
St. Andrew's Parent Forum Meeting Minutes

Date: Tuesday, October 14th

Time: 2:45 PM – 3:30 PM

Location: Staff Room

Attendees:

- Executive Head- Rachel Mills
- Olivia Lee, Sarah Murray, Claire Williamson
- **Apologies:** Chloe Hodson

1. Welcome and Introductions

Rachel Mills welcomed all parents to the first Parent Forum of the academic year.

2. Thanks and Reflection of 2024-2025

The Chair offered thanks to the parents and the **SASA (St. Andrew's School Association)** for their support during the previous academic year. The group briefly reflected on the year's successes.

3. Communication Review (Arbor, Dojo, Website, Newsletters)

A discussion was held regarding the effectiveness of current school communication channels, with a focus on the new **Arbor** system.

Channel	Discussion Summary	Decision / Action Item	Responsible Party
Arbor	Positives: Generally working well and found to be user-friendly. Parents specifically noted that Apple Pay and other payment processing for meals is easier. Consents feature is useful.	Action: The school will investigate if the platform can be used to display positive behaviour reports and to send daily messages/reminders to parents like on Dojo.	School Admin/IT

	Parents' Evening was easy to book. SASA asked if they could use Arbor for all their consent forms to streamline the process.	Action: SASA to speak to Miss Regan about adding a consent for the school disco on Arbor and use Arbor for their consent forms to streamline the process.	
	Area for Improvement: Parents asked if there is a messaging system within Arbor for contacting individual staff members.	Action: School to look into the communication on Dojo-is it as easy to contact staff and have two-way conversations like Dojo? Sarah Regan (SASA) offered to champion the move to using Arbor for all consent forms to streamline the process.	Sarah Regan (SASA)
Overall	The communication mix (Dojo, Website, newsletters) was generally viewed as effective.	Decision: No major changes to the existing mix were deemed necessary at this time. We will look to see if we can stop Dojo eventually but will trial Arbor with a few parents first for messaging, reminders and contacting staff.	N/A

4. Outdoor Learning - Where Next?

The group discussed expanding outdoor learning opportunities for pupils.

- The activity of **pond dipping** was specifically mentioned as an activity/trip for the younger children
- **Action:** Look into borrowing (A Forest School leader from the MAT) to help out for an afternoon session to bolster the program. | School Staff |

- **Action:** The forum requested that the School **complete a funding form** for what is needed to **replenish outdoor equipment**. | School staff |

5. Trips and Visits Outline for the Year

The proposed outline of trips and visits was presented and discussed.

- **Music Program:** Discussion was held on the school's instrument provision: Should the current instrument be changed, or should pupils have the instrument for a full two years?
 - **Action:** Plan to hold a **recital for parents** to showcase the children's progress. | Music Dept/Staff |
- **Statfold Trip:** **SASA** confirmed they would be happy to discuss contributing funds to cover or subsidise the cost of this trip for any families who are struggling financially.
- **School Events (Discos, etc.):** **SASA** happy to subsidise children to attend **SASA** events
- The Chair noted that the use of school **minibuses** is proving highly helpful in reducing transport costs and allowing more pupils to attend events and trips, including those who may not otherwise be able to afford transport.

6. Upcoming Events

The following upcoming events were noted:

- **Zaktiv**
- **Derby Faith Trail**
- **Statfold**
- **Young Voices**
- **Action:** A call was put out for **parent volunteers** to assist with driving and supervision for minibus journeys. | All Parents |

7. Open Forum / Any Other Business (AOB)

Item	Discussion / Decision	Action Item	Responsible Party
Outdoor clothing Wellie Racks	suggestion: wellie racks to allow children to be outdoors as much as possible. the request was put forward for SASA funding - need to complete a funding request form.	Action: School to complete funding request form SASA to consider the funding request for wellie racks.	SASA

	Parents also offered to donate old wellies and anoraks for the school's general use.	Action: The school will organise a way for parents to donate used wellies and anoraks.	School Staff
Class 1 Check	A request was made to double-check trips for Maple Class 1.	Action: School staff to follow up on trips and send to parents asap.	School Staff

8. Next Steps and Closing

The Chair thanked everyone for their valuable input.

- The next Parent Forum meeting date will be circulated by school admin.
- The meeting was adjourned at 3:30 PM.

Minutes Recorded By: Rachel Mills

Next Meeting: TBC