



Parent Forum

Minutes for the meeting held on
 Monday 10th November 2025 @ 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 Acsah Gold Gold Raveendran | Pip Williams | | | | Rachel Dance Suzy Wright |

| Item | Information | Actions |
|-----------|---|---|
| 1 | Welcome | |
| | Apologies from: Jen Parker, Kimi Ebisine, Kim Parry | |
| 2 | Update on: | |
| 2a | Actions arising from the last meeting | |
| | <ul style="list-style-type: none"> Minutes from previous meeting provided. | |
| 2b | Welcome to the new reps. | |
| | <ul style="list-style-type: none"> One new rep attended, although quite a few others expressed interest. | <ul style="list-style-type: none"> Admin to follow up with those that did not attend whether they would like to be involved with parent rep. |
| 2c | Travel Planning Update- new street furniture- its impact and parent feedback. | |
| | <ul style="list-style-type: none"> Street furniture has now been completed outside the school. The impact of this will now be measured over the coming weeks. PCSO's are continuing to support the development of road / travel safety around the school. Car Park has had its next phase of development increasing spaces and a bike shed is also now available outside the school. JRSO's are being trained at the moment to utilise the pupil voice on road safety. | <ul style="list-style-type: none"> |
| 3 | Views on: | |
| 3a | Medical Tracker | |
| | <ul style="list-style-type: none"> Not enough information is being included in the notifications to parents. No idea of circumstance similar to the previous. Parents don't know how it happened. Children are | <ul style="list-style-type: none"> Information has been added and adapted to try to ensure the key information is communicated. |



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| | <p>going home and giving a much more dramatic version of events.</p> <ul style="list-style-type: none"> • Communication is stronger as no risk of child losing the slip of paper. | <ul style="list-style-type: none"> • A tab inviting parents to discuss with the teacher for more details will be added for use in some circumstances when needed. |
| 3b | EYFS Outside area development Day 22.11.25 | |
| | <ul style="list-style-type: none"> • A working party is being created to support the development of the Year R outside area. A flyer / posters will be sent to parents to promote the event. | <ul style="list-style-type: none"> • Some further information to be added to the flyer before it is sent out eg children welcome, can be for part of the day etc. |
| 4 | Discussion on: | |
| AOB | <ul style="list-style-type: none"> • FoVP Winter Fayre – plan based on last year’s (similar approach). Raffle prizes are coming in. Donations are being linked in to dress down days. Brown hall will be Year 6 led. Blue hall will be FoV led. Choir to be organised. • Christmas concerts and nativities – dates needed. • Text message came out from Year 1 team about practicing their computer skills at home. This was very vague and parents aren’t sure what they are supposed to be doing. Homework should not be sent out on a text message. • Pyjama parties in class – these are being communicated with children, but not parents. • Suggestion to remove dates that have gone. Also, to add a ‘key dates for the coming week’ section. • Consideration needed on notice period given for key events (eg photographer). • Parents would like idea of the learning happening each week in school so that they know how they can support them in their learning at home. • Some concerns raised over consistency on reading levels and children being moved down book bands in transition to new year group (this is demoralising for children.) • Calshot photos are visible for anyone to see on the website – could these be placed somewhere more accessible only by Vigo parents? Select ones on main website – others on Year 6 Facebook page? | <ul style="list-style-type: none"> • More volunteers are needed (staff and parents). Another request for this will go out. School will organise a google form for staff to sign up to volunteer. • Christmas concerts and nativity dates have been finalized and will be sent out this week. • Rachel to remind staff on communication expectations between home and school. • Rachel to reiterate the communication channels to parents on a regular basis (half termly). • Key dates suggestions to be added to the newsletter (and removal of old dates). • Rachel to speak to year leads, subject leads and SLT to explore possible ways to increase parent information on the curriculum (possible parent survey). • Parent Forum survey links needs to be sent out prior to parent forum. |