aware it's for all and that dietary requirements can be catered for.

AC - the reading between year groups was really well received. Lovely to see the year groups mixing. Any chance of more of these opportunities. PT - my child loved reading to a younger child. Great confidence booster.

MM - the slight change to the Parent Consultation form was excellent, particularly the way the behaviour grade was presented and also the added wording for those children with additional needs.

SW - definite improvement in standards all round in school. Child coming home inspired and enthusiastic.

EF - thanks for positivity and we are definitely heading in the right direction.

Next meeting timetabled for Friday 14th June.