**Date**: Thursday 29th June 2023

**Time**: 3.30pm

# **In Attendance**

Michelle Dunford – Buckden School HSH Lead & SLT

Ms Rebecca Woods – Parent– Fern Class (Year 4)

Mrs Wendy Trattner – Parent– Magpie Class (Year 2)

Mrs Dawn Brocklebank – Parent– Otters (EYFS) & Heron Class (Year 2)

Abbie Revell – Parent – Newt Class – (Year 3)

Lindsey Page – Parent – Raven Class (Year 4)

Hamish Anderson – Parent Governor

# **Apologies**

Mrs Rebecca Perry – Parent – Newt Class (Year 2)

Lili Mackaveli – Parent – Acorn Class (year 5)

# **Approval of Minutes**

The minutes were shared amongst the group prompting further discussions around

**Lost Property** – suggestion of a uniform shop based in the playground to sell on unlabeled uniform on a regular basis. MD will ask SLT to fund storage units for the playground

**Parking/road safety –** WT will look into how and who we approach to see if it is possible to advertise for a crossing person to be employed to ensure safe crossing. There were comments share with MD and HA about staff parking inappropriately around the village green and on pavements. LM sent in her comments via email asking if we had considered asking community police to intervene. This was mentioned in the previous meeting and is not enforceable due to road signage showing incorrect waiting times.

MD will bring this to staff during the next staff meeting.

**School play costumes and storage –** The PTA cupboard was offered as a storage area once the unlabeled uniform is relocated.

# **Focused Discussions**

WT wanted to raise that she has experienced inconsistency in advice around personalised & prescribed medicines being administered in school, having been told no by the front office but later finding out that it is something the school can do.

She also mentioned the confusing information around correct summer uniform (sandals) and hair accessories.

A discussion was had around where and how this information is shared (website) and also during welcome meetings when joining the school. It was made evident that this information may have been watered down or even missed during Covid.

DB mentioned a conversation around new pupil parents joining Reception mid- year and not having any information about transition week, welcome packs and basic information.

**Action – MD & HA will look at how easily this information is located on the website and report back to the forum at the next meeting.**

**Transition week**

It was felt by all at the meeting that not enough time is given between announcing new class teachers and the start of transition week. Parents feel that more time is needed to prepare children mentally for the changes ahead and felt that one day is not enough.

**Action: MD will report back to SLT**

**Library move**

MD explained the reasons for relocating the library back into the main school building. There were various reasons for this move

* Vote by Teaching Staff –class teachers felt the library was not being used effectively being separate from the main school building.
* Additional Learning Spaces required from September 2023

# **AOB**

EYFS new parent meeting on Wednesday 5th July – both DB and LP have agreed to attend to talk about PTA and the PCF

Volunteers thank you party on 7th July 2023.

# **Date of next meeting**

New dates for 2023/2024 will be circulated during September.