



Diocese of Northampton
St Martin de Porres Catholic Primary School

Pastures Way Luton Bedfordshire LU4 0PF
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Minutes from Parent Voice Forum

Thursday 8 November 2018 at 2.30pm

Present:

- Nicola Morgan (Head Teacher)
- Michelle Button (Assistant Head teacher)
- Cheryl Harris (PA to Head Teacher and SLT)
- Janine Donaldson (Vice Chair - Friends of St Martins)
- Parents Forum: Parent Representatives.

Item	Discussion Points	Action
1.	Agenda was circulated to the forum. Opening Prayer. NM thanked all for attending and introductions were made.	
2.	<p>Issues raised for discussion.</p> <p>NM advised that she would speak about any issues that had been raised by parents, via the form section on parentmail.</p> <p>Friday Lunchtime. A parent had commented that children going home at 1.20pm on a Friday are being brought out late. NM agreed that this was an issue and that this was due to the service at lunchtime. NM explained that Edwards and Blake, who are currently our catering provision, are short staffed which is having an impact on the timings of service. This issue is not just on Fridays but every day currently. NM advised that she was in consultation with Edwards and Blake over this and apologised for this issue.</p> <p>Friday Activities. A parent had raised concerns over the charging for Friday Activities. NM advised that the charge had been reluctantly applied due to the cost of supplies, ingredients and materials used for each activity. NM advised that the charge was kept as low as possible at less than 50p a session. One parent at the forum commented that they didn't think</p>	<p>All children who are go home at 1.20pm on a Friday will be served first.</p>



the charge was excessive and that it would cost them more if their child had to go to care club or to a childminder.

Parentmail Correspondence.

A parent had asked if staff receive the same correspondence that is sent out to parents via parentmail, raising concerns that sometimes teachers are unaware what is happening in school. NM assured the forum that staff do receive parentmails and that all staff meet for a weekly briefing where they are advised of what event are happening the following week. NM also advised that the briefing is then sent to all staff electronically and a hard copy is displayed in the staff room.

Reports of Racial Abuse.

A parent raised concerns over an incident of racial abuse. NM advised that it had only been 1 incident reported and that it was dealt with straight away. NM stressed that the school takes all such incidents seriously and that any such incidents involving racial or prejudices are logged in the appropriate way. NM advised that children regularly have lessons and assemblies on tolerance and bullying.

Second Languages.

A parent enquired if the school could offer a second language to children. NM advised that the school has no one who would be able to teach a specialist language at the moment.

Getting to know you group.

A parent asked if the school could arrange for a getting to know you group of children who are due to start Nursery or Reception. NM advised that she had spoken with Mrs Jarvis, Family Worker, who will look at starting the 'Play & Stay' group should we have enough interest.

Lined Homework Log Books,

A parent had enquired if the school could supply pre-lined books for the homework logs. NM noted that the homework logs are plain paper and that parents have to draw lines for their children when they do any writing. NM advised that some of the homework can be written and some may be drawing tasks. NM discussed the advantage of using books that are half lined and half plain. A parent at the forum suggested that as the children get older, their homework requires them to do more writing and less drawing. Another parents asked if teachers could send home lined paper with each child which could be used as a guide under the page the child is writing on. NM and MB advised that they will look into this issue to see how it can be resolved.

Look out for posters and emails for interest.



	<p>Parking on Pavements.</p> <p>A parent had raised concerns over the continuing, dangerous and inconsiderate parking that some parents do. NM advised how this was an ongoing issue and how she always stressed to parents to park considerately via the school newsletters. NM stressed that she has advised all neighbours to report issues to the police via 101 and to take pictures of vehicles blocking their drive or parking on pavements as evidence for the police. The parent at the forum advised that it is something that needs to be continually stressed to parents to park safely. NM will contact Luton Borough Council to seek advice on necessary action.</p>	
<p>4.</p>	<p>30 Hour Nursery Provision.</p> <p>NM advised that the provision is still under consultation and that following correspondence being sent to parents, 24 parents had expressed their interest in the 30 hour provision. NM noted that in our current nursery provision we have 26 spaces for children in both AM and PM with 3 staff members. With the 30 hour provision NM was suggesting for the consultation to increase the spaces to 30 children. This would include a maximum of 24 children eligible for 30 hours funding and then 6 children who will continue to do 15 hours for both AM and PM sessions. NM advised that this was currently being looked at by the Admissions team at the Luton Borough Council. NM stressed that the 30 hour provision would not include Care Club and that parents would have to provide their children with a packed lunch. The school would only be able to accommodate one intake a year, this being in September and we could look at offering parents of children eligible for a January intake, holding a place with a refundable deposit once they are admitted in the September. Once the legalities had been finalised the consultation would be sent to school governors to agree on and then onto the Trust. This would be that the school could inform eligible parents in January 2019 of a place for September 2019.</p>	
<p>5.</p>	<p>Chill Survey.</p> <p>NM advised that she had been approached by a professor from the University of Bedfordshire who would like the school to partake in a health survey. The professor would like children in Year 4 and Year 2 to partake in a study to assess the health of children living in Luton which has links so close to the Motorway and the Airport. The study would last over 4 years and children will have their heights, weights and lung capacity checked throughout that period to help with the survey. NM noted that this would be an interesting opportunity with the chance to promote other issues affecting children. NM advised that a parentmail will be sent out soon to parents to agree if their child can take part.</p> <p>Schools 50th Anniversary.</p> <p>In April 2019 the school will be open 50 years. NM asked the forum if anyone had any ideas on ways the school can celebrate this occasion.</p>	



	<p>NM noted that she had already approached Bishop's House to arrange a Mass for the whole school and thought of including this celebration in the annual 'Picnic on the Field' event on July. A parent suggested that the children stand on the field in the shape of a big 50 and a picture be taken from the air to include in such things as the school calendar. Another parent suggested parties for the children to celebrate and creating a memory board of past and present students and staff on display. NM thanked all for their ideas and if anyone had any further to submit them to Mrs Harris.</p>	
6.	<p>Ad-Hoc Parental Comments.</p> <p>School Pick up. A parent asked if there could be an easier way to pick up their 4 children from school. Having 4 children in multiple years meant that she was finding it difficult to go to various classrooms to pick them up in a timely manner especially if a teacher has been stopped by a parent wanting to talk. NM advised that if a parent wishes to talk to the class teacher than they should make a suitable appointment where possible. MB suggested that maybe 1 child could go to their sibling's class for them to be picked up together.</p> <p>Christmas Bazaar. JD advised the forum that the Christmas Bazaar will be held on the 14th December this year. JD asked that if anyone would like to help or donate anything to the Bazaar to please come and see her, but asked others to please spread the word. There will be lots of stalls along with mulled wine and 'Krispy Kreme Doughnuts'. JD stressed that all money raised goes to the school so therefore benefits their children.</p> <p>New Entrance and Building Works. The forum all agreed that the new entrance to the school reception was beautiful and made the space so much bigger whilst they waited at reception. NM advised that the school was in the process of trying to secure another CIF bid in order to complete works on the boiler.</p>	
7.	<p>Date of Next Meeting.</p> <p>To be confirmed.</p>	