

Shirley Infant School – Parent Forum – Summer 1

Date: Wednesday 23 April 2025 @ 12noon (Held Virtually)

Purpose: The parent forum is an important and valued (by both school and parents/carers) communication link. It is an opportunity for parents/carers to provide feedback, seek clarity/confirmation, raise general concerns, and make suggestions. It is a two-way partnership, and the school will also utilise this platform for purposes such as to propose new initiatives, changes, or gain feedback on parental engagement. By working together, we can continue to make Shirley Infant School a great place for children to thrive and support the motto of 'Every Child, Every Chance, Every Day'.

Attendees

FOSIS Co-Chair – [Natalie Steel \(NS\)](#)
Head/Deputy Head – [Cate Gregory \(CG\)](#)
FOSIS Secretary – [Lynsey Powell \(LP\)](#)
Chair of Governors – [Pete Gould \(PG\)](#)

Parent Reps

Attendees	Apologies
Emily Arbery (Hedgehogs)	Tracey Sandell (Badgers)
Lydia Stammers (Beavers)	Hilary Pearson (Otters)
Rachel Ayrton (Foxes) (RA)	Katie Birts (Otters)
Hannah Brown (Moles)	Charlotte Watts (Moles)
Marie Naish (Owls)	Kirsty Hughes (Squirrels)
Tamsyn Langton (Rabbits) - part	Caroline Whitworth (Rabbits)
Gayle Doulton (Badgers) (GD)	Annemarie Clayton (Beavers)
	Rose Silva (Squirrels)
	Rachel Madgwick (Foxes)
	Sophie Findlay (Hedgehogs)
	Waheedah Ahmed (Owls)

Agenda

1. Actions from previous meeting
2. Positive Feedback
3. Recordings of class celebrations
4. PE – Year R
5. Acorn Class
6. World Book Day
7. Teaching Arrangements – Badger Class
8. Neurodiversity Week – 17 – 23 March
9. Outstanding payments
10. Entry /exit to school
11. Other

1. Actions from previous meeting

Item No.	Action	Responsible	Comments	Complete
3	Create a Google Form to canvas parents for views on keeping or removing Marvellous Me	LP	<p>Google Form created, shared with parents and decision made to not continue with the use of Marvellous Me.</p> <p>CG added that the school are now working with the IT team to see what systems they already have to be able to share values rewards with parents.</p>	Y
4.4	Speak to Hedgehog teaching staff regarding reading books the week before half term	CG	<p>CG confirmed that she spoke with the teaching staff and this issue should now be resolved.</p> <p>EA confirmed there had been no further comments from Hedgehog parents on the topic.</p>	Y
4.5	Speak to Shirley library to see if they are able to come into school promote their reading challenges	CG	CG explained that she hadn't been able to do this yet but would look into it.	Ongoing
8.4	Investigate the possibility of parents entering the playground through the current exit gate and exiting via the yellow gates to avoid the clash of parents leaving and those queuing down Wilton Road towards Bellemoor Road	CG	<p>There was an extensive discussion on this topic amongst the attendees of the forum and CG.</p> <p>CG explained her concerns for congestion if the exit point was moved to the current entry point.</p> <p>A number of class reps voiced that some parents seem unaware of the one-way system. CG explained that it's included in the new starter information but acknowledged that there is a lot of information to take in at the start of school so appreciated it could easily be missed.</p> <p>It was agreed that the current system should remain in place but more emphasis be put on enforcing it. This is to include:</p> <ul style="list-style-type: none"> - Reminder in weekly comms - Signage to be displayed. 	Ongoing

			<p>- Additional staff member at the entry point to direct parents to the exit gate from the main playground.</p> <p>It was agreed that this would be a topic to be reviewed at the next Parent Forum</p>	
8.7	Speak to Team Spirit about offering alternative after school club options other than sport clubs.	CG	CG has spoken to Team Spirit and they have taken onboard the feedback. CG added that they have tried non-sport activities in the past and the take up hasn't been enough to make them viable to run long term.	Y
8.10	Add reward systems info to parent handbook / school materials	CG	CG confirmed that this information would be included in the updated parent handbook / school materials.	Y
	Provide information re: reward systems to existing Year 1 Parents	CG	CG confirmed that the info was shared via weekly comms in the Year 1 section.	Y
	Review Behaviour Policy to see if reward system information is current.	MC	Immediately following the previous meeting, MC reviewed the policy on the school website and no reference is made to dojo points - included in previous mins	Y

2. Positive feedback

- 2.1. The farm was amazing.
- 2.2. Emily loves park run we are pleased it is back on and Caspers dad is doing a great job.
- 2.3. PE makes sense once explained at parents evening will they need their PE kit next term.
- 2.4. World book day swap was great and the after-school session was great for parents to be part of it as well
- 2.5. Great parents evening - teachers really know our children, which is fab! Also, Mrs Smith (Hedgehogs) provided very helpful tips for how we can assist at home.
- 2.6. Christmas disco was really fun - great to have an earlier time for our younger one and the entertainer was really good!
- 2.7. Farm visit was a big hit!
- 2.8. Chicks were the "best thing ever". Our daughter talked endlessly about them at home, which was lovely.
- 2.9. Hospital role play day was excellent! Our daughter really enjoyed visiting the different stations and pretending to give 'shots'.
- 2.10. Thank you to all teaching staff, my child is really enjoying school.
- 2.11. A huge thank you to Ms Longman, she has really taken time to get to know each of the children and this came through during parents evening.
- 2.12. Great to have park run back up and running. The kids absolutely love it and were very excited to pick up a wrist band for 3 run sessions. Huge thanks to Adam!
- 2.13. Kids loved all the world book day fun (especially the teacher pantomime!) and thought it was great taking a book home with them.

- 2.14. Our daughter LOVED the great fire of London cog making activity. She told us about each step they'd completed and then proudly presented it finished!
- 2.15. Fantastic choir and class singing performances. Children all looked like they were really enjoying it and we were so impressed with all they'd remembered!
- 2.16. The new gentleman in the office seems wonderful—very warm, approachable, and efficient.
- 2.17. Choir concerts: lovely, thank you for hosting these. It would be lovely at the end of the concert if a member of staff could publicly thank Mrs Clarke for all her hard work, she brings such a lot of joy and sense of achievement to the children.
- 2.18. The teaching and learning has been incredible across the curriculum in the school. The teachers have been kind and caring with some challenging situations that we are faced. The staff genuinely care about the children and I always find them incredibly helpful supportive and friendly.
- 2.19. Thanks for such engaging topics for the kids, Joel loved the dress up day!
- 2.20. Our child loves Miss Orman and Mrs Dunford. He has come on leaps and bounds in all aspects of learning, we are totally shocked by his development in Year 1! The teaching is just brilliant, thank you.
- 2.21. Shout out to Mrs Clark too for her highly imaginative music pieces she teaches the school choir. Amazing work all round.
- 2.22. Keep doing what you're doing for world book day. I agree that keeping focus on reading books - as this is the true meaning of the day, is the way to go.
- 2.23. My daughter is very happy going to school, thank you
- 2.24. my child is very happy as school. She has been given every opportunity to be herself and express her creativity and I'm very appreciative of this.
- 2.25. All staff very approachable.
- 2.26. Will be sad when year two ends and we are no longer at infants.
- 2.27. The celebration event in year 2 for the Fire of London was really lovely to watch. Thank you for the hard work.
- 2.28. Thank you to Miss Spencer for an informative parents evening , felt like she really knew my child well and I was pleased to hear how he was doing.
- 2.29. My son has really enjoyed year 2 and the topics covered so far.
- 2.30. My son has really enjoyed being in Miss Spencer's class.

NS summarised the positive feedback, great to see so much coming in. NS added that Mr Connelly has been a great support to PTA since joining the office staff team.

3. Recordings of Class Celebrations

- 3.1. Is there a chance of sharing the last term/hospital video to parents so ones that couldn't come can still see what the children were up to even if it is time limited?
CG advised that the hospital activity does normally gets added to Google classroom and would follow up with the team on this.

4. PE – Year R

- 4.1. Had some complaints that it's never "proper PE"? Year R seem to have had a whole term with no PE kits? Any reason doesn't seem to have been communicated with parents?
CG explained that the Year R children are following a development matters pathway. They are doing exercise, focus on gross motor movement which has been dance this term and so don't tend to change to give maximum time for the activity. They will move into traditional PE in the summer 2 term with athletics and gymnastics. CG added that she has spoken to the staff to remind the children that they are doing PE.

5. Acorn Class

- 5.1. Children asking why they never get to use acorn class?

CG explained that the staff are aware that they can use Acorn class but the use has been limited due to staff confidence and making the time to plan it in given their current workloads.

There have been intentions to open Acorn class at lunchtimes to support those children who find lunchtime tricky but staffing issues have prevented this recently and she hopes to be able to facilitate that this term.

CG added that once the electricity supply is installed that will be a big help as Mrs Clark is desperate to make use of it but needs electricity. NS said to CG that FOSIS needed to discuss funding priorities so they can understand what can be done to support with the electrical installation. Post meeting note: NS, LP and Paul Lockhart (FOSIS Treasurer) to meet with CG on 29 April to discuss funding priorities.

6. World Book Day

- 6.1. World book day tokens not distributed at the appropriate time this year. It would have been helpful to have the online voucher distributed on WBD, to allow maximum time to use it before it expired.

CG explained that World Book Day tokens were digital this year and apologised for the late sharing of the link to get the vouchers.

LP suggested that for next year, there is a separate email that goes out to share the link with parents. CG agreed this was a good approach.

7. Teaching Arrangements – Badger Class

- 7.1. Please can school confirm whether Mr Segan is still solely the TA for Badgers? Or is he supporting another class as well? CG explained that Mr Segun is still the TA for badgers but that TAs move around to support with staff sickness so it's possible that from time to time Mr Segun would support in other classes.
- 7.2. Additionally, could you clarify if Badgers has another TA when Mr. Segan isn't in class? If that's the case, could you advise who that is? CG explained that where possible if Mr Segun is needed to support another class then they try to supplement with school staff that the children are familiar with but that does depend on availability so it's also possible that a supply TA is needed on a short term basis. CG added that this is the same across the school and support staff are moved on a needs basis depending on the need across the school at times.

8. Celebrating Neurodiversity Week – 17 – 23 March 2025

- 8.1. Was anything done in school to recognise this week / raise awareness of neurodiversity? If so, can what was done be shared with parents? If not, could it be looked into as something that is recognised by the school in future? CG explained that Shirley Infants is an inclusive school, we celebrate diversity every day through PSHE, assemblies and circle time. She added that they wouldn't single out this week over others – being inclusive and celebrating diversity is something that is part of the school's ethos and curriculum.
- 8.2. Could something be done before the end of the school year to recognise neurodiversity? See response above.

9. Outstanding payments

- 9.1. When payment is requested for a trip/experience, could this info be added to weekly comms alongside the event itself? CG will ask office to do that going forward.
- 9.2. The BROMCOM e-mail sent out to parents states it is a receipt of payment but is in fact a request for payment. If parents knew the event required a payment in

advance, then receiving the e-mail from BROMCOM wouldn't be such a surprise. (ref chocolatier experience). CG explained that it's a BROMCOM system generated email. She recognised that it's misleading but is outside of the school's control. CG acknowledged that it had been raised before and the school has raised it with BROMCOM and said she would raise again.

GD suggested that an email is sent by the office in advance so people are at least prepared for the payment.

CG asked if a letter had been sent about the chocolatier experience. LP confirmed nothing had been sent and there was nothing on the letters page of the school website to refer to.

- 9.3. The last letter to be added to the letters page on the school website was 31 January (Spring 1 section) and is in reference to the Teddy Bear Hospital. CG to speak to the office re letters.

10. Entry / exit to school

- 10.1. A couple of parents have raised again the possibility of changing the entry into the school via the large gate straight onto the playground and exiting out of the yellow gates near Year R. See actions from previous meeting

11. Other

- 11.1. Electronic versions of forms being made available – either through email or that could be downloaded from the school website? CG explained that it's the JEP partnership policy that a leave of absence form has to be collected as a paper copy and is not able to be made available electronically. Other forms it is possible to have them emailed.
- 11.2. Year 2 Spellings – could smaller groups of words be tested at a time? CG explained that Year 2 spelling tests are no longer taking place. This information was shared on Friday 28 February via the Year 2 Curriculum letter and on Weekly Comms for that week.
- 11.3. Recognising positive behaviours amongst children beyond academic work. CG explained that herself and Mrs Watts had been discussing how they recognise and celebrate learning behaviours going forward once MarvellousMe is no longer in use. She said that they would likely revert to stickers with a card where the children need to collect all learning behaviours and then once the card is full they get to take it home. The same stickers would be used in books for recognising academic work and shared at parents evening.
- 11.4. Celebration / share my learning being on the same day. CG acknowledged that for working parents it can be tricky to attend celebration events and said that they try to vary the day / time of the celebrations to ensure that parents can attend at least one event during the year. She recognised that whilst on the same day didn't work for some parents, it had for others.
- 11.5. Named clothing going into the lost property box. CG explained that this would have been likely human error and is an infrequent occurrence as the staff try their best to get named items back to the right children.
- 11.6. Reading and the same book coming home several times in a row. CG explained that the Little Wandle scheme was a government scheme and that the school had to follow. She recognised the challenge of re-reading a book several times, but the research shows that the scheme works.

CG added that Year 2 children choose their own books to read and said that she would remind teachers to just make sure a child isn't choosing the same book each time.

LP added that over the course of 2023/2024, FOSIS has donated over £6000 to the school to support in the purchase of new / replacement phonics books.

12. Class WhatsApp Groups

12.1. CG explained that she had heard some feedback from parents that they had been uncomfortable with some of the chat on their class WhatsApp group and wanted to check in that reps felt comfortable that they could step in as and when they needed to.

For the majority of reps, they hadn't experienced any difficult discussions that they felt they needed to step in. For those that had, they were all comfortable with doing it.

RA suggested that a code of conduct / mandate for WhatsApp groups for reps to use would be useful, so everyone understood their role and how to close down awkward conversations. FOSIS to create a document, share with all class reps and then share with Cate.

PG added that he was pleased to hear such a good discussion. He said that the Governors want to understand parent's voice and that it was the intention for a Governor to attend every meeting going forward. He also said, if anyone wanted to reach out to him directly, please use chair@shirleyschools.co.uk

Actions from April Meeting

Item No.	Action	Responsible	Comments	Complete
3	Look into the recording of the hospital activity being uploaded to Google classroom	CG		
9.3	Speak to office team re: uploading of letters to school website	CG		
12	Create code of conduct for class reps for WhatsApp Groups	LP/NS		