

LODDON PRIMARY SCHOOL

PARENTS FORUM

Date:	18 April 2016
Present:	Annie Khan, Becky Chard, Helen Bantock, Rakesh Hemraz, Tina Patel-Shone, Niall Waller, Natacha Chenchery, Halek Nanavaty, Haidar Habib and Shahina Rahman, Rebecca Kral, Anwar Dadd, Nicola Cox, Shira Middleton, Anna Sellers and Afsham Sohail.
In Attendance:	Sarah Phillips, Head Teacher Rob Henderson, Chair of Governing Body John Brady, Governor
Minute Taker:	Penny Foreman

<u>NEXT MEETING</u> MONDAY 13th June 2016 – 7:30pm
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1/7	Apologies of Absence	Action
	It was noted that Lisa Meadows was not present. Penny Foreman offered to record the minutes in her absence. Apologies were received and accepted from Kam Bhogal.	
2/7	Welcome and context for meeting	Action
	<p>Sarah Phillips welcomed everyone to the meeting and explained she would be chairing in the absence of Kam. Minutes of the last meeting were approved without the need for changes. If anyone did not receive the minutes, please let the school office know as this will mean the associated email address has been recorded incorrectly.</p> <p>The focus of this meeting would be an update on the expansion project, moving on to sex and relationship education and class mixing should there be time afterwards. Both topics were covered during this meeting.</p>	
3/7	Expansion project	Action
	<p>The intention is to have an additional Reception and Year 1 class, totalling 3 per cohort, beginning in September 2016. As this year group progresses up the school, an additional class will be generated in the subsequent school years in a cascade effect. This will mean there will be 90 pupils in each new year group as it is created (currently there are 60). As a result of the school places being confirmed, Sarah confirmed Loddon is intended to take on 90 pupils in Reception in September (subject to appeals and acceptances of those places by parents), and that all other local primary schools are also full. There will continue to be up to 12 funded 2 year olds, and 36 morning and 36 afternoon places for nursery.</p> <p>As it has been specified that the school should continue to be viewed as one cohesive site and not two fragmented buildings, it was asked how we should identify the two buildings moving forward, as saying FSU and main building did not seem appropriate. Sarah confirmed historically the buildings have been called Riverdale and Hillside respectively. Sarah expressed building names will be revisited at a later date, possibly involving the children.</p> <p>Loddon will begin a partnership with Maiden Erlegh school in teacher training, starting in September 2016.</p> <p>From September the Year 1 classes will be located in the Riverdale building, and the</p>	

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initial building work will begin in this building over the summer. This will help the FSU pupils with the transition to Year 1 as some pupils of this age find the move to the Hillside building a struggle due to their young age.

Year 1 and Reception will continue to be mixed with the rest of the school at times so that there is no sense of fragmentation between the two buildings.

Parents asked how they should answer the questions asked by their children regarding where they will be located next year and how the transition will happen. This will be handled as part of the usual transition to Year 1 in regards to preparing the children and advising the parents.

The school day start time is not expected to change for Year 1; it will be the same as currently. This would be reviewed should a problem arise in the future, though changes to school times are not made lightly and have to go to consultation. There will be separate entrances for Reception and Year 1 within the Riverdale building.

The Parent Hut will remain as is, but has been omitted from the plans for clarity as no work will be done on it.

Within the Riverdale building, the Servery will be extended in to the office space currently used by Mrs Shaw, to accommodate the extra pupil capacity. Mrs Shaw will have an office in another part of the Riverdale building.

Some spaces currently used by adults, for example the training room, will need to be modified in the future to make them more focused towards use by children, such as lowering the windowsills, but as such work will require planning permission, this will happen at a later date.

Some building work will begin May 31st 2016 so there will be some disruption at this time, though it will be minimised as much as possible.

Changes to classrooms already in use will be made over the summer holidays.

A space has been identified on the plans for ICT, reading, and creative activities, that are only currently resourced in the Hillside building, but its exact use will be scoped in later planning meetings.

Perimeter fencing will be updated to join up the rear fence with the main gate area, which will result in an enclosed perimeter fence. One disabled bay will be moved to accommodate this.

The options for where Year 1 will play outdoors are still under review. One idea is that Year 1 will play outside in the Riverdale playground at break, and play in the Hillside playground at lunch time, giving them the opportunity to mix with older year groups.

The Riverdale Hall will remain its current size. The question was raised regarding room for eating lunch in the Riverdale building with the addition of pupil numbers. Lunch times will continue to be staggered, though how this will be implemented is still under review as space will be tight. A possible solution is for pack lunch children to eat in another room.

The timeline for completion is tight. If all runs to schedule, there will be 5 to 7 days between build completion and the children starting in the Autumn term. Sarah is looking at how parents may be given the chance to tour the completed area given

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the tight timeframe.

It was asked whether the PTA are allowed to fundraise for any of the planned work. Sarah confirmed that funding from the PTA for new outdoor play equipment has been requested. Sarah also expressed that the PTA is currently low on committee members and as a result would appreciate any support possible from the parent body, not just in helping at events, but also in planning these events.

It was asked how assemblies would take place in the Riverdale hall given its size and the increase in pupil numbers to the building. Assemblies are phased at present and held as a whole school weekly in the Hillside school. This arrangement will continue and a bigger hall would be needed in the future.

The expansion of the Hillside building will start in Easter 2017 due to the need for planning permission for the work required. That work is expected to be completed by September 2018.

During 2016 there will be 2 classrooms (the current Year 1 classrooms) that will not be occupied by a permanent class, but these spaces will be utilised for other means as needed. Should any other classrooms be located next to building work, they may be relocated to one of these rooms to minimise disruption.

It was asked whether the Loddon Out of School club plans to expand its offering of spaces for breakfast and after school clubs as these already have waiting lists. Sarah advised they are a business independent to the school who rent the space, and are bound by capacity restrictions based on square footage. A bigger hall would be needed to accommodate more pupils.

There are currently no plans to extend the library.

It was asked how the increase in pupil numbers will affect school productions. This will be reviewed in the future should it become an issue, possibly running a production per year group. If the local council suggest the removal of the stage to increase hall floor space, the school would appreciate the support of the parent body in voicing its preference to the council to retain the stage.

Loddon representatives visited Hawkedon school in light of their recent expansion project to see what changes they made and gain experience on how the expansion went.

It was asked how the use of the pool will change given increasing pupil numbers. This is also under review. Consideration has been given to shortening the lesson time, or to only offering swimming to pupils in Year 4 that are not already competent swimmers.

It was asked whether there were plans to use the Gipsy Lane field. There are no current plans, but if planned changes cause the school to not meet the minimum sports space, it will need to be utilised. In that event, toilet and changing facilities would be needed at that location. A question was asked regarding whether the field will be used as a car park. It was confirmed that any such alternative use would need the appropriate planning permission and at this stage it is more likely the space will be needed for sport.

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4/7	Sex and relationship education		
	<p>Sarah Phillips advised that the school is about to begin a review of the sex and relationship education program as part of their PHSE subject. The plan is to use a PHSE scheme called Jigsaw. All year groups will receive this sex and relationship education, but with different content based on their year group.</p> <p>There will be a parent briefing meeting after school, where a crèche will be provided, and an evening briefing meeting on May 16th. Content briefing for this topic is done annually should parents not attend this year, though this year is the only chance to be more involved in the process of determining the delivery and content.</p> <p>It was asked whether this education would be withdrawn should parent briefing show it to be needed, and if so how this affects the need to deliver some aspects of this topic as part of the curriculum requirements. Sarah advised that the required curriculum aspects of sex education are delivered as part of the Science subject. For the PHSE aspect of this topic it is legitimate for parents to withdraw their child from these lessons if they have concerns, or the school can decide not to deliver it if deemed necessary.</p> <p>Outcome: x2 After school meetings were held May 16th 2016. These were very well attended by parent/carers.</p>	Action	
5/7	How is class mixing managed?		
	<p>The question was raised as to how class mixing is managed as pupils move through the school.</p> <p>Sarah advised that every class is reviewed every year to decide if the class has the right balance. If the answer is 'yes' then the class is not changed. If the answer is 'not sure' or 'no', the school will review the dynamics of the year group and decide whether to mix the classes.</p> <p>The mixing process takes a lot of review, and balances the mix of gender, abilities and interests, reviewing of friendships, aiming to ensure every child retains at least 1 close friendship within the same class, and parental input on educational reasons for change. Parental input based on friendships, and not educational reasons, will not influence decisions made.</p> <p>When F2 classes are formed for Summer 2016, they will be mixes of existing F1 pupils with new pupils. Children and their parents will find out some time in July what class they will be in, as part of the transition process. This will not be done on the last day of term; it is a partnership between the school and the parents.</p>	Action	
09/16	Proposed agenda for next meeting Arranging meeting days and times		
	<p>The main agenda item for the next meeting will be a discussion based on the theme of 'Communication between parents and the school'.</p> <p>Outcome: This topic was covered in the next Parent Forum Meeting</p> <p>It was agreed that Monday evenings are still a good time for the Forum to meet, but a request was made for the meeting to be later to help those with younger children, so the next meeting will begin at 7:30pm.</p> <p>Agenda items for the next meeting will be taken from the list of suggested items made in the first meeting.</p>	Action Kam Bhogal	
Date and Time of Next Meeting			

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	Monday 13 th June 2016 at 7:30pm
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	The meeting closed at 8.30pm.
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