



1 Worrall Drive, Wouldham Kent ME1 3GE  
☎: 01634 861434 Email: office@wouldham.kent.sch.uk  
Headteacher : Mrs Victoria Baldwin BSc (Hons) NPQH

## Parent Forum Minutes

Date and time: 28<sup>th</sup> November 2023, 2pm

### Attendees:

Staff: Mrs Baldwin (Headteacher), Mrs Hardie (FLO), Mr Wyatt Hughes, Mrs Russell  
Parents: Mrs Millett, Mrs Patterson, Ms Ridler, Mrs Finan, Mrs Belcher, Mrs Lew, Mrs Hill, Mrs Brind, Mrs Kearns, Mrs Conway, Mrs Obafisoye, Mrs Burgess, Miss Doley, Mrs Parr

Apologies: Mr Wyatt Hughes, Mrs Rac

TOPIC	MINUTES
Introductions and agree terms of reference	Completed
Review minutes from previous meeting	<ul style="list-style-type: none"><li>• Homework messages: Complete</li><li>• Communication: Update this week, shared with parent forum</li><li>• SEND information: Will be updated term 3</li><li>• Staff board now in place in reception area</li></ul>
Behaviour policy feedback	<p>Thanked Jess for her feedback:</p> <ul style="list-style-type: none"><li>• Restorative work is adapted for SEND pupils, this could be better reflected in the policy. Staff training has been on-going since September reflecting the principles and previous academic year via Mrs Gates' training. Staff have a copy of the policy for consultation. 'In-brief' version and child friendly versions need development, parents suggested a power point / flow chart.</li><li>• Parents can still feedback at a later stage if they have not had the opportunity to read as yet.</li></ul>

TOPIC	MINUTES
Class queries	<ul style="list-style-type: none"> <li>Q: Are we having a Christmas jumper day or whole week? A: Just a day this will be on the same day as Xmas dinner (13/12/23)</li> <li>Q: Can the children be reminded to drink more during the day? Coming home with full water bottles / having not eaten snack. A: Yes this will be forwarded to the teachers</li> <li>Q: Could the children have badges / medals for flying high / fruits of the spirit award A: We will look into this</li> <li>Q: Will there be school discos A: Yes this has been agreed with HT and PTA, will be after Xmas</li> <li>Q: Will there be year 6 leaver events? A: HT and Year 6 team have discussed children fundraising for their own leavers event, then working out costs / deciding what they want to do, could be inflatables / disco / range of activities. Parents are asked to still organise leavers hoodies.</li> <li>Q: Could parents evening be extended, 10 minutes is not enough A: It is difficult in terms of teacher time to extend this, the first meeting was just a meet and greet, and we will look to extend at the next meeting slightly. But parents can organise a separate meeting for more complex issues.</li> <li>Q: Could we do a school production beyond nativity? A: HT is in discussion with Mr T (music lead) about running a performing arts club – watch this space!</li> <li>Q: Year 2 reading event was quite short notice, could this be repeated. Also can teachers ensure reading record books are being checked and books are being changed? A: We will speak to Miss Jones to enquire whether a similar event can be offered next term. We will remind staff about changing books in a timely fashion, children should read books several times to improve fluency.</li> <li>Q: Parents would like to be informed of where children are going for outdoor learning. A: This can be communicated, most outdoor learning will be onsite or in the local area due to a reduction in the number of minibuses.</li> <li>Q: Can the gate be opened for a longer window in the morning? A: We are unable to do this due to staffing difficulties. We have looked at increasing support staff hours but this is not feasible in this academic year. It is something we will look at in the future. We would ask that parents step back as soon as they have dropped their child at the gate so it is clearer for parents and children to get through.</li> <li>Q: Can the area around the disabled parking spaces be looked at, it is dangerous when children and parents walk out directly in front of cars? A: We will explore a barrier for this area asap.</li> </ul>

## Agreed actions

ACTION	BY WHOM
Purchase a barrier for disable parking	Senior Leadership Team (SLT) / Caretaking staff
Update brief version of behaviour policy	Mrs Gates / SLT
Leavers Hoodies for year 6 children (term 6)	Year 6 parents

ACTION	BY WHOM
Update teaching staff about snacks / water	Mrs Baldwin
Badges / Medals for worship certificates	SLT
Improved communication about outdoor learning	Teaching / office team
Explore possibility of further reading events for parents and performing arts club for children.	SLT/Teaching team
At next meeting – share key points from school improvement plan (SIP) and curriculum development	Mrs Baldwin / Mr Wyatt-Hughes

Date of next meeting: Term 3 tbc