



Drapers' Maylands
Primary School

Drapers' Maylands Primary School Parent Forum Minutes

Date of meeting: Thursday 5th July

Time: 2pm

Venue: SENCo Room, Drapers' Maylands Primary School

Members of the Forum:

Class	Parent representative
Fox Class	Michelle Sadiku
Badger Class	Maria Jones
Squirrel Class	Darshan Rehal
Rabbit Class	Melanie Pracy
Hedgehog Class	Cally Jones
Dormouse Class	Laura Gatdula/ Fran Theodorou

1. Apologies from MJ/ DR/ CJ/FT
Attendees: Melanie Pracy, Laura Gatdula, Trudy Spillane (Principal), Karen Porter (Vice Principal)
2. Actions from minutes of meeting 21st May 2018

Action:

- ✓ Using class lists and speaking to parents/ carers before and after school to encourage attendance at all events listed from w/c 4th June- **CEOP workshop with PC Hopkins was well attended.**

Action:

- ✓ LG to create a rota system for at least four parents/ carers to support with the setting up of Mini-Maylands. To be reduced with time to 9-10.30am- **LG has organised and is ongoing until the summer holidays. Cleaning and sorting of resources for Mini-Maylands to be completed by LG on Monday 9th July 9am**
- ✓ Possible 'A' frame outside the hall to advertise the toddler group- **School have purchased a chalk display board**
- ✓ Parents' Facebook group will invite all with toddlers to attend.**Done**

- ✓ Flier to be created by school to advertise Mini-Maylands **To be completed for September**
- ✓ PF members to drop some leaflets through doors of local community close to where they live. Other parents/ carers invited to do the same. **To be completed for September with advert on MumsNet by LG**

Actions:

Money raised by Maylands Fundraisers could be used towards the development of the outdoor learning areas. Already £360 of Log seats have been purchased for the Science Area. **Shared in minutes of last meeting**

System for lost property: If named, it is returned. If not named, held in classroom for one day. If not named, central store of lost property. **KP explained that this system is ongoing** MP to support school by organizing lost property during Week 1 of the next half term.

Items with names will be returned. Other items will be stored as 'spare' with school stock of 'spare' uniform. **To be completed**

Link for iron-on name labels will be put on Facebook page to support with naming items.

MP shared

Forest School: FS clothes should be in school so that should the planned day change, children are still able to attend. Some parents were concerned about (Reception) children going home in FS clothes. This should only happen if they are very wet or very muddy. TS to remind staff. **Shared with staff by TS**

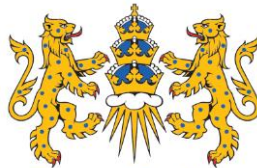
Some older pupils are on bikes on Plaza. TS will feed back to Drapers' Academy staff. **TS shared with Vice Principal of Drapers' Academy, in turn Maylands requested to remind children not to ride scooters/ throw frisbies on Plaza**

3. Social media and communication: Maylands Parents and Carers Facebook page

- It was agreed that recent activity regarding School Meals policy has been unhelpful in creating a cohesive school community.
- Parent Forum members have now further information to support parents and carers with concerns regarding Dinner Money Fund and the school policy
- Parent Forum members feel that administration of the parents' facebook page should be the responsibility of the Parent Forum members and that there should be a clear header at the top of the FB page for what the page can and cannot be used for (as other community pages).

4. Navigation of website audit and recommendations.

- Postponed until next meeting.
- LG requested that calendar to include further information about event or click-through to information



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5. Going forward from Autumn 2018

To be discussed at initial meeting in September

6. AOB

- **Newsletter. LG suggested that it is either what has happened or what will happen. TS suggested two clear parts with reference to using the website**
- **Action to use an email to send calendar dates to parents/carers so that they may be saved straight to phone calendar (MP)**
- **LG hoped to see the website used as the single source of information once it has been re-designed**
- **In response to a question about grammar and spelling KP reminded parents that meetings at the beginning of the Autumn term for parents and carers explain expectations for the children**

Next meeting- tbc with members