

PFG meeting 28<sup>th</sup> November 2025

**Attendees:**

Emma Fenn (EF) – Headteacher  
Suzie Birchwood (SB) – Governor  
Lyndsey Westney (LW) – Year 4  
Linda Gezi (LG) – Year 5  
Pam Tolchard (PT) – Year 6  
Oli Yew (OY) – Year 2  
Sarah Hudson (SH) – Year 1  
Rick Wilson (RW) – Year 3  
Abby Wells (AW) – Year 2

**Apologies:**

Laura Malloy – Year 3  
Alex Colville – Year 4  
Marie McGrath – Year 1 & PTA

**Yellow** - actions

Minutes:

EF welcomed all.

EF – Really positive response numbers; 69 responses received which is one of the best results. Largely positive feedback on 5 topics. AI used to summarise the data as well as full responses to read through for each topic.

Annual governor forum is coming up soon which parents can attend, the use of mobile phones to be a key topic to be discussed **EF to remind parents they are welcome to attend.**

## **Topic 1: Transition into the new school year**

EF – largely positive feedback about this year's transitions. SEN children were invited to come into school on inset day to spend time in their new classrooms and meet teachers – positive feedback received from this.

SB – it felt like limited information had been handed over to reception classes of children who had attended nursery, however, this was quickly resolved by new teachers getting to know the children.

SH – the short first week back (2 days) helped children adjust from summer holidays.

EF – general comments were that it was helpful to know class mix details ahead of summer holidays and to spend time with new class.

PT – some lacked support going into Y6 however, feedback provided and quickly resolved.

EF – will continue to invite SEN children (and those who need it) into classes on an inset day so it is quiet, will extend the offer to those who need it.

AW – through the keyhole sessions felt very personal and positive. It was nice to 'feel part of class'.

LW – Through the keyhole timings were not given enough advanced notice – need clearer communication of these and dates in advance.

AW – asked if possibility to have a Teams/Zoom link at the live through keyhole sessions which would help attendance and working parents.

EF – advised she will speak to IT team to see what capabilities are to be able to have a remote meeting option for those who need it.

OY – nursery children mixing with reception classes in the afternoons (first year of this) feels positive and staff have been very supportive with nursery children and parents. Positive feedback and expected seamless transition into reception next year.

EF – been scoping out whether nursery children could start attending wraparound care provisions (EMC & RCC) as expect that this is a big detractor for families currently using private nurseries.

EF – been liaising with local developers as they plan future housing developments in the local area to discuss local school provisions.

EF – nursery children are able to join in January if there are spaces available.

## **Topic 2: Wraparound provisions**

General feedback around EMC and RCC have been positive. Parents appreciate the flexibility.

EF – some feedback mentioned no food provided – there isn't facility to provide food and the children prefer their own snacks, parents will know what they have eaten if providing breakfast at home / snacks for afterschool club.

EF – need to provide a bit of a 'myths & answers' information sheet about wraparound provisions.

AW – booking system via arbor is not very intuitive and confusing to use.

EF – considering of how to simplify booking system, however, due to the nature of being flexible, makes it more complex to book (i.e. if less flexible, booking would be simplified).

LW – unable to cancel a booking via arbor and email school office.

EF – will continue to investigate other options for booking system to help simplify.

SH – provided feedback about the use of screen time at afterschool club, with reference to the large whiteboard screen, seems to have improved since feedback provided.

EF – has met with RCC and agreed when best to use screen afterschool, during snack time calming music is played and the screen is used towards the end of the session when children are tired and there are fewer children left.

AW – raised if nursery children are going to be attending wraparound care there will be a big age range of children from 3 years to 11 years.

EF – considered different options but on reflection the age range is working well, it allows children to mix with others they wouldn't typically be playing with, has a youth club feel, Y5 & 6 children are demonstrating being good role models. If nursery children are going to start attending will need to reviewing staffing and ratios.

## **Topic 3: Through the keyhole sessions**

EF – largely positive feedback, planning to continue for next year with dates shared in advance so more parents can attend.

## **Topic 4: Smartphones**

EF – Y5 & 6 can bring mobile phones into school but a home-school agreement must be in place so that phones are handed into teacher and locked away for the school day.

EF – living in Redbourn is different to Harpenden / St Albans and many children may be cycling via Nickey Line or traveling by bus to secondary school so there may be a place for appropriate mobile phone usage.

EF – there have been a few instances of late night, WhatsApp messages being sent that have raised concern and have been resolved.

LG – WhatsApp is for age 13 and above so no child at Redbourn Primary School should have access to WhatsApp.

EF – lots of provisions in place at school to protect children, challenges arise at home. Not a widespread issue but tends to be in the summer term when more children have mobile phones more instances arise.

EF – last year held an online safety session for parents.

LW – felt the issues from last year were resolved very well by the school.

EF – need to make sure parents have boundaries in place for how to use / manage information children are exposed to.

SB – asked if there were any specific requests regards mobile phones for the governing board to discuss.

LG – more education for parents on the different controls that can be put in place to limit functionality / exposure of information. Last year BRECS foundation ran a course.

EF – to review options for another mobile phone related safety course for parents this year.

EF – as AI is starting to be used more and more, AI policy to come out shortly.

### **Topic 5: Extra-curricular / clubs**

EF – good start to the year with the different clubs in place, dance club has been well-received for KS1&2. Looking for other ideas for more clubs, asking other schools, open to parent feedback and suggestions.

EF – some parents have fed back they would like half-termly bookings, however, most are happy with full-term it also makes it easier for parents to guarantee what childcare they have as well as half terms coming around quickly.

EF – some questions related to ASL, researching different options for alternative partners, more information to come.

### **Topic 6: AOB**

SH – Y1 feedback was that it feels like very short notice to book tickets for the Christmas Sparkle show – particularly for working parents (just a week in advance).

EF – need to make clearer that there is availability for 1 parent/carer to attend each show, so whichever show date/time they want to attend they will be able to. Clearer comms to be sent regarding this.

SH – has offered to be a library volunteer, DBS completed but not heard back.

EF – to raise with school office to get this in place.

LW – parents forum feedback – would be good to have a generic open end ‘what’s going well’ ‘what’s not going so well’ next time to get broader feedback not just on set topics.

EF – perhaps add a question next time on what would be most helpful for parents with learning about smartphone usage and controls.

SH – all questions in the form are mandatory which may be off putting to those questions that aren’t relevant.

EF – thanked attendees for their time. Minutes will be typed up by AW and then posted onto the PFG page of the school website.