



Vigo Road, Andover, Hampshire. SP10 1JZ  
[adminoffice@vigo.hants.sch.uk](mailto:adminoffice@vigo.hants.sch.uk) 01264 365166

Head: Mrs R. Dance [www.vigo.hants.sch.uk](http://www.vigo.hants.sch.uk)

## Parent Forum

Minutes for the meeting held on  
 Monday 13<sup>th</sup> January @ 5.30pm

Present:

Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Leadership
Sam Cross Jen Parker Lauren Hilton	Claire Lawton	Kimi Pip	Anne-Marie		Gary Lucas		Suzy Wright Kim Parry

Item	Information	Actions
<b>1</b>	<b>Welcome</b>	
	<ul style="list-style-type: none"> <li>Apologies from:               <ul style="list-style-type: none"> <li>Rachel Dance</li> </ul> </li> </ul>	
<b>2</b>	<b>Update on:</b>	
<b>2a</b>	<b>Review Terms of Reference</b>	
	<ul style="list-style-type: none"> <li>Query about how parents contact them as reps.</li> </ul>	<ul style="list-style-type: none"> <li>Change handover to January</li> </ul>
<b>2b</b>	<b>Transition back to school</b>	
	<ul style="list-style-type: none"> <li>Communication - when monetary donation or not / change to forest school. Assumption that parents know. Info coming out through dojo -year R.</li> <li>Consistency of dojo rewards is not there.</li> <li>Arbor App is working really well apart from multiple notifications.</li> <li>Communications overview – needs to be added to Year R parent pack.</li> </ul>	<ul style="list-style-type: none"> <li>One months' notice for anything that involves money, plus a reminder day before.</li> <li>Add house dress down day to the calendar and then add house when known.</li> <li>Reception have not been told which house they are in – add house to class notification.</li> </ul>
<b>2c</b>	<b>Facebook group updates</b>	
	<ul style="list-style-type: none"> <li>Lost jumper</li> <li>Birthday invites etc</li> <li>Organised who</li> <li>Gary will stay on as an admin for the new group</li> </ul>	<ul style="list-style-type: none"> <li>Add link to google form and QR code onto the postboxes.</li> </ul>
<b>3</b>	<b>Views on:</b>	
<b>3a</b>	<b>Parent Recipe Book on Website</b>	
	<ul style="list-style-type: none"> <li>Idea to create a Vigo Recipe Book – parents will be</li> <li>Diverse food from different cultures.</li> <li>Kim will be sending out a form for parents with costs, ingredients, method, picture of how it looks.</li> </ul>	<ul style="list-style-type: none"> <li>Bring and share</li> <li>Recipe of the month</li> <li>International Diversity Day</li> </ul>



<b>3b</b>	<b>Organisation of reps</b>	
	•	•
<b>3c</b>	<b>Winter Fayre Feedback</b>	
	<ul style="list-style-type: none"> <li>• Amazing feedback from all</li> <li>• Good range of activities – face painting needs more stations</li> <li>• Second hand stall needed a different location and needs two people – needed more space</li> <li>• More small change needed – Friends of Vigo are looking at QR codes to transfer money.</li> <li>• Tokens from games stalls – games card with stamps</li> <li>• Entrance or a bottle neck.</li> <li>• Money raised notified to all.</li> </ul>	•
<b>4</b>	<b>Discussion on:</b>	
<b>AOB</b>		
	<ul style="list-style-type: none"> <li>• Photos of reps on website</li> <li>• Gym equipment – safety of it swinging – paint a circles</li> <li>• Wood chip on the field - path from the KS1 playground to the KS2 playground – really muddy.</li> <li>• Nativity – filmed the dress rehearsal and sold this - restriction of can't go on social media.</li> <li>• Crossing lady – great we have one now. Reminder for parents to use her rather than cross – safety. Reminder about being considerate in their parking – spaces not used properly.</li> <li>• Head injury protocol – some parents in Year R have raised issues about consistency. Add the protocol to the newsletter.</li> <li>• Attendance – lots of parents unhappy about letters.</li> <li>• WhatsApp groups between reps if they want to join.</li> <li>• Year R Nativity – unhappy parents couldn't come to both. Year 1 method of class plays worked really well.</li> <li>• Breakfast club – updates – themes and a wider range of activities – new hall</li> <li>• PE / forest school – formatted wrong – really hard to read – change of dates – new headers needed on the Facebook group. Bex to message Mr. Lucas – can this go on the class windows.</li> <li>• Forces club – Year R need support – how is forces funding being spent?</li> <li>• Attendance – publicize who wins the prize.</li> </ul>	•



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Next Meeting – Monday 3<sup>rd</sup> March 2025