

## **St Andrews Parent Forum Agenda Thursday 7th May 8:45-9:30**

Andrews Parent Forum — Minutes

Date: Thursday 7 May 2026

Time: 08:45–09:30

Chair: Miss Mills

Attendees: Miss Mills, parents, SASA representatives, school staff- Mr Buckley

### **Welcome & purpose**

- Miss Mills opened the meeting and explained the aim: to reflect on this year and help shape plans for the next academic year.

### **Logistics & operations**

- Trips & enrichment
- Reviewed this year's excursions and extra-curricular provision. Parents agreed trips and music opportunities were valuable; cost has not been a barrier for the majority.
- Young Voices praised for pupil experience; parents asked leaders to keep an eye on overall expense levels when planning future large events.
- School day and timings- Confirmed finish time for the new academic year will be 15:15.
- Breakfast club & wraparound care- Free breakfast club will continue. This has been well-received by the parents, children and helped the children settle in the mornings.
- Extended provision to remain available 07:45–17:15- A nominal will apply for the 07:45–08:15 slot.

**Action: Publish confirmed school day times and breakfast/wraparound charges to parents. Owner: School office / Miss Mills. Deadline: As soon as possible.**

### **Digital systems & communication**

- Arbor-Positives: quick payments (Apple Pay), easy access to trips/dinner info and attendance.
- **Improvements requested: clearer display of grades/assessments for parents; ability to add events/news more prominently on Arbor.**
- ClassDojo- Strengths: useful for class teacher communication, celebrating pupils' successes.

- Concerns: navigation can require excessive scrolling; some important posts are hard to find or unpin.
- Feedback loop\_Parents asked for clear highlights when dates change (newsletter, website, Dojo) and for clearer signposting of urgent messages.
- **Action: Review and standardise communication channels — clarify what parents should expect on Arbor vs ClassDojo vs newsletter/website. Owner: Miss Mills / Office. Deadline: Start of next term.**

### **Year in review — successes and areas to refine**

- Successes noted:
- Broader extra-curricular offer this year (boccia, swimming, athletics/cross country, music events) and high pupil engagement.
- Inclusive ethos reinforced by mixed-year play and accessible staff/teacher relationships.

### **Even Better If (EBI)**

- Parents are happy with the family feel and staff being approachable and welcoming.

### **Strategic growth & marketing**

#### **Parent ambassadors**

- Discussed how parents can support school promotion through word-of-mouth and social channels.
- Social media & community presence
- SASA flagged the need for new Facebook/Instagram accounts and formal permissions for photos.
- Request for photos and a banner for the village fair to showcase the school.
- **Action: Create a short marketing pack (banner, photo permissions form, sample social posts) for the village fair and future events. Owner: school support. Deadline: Before village fair.**

### **Any other business (AOB)**

- Parking concerns- Parents reported cars parking in front of the school gates and driving into the car park. Agreed to send a polite but firm reminder to parents about safe parking.
- Annual parent questionnaire
- Agreed SASA to assist with running the Father's Day breakfast
- SASA confirmed the event on 19 June.
- **Action: Send parking reminders to parents and circulate details for Father's Day breakfast. Owner: School office / SASA. Deadlines: Parking reminder — within one week. Father's Day communications — asap.**

### **Summary & next steps**

- Miss Mills summarised the key actions and timelines.
- Date of next parent forum to be confirmed.

### **Actions at a glance (owners & deadlines)**

- Publish school day times and breakfast/wraparound charges — School office / Miss Mills — ASAP.
- Review & standardise communications (Arbour / Dojo / newsletter) — Miss Mills / Office — Start of next term.
- Create marketing pack for village fair (photos, banner, permissions) school — Before village fair.
- Send a parking reminder — School office — within 1 week.
- Circulate Father's Day breakfast details — SASA / School — before 19 June.
- Minutes prepared by: Rachel Mills (for circulation and website upload)