



Fairway Primary Academy

Parent and Community Forum Minutes- 16.12.24

Staff members present: CC, HC & HB

Parents present: JB, CL, ML, EJ, RS, LM, LW, SS & NK

-Formal introductions provided by GLP staff members

-CC provided background and reasoning behind the implementation of Parent Forums and explained that the aim is to gain parental contribution to move the school forward collaboratively

-CC explained that the meetings will be held termly and that each meeting would feed into the next so that actions can be discussed and leaders held to account.

-CC informed that local representatives could be present at meetings and gave the examples of the local PCSO and councillors explaining that local input was also important for the school

-Parents shared that historically there had been group parent groups. CC clarified the difference between these and the Parent Community Forum, “...*these meetings are formal, minutes are taken, and action will be taken afterwards.*”

-CC provided context of the last Ofsted and that the school currently requires improvement, explaining that additional leadership capacity had been provided in school in the absence of the head teacher. CC informed that the following leadership changes had been made in school:

- Support of Executive Head Teacher
- Support of Deputy Head Teacher
- Support of additional SENCo
- Support of Associate Leader

Agenda items:

1. Parental engagement

-Parents feel that teachers need to be more accessible and discussed having direct emails for staff due to teachers being unavailable during school drop off. CC explained that direct email access would not be appropriate, and HB linked this to colleague well-being and work-load.

-Parents shared that many parent conversations take place in Whatsapp group chats due to a lack of communication between school and home. Parents said that these could be useful in some cases but also “dangerous” in others.

-Parents discussed how there were previously class email addresses in place, but they were not always picked up on so became redundant.

-CC explained that MCAS has the facility to send messages to teachers. It was agreed between staff and parents that there should be some ground rules required on response times etc.



- Parents discussed that MCAS is bare at present and was not user friendly, giving the example of difficulty in ordering Christmas lunch for children.
- Staff agreed that staff and parent training would be beneficial so that all parties were clear on uses.
- Parent raised the question regarding a solution for parents who do not have internet access.
- Parents expressed that they would like more opportunities for discussion with school leaders such as informal coffee mornings.
- Friends of Fairway (FoF) members were present at the forum and expressed that they don't always feel valued by the school and partnership has declined over time. FoF members explained that they have limited storage space, a pot of money to spend on enrichment and had not been taken up on all classes being provided with £200 this term. Better communication with FoF members was requested by parents as they are active fundraisers who want to contribute to school improvement to improve life chances for children.
- Parents said that they have previously volunteered in various capacities such as helping with supporting reading and after school clubs (such as cooking and gardening) in school and expressed that they would like opportunities to be able to support further, utilising their skillsets.
- Parents said that they don't always know what their children are learning and would like further opportunities in school to see how the children learn certain subjects so that they are able to support more effectively at home. HC asked if parents had ever seen modelled lessons in school. Parents said that they haven't been in school to observe lessons and had only been to parent workshops which were described as chaotic.
- A parent also expressed that they would like to know what literature is being taught. Another parent was informed that this was on class newsletters, but it was agreed that these were inconsistent in approach.
- CC spoke with parents about the interactive RWI parent programme explaining that model videos were available in supporting their children with the learning of phonics.
- CC informed of the GLP initiative of one device per child and explained the goal of 12-24 months so that GLP children were not hindered by a lack of access to digital technology to support at home.
- Parents shared that they want their children to go on trips that they wouldn't ordinarily experience and gave examples of WMSP and Warwick Castle.
- Parents shared how there was a lack of communication around visits and how they link to the curriculum
- Parents would like more community links as they feel these links have dwindled over time.
- Discussion led by parents about the type of after school clubs being held and these tending to be sports based. Parents said that they would like more clubs such as cooking and gardening. CC spoke about space restrictions and that the hall is currently being used for all current ASC provision.

2. Communication

- Parents informed that don't always know 'who is who' with the new leadership changes and asked for this to be added to the weekly newsletter.
- Parents discussed how social media presence is weak.
- Parents asked for parent survey headlines to be shared and would like a "you said...we did..." section on the weekly newsletter.



-Parents wanted to know how changes would be sustained when HT returns from sickness. CC confirmed that additional capacity was in place during HT absence and that any changes will be sustained upon HT's return.

-Parents raised issue regarding communication about changing into PE kits and the wording around the reasoning being for safeguarding reasons. CC clarified that it was not for safeguarding reasons and instead for life skills and hygiene reasons.

AOB

-Parent raised that visitor nativity checks were not conducted and felt that this linked to safeguarding. HC informed that tickets were issued via the office. Parents stated that tickets had not been checked by office staff upon arrival. HC confirmed that this process would change moving forward.

-Parent queried when the reintroduction of Forest School would be. CC informed that all GLP schools had trained one person but that there was a wait for external paediatric first aid training.

Immediate actions:

- Add pictures of new leaders to the next weekly newsletter so that staff are aware of new faces
- Paper copies of all letters to be made available in the school office for those who are unable to access online materials
- 2 x informal coffee mornings to be implemented each half term and communicated with parents by 17.01.25
- Consistent format to class newsletters to be developed and sent to parents by 10.01.25

Longer term actions to be completed before next meeting:

1. To improve home/school communication using MCAS
2. To reengage with Friends of Fairway
3. To enhance Fairway's social media presence via the use of Twitter / X