



PARENT FORUM MEETING MINUTES

Friday 13th February 2026

1. Review of Actions from Previous Meeting

(Meeting held Friday 14th November 2025)

Actions Reviewed

1.1 Last-minute requests to parents

- Teachers asked to avoid last-minute requests (e.g. food items).
- Action partly achieved; requests have reduced.

1.2 Attendance rewards dates in newsletter

- Included and communicated via newsletter.

1.3 Email communication

- Teachers to acknowledge emails within 48 hours and provide an indication of response time.
- Action resolved.

1.4 Parent representative support group

- Parent reps to have their own group for advice and support.



- Working well and reported as successful.
- Year 4 parent rep absent — follow-up check-in required.

1.5 Emails and letters to include year group

- Not yet fully achieved; ongoing action.
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2. Agenda Items for This Meeting

2.1 Review of Actions and Areas for Development

- Continue improving consistency of communication across year groups.
 - Ensure year group details are clearly included on all communications.
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2.2 Issues Raised by Parent Representatives

Year 1

- Clarification needed on sickness and diarrhoea policy.
- Soap availability in toilets.
- Consideration of hand gel in classrooms.
- World Book Day letter to be sent out as soon as possible.

Year 5



- Reduce weekly correspondence to one email with year-group-specific content.
- Big Walk and Wheel communication lacked context; written explanation to accompany images.

Whole School

- Ensure LPPA courses and support offers are communicated to parents.
 - Road safety information to be shared with all families.
 - GDPR reminders regarding sharing pupil images and information.
 - School does not have a minibus due to cost; taxis offered where needed.
 - Term dates for 2026–2027: school trialling four INSET days in the final week of term.
 - Year 6 park target and prize discussion.
 - School dinner portion sizes raised as a concern.
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2.3 WhatsApp Groups

- Discussion regarding use of parent WhatsApp groups and GDPR considerations.
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2.4 Parent Workshops

- Request for increased support around maths homework, particularly from Year 2 onwards.
- Year 5 maths (“Infinity”) support requested.



- Need for clearer explanations of GPS (Grammar, Punctuation and Spelling) terminology.
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2.5 Support for New Parents (new to UK / area / school)

- Welcome-back support for families new to Stevenage and the school community.
 - Consent process for adding parents to WhatsApp groups.
 - Library information to be shared.
 - Clarification regarding Reception dismissal from the outdoor garden area.
 - Previous photo from Colour Run referenced.
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3. Next Steps / Actions

- Continue improvements to communication clarity and consistency.
- Follow up with absent Year 4 parent representative.
- Send World Book Day information promptly.
- Provide additional maths support guidance for parents.
- Share clear information on policies (sickness rules, road safety, GDPR reminders).