



St. James' Church of England Primary Academy

MINUTES OF THE PARENT FORUM

Monday 2nd July at 9:00 a.m. at St James' Church of England Primary Academy

Present: **Parents and Carers**

8 attended

Staff

Miss F Cordingley (FC) - Acting Head of School

Topics Discussed:

- Actions from last Parent Forum
- Build update
- Up and coming events
- Other points raised

Actions followed up since April Parent Forum:

<i>Action</i>	<i>Actioned by</i>	<i>Completed</i>
1. Update on the building progress	FC	Completed
2. Meet and greet time for parents to meet Miss Cordingley	FC	Completed
3. Year R to join in Sports Day	CK/LH	Completed

Further Discussion:

- FC shared a brief update on the progress of the build.
The timber frame has been installed by a specialist sub-contractor and is nearing completion. The steel beams and SiP panels have also been installed by specialists. Loose furniture, IT equipment and supplies are being purchased by the school. The roof covering and skylight installation will start week commencing 9th July enabling internal works to commence such as the first fix of electric cabling and plumbing and drainage.
- The contractors' programme for the completion of the build is reviewed frequently and the classes will transfer from Allhallows to the St. James' site by the start of term in September.
- It was asked if pupils could visit the site and have a look around during their Transition Day. Although this seemed a good idea, the builders were unable to support our request due to health and safety matters with pupils on the site.
- Test results and reports: EYFS, Phonics and Key Stage 1 results will be sent home with the pupils' school reports on Friday 6th July. Key Stage 2 results will be sent home to parents the following week. Year 6 reports will be given out at the end of their trip. The Nursery no longer have reports – however, there will be parent conferences instead the week beginning the 9th July. These can be booked this week onwards.
- Parents were unsure if pupils lose their Pen Licences at the end of the year. It was decided that all (apart from Year 6) would be able to keep their Licence and if the new teacher felt standards had dipped they would revoke the licence until further evidence is sought.
- Behaviour Policy: teachers reflect constantly throughout the day where the pupil should be on the traffic light system. Where possible a pupil who changes their behaviour for the better, will be put back up on the system.

- At the beginning of each term the class and their teacher decide on an amount of team points they should achieve along with the special treat they will receive. The amount set should be shared with parents at the beginning of the term, mid-way to say how they are getting on and then at the end when they have achieved/not achieved and to say what they will be getting that term.

Other points were raised and discussed. **Action: As no final decision was made, the behaviour changes and rewards will be discussed at the September meeting.**

- Books at the end of the year are kept by the next teachers. They are used for transition and as revision aids for the pupils. However, as requested contact books will go home at the end of this term.

New Actions from June Forum:

Action		Actioned by	Complete
1.	Teachers to meet parents in September (meet and greet) in their new classrooms	FC/CK	
2.	Contact books to go home at the end of Term 6	Class Teachers	
3.	Number of house points targeted for term to be sent on Parent Mail to inform parents. Follow up with a mid-review and a final number, along with activity if they achieved it.	Class Teachers/ Mrs Upton	
4.	If possible music event to be held later in the evening.	FC/CK	
5.	Behaviour rewards and sanctions to be discussed at next meeting in September	FC/CK/ Parent Forum	

Next meeting Wednesday 19th September at 2.45pm