



## Minutes

Meeting \_ 4 July 2024 \_ St Joan of Arc staff room

### **Present:**

Ben Fuiava, Asst Headteacher  
Lindsay Christie, Board of Governors  
Pippa Greenbank, Y5 rep  
Chris Sudall, Year 4 rep  
Delphine Marsan, Nursery rep  
Natasha Davey, Year 1 rep  
Aine Stewart, Year 6 rep  
Sophie Whitehouse, Year 2 rep  
Gill Auld

### **Apologies from:**

Fiona Shaw, Reception Rep

BF welcomed everyone to meeting.

### **Item 1: Actions arising from minutes of last meeting**

- BF has followed up on the production of video to help with parents' understanding of Tapestry – ST is looking into this.
- SLT have residential trips as discussion item.
- GA to follow up with VP re what other schools do re subsidies.
- Year 4 have taken on board discussion around times tables – BF can report that year 4 have done very well!
- PG has been uploading a weekly screengrab of spellings – which parents appreciate
- BF has spoken to Ms Newman re advance notice of sports trials - and these will be included in newsletter where possible
- BF has spoken to Ms Campbell – who will add link to Forum minutes in relevant newsletter

- BF will ask AV re mindfulness corners – and talk to Wellbeing Ambassador Lead

**Action:**

- GA to follow up with VP re what other schools do re subsidies
- BF will ask AV re mindfulness corners – and talk to Wellbeing Ambassador Lead

As there were no further issues arising from minutes of last meeting, these were accepted.

**Item 2: ASC**

Issues raised:

Re recent booking experience for year 4 parents - many have been unable to secure places for September. Not sure if this is an admin issue with magic booking or a huge spike in demand (Year 4 parent)

Booking system and number of spaces available - the need is more than the spaces offered. Can this be reviewed please? (Year 1 parent)


Delphine noted that the Magic Booking interface has changed. It was suggested and agreed that office would set up a fake account for DM to be able to produce a 'how to' video for parents to follow.

CS added that it appears ASC has 2 main issues which recur – admin/booking errors and capacity and asked if there was a way of reducing the stress felt by parents on Sunday evenings when trying to book. BF suggested reviewing the email sent out to parents to explain system in the light of the interface change – DM offered to review this with office.

BF reviewed capacity and noted that it has risen from 60 per night previously to 90 per night this year. We also must be mindful of ratios as nursery children who now attend require higher staff to children ratio and we can only increase as far as space and available staff allow.

Consideration was given to provision by Elizabeth House, who said they would send someone to accompany children from school. LC noted that this has been discussed with Miss Campbell and agreed that the current arrangement (where childminder takes some children over) has been informally agreed between parents and so does not come under safeguarding responsibility of school. A more formal alliance would prove tricky as SJOA staff would not be present to supervise.

BF asked how many extra places would solve capacity issue? LC felt more data is needed to know this. Main issue is space – in bad weather when all children are inside, there is no more space in current hall for more children/staff.



Suggestion was made that places be made available to recycle if parents knew that they did not need the space. And the opportunity to join a wait list for certain nights if they are full. All agreed that various adjustments would make it less stressful and more efficient. LC suggested that what is missing is hard data to base these decisions on. BF agreed and said more info was needed as the survey done recently showed that most people got the spaces they wanted.

Improvement ideas to consider include increase capacity, recycle places, consideration of added support for some families in help to book. Consideration must also be taken with communications, as previous email had some mistaken instructions. DM will assist office in this and in creating a video to explain booking system.

AS stressed that we are very lucky to have ASC on the premises, and that the actual clubs are great.

LC suggested there would be a benefit to having a 'working group' that included Ms Cumpstey and/or Mr McCormick as the Extended Schools team and staff liaison. There have been many discussions and ideas shared in different forums, but it could be useful to work through these methodically with the Extended Schools team to better understand how the system works now and what changes could be implemented. CS agreed and suggested all reps ask their respective year group to get a full picture of

- Who didn't get a place
- What days are they looking for
- Age range to show split between infants and juniors

All reps to gather this info and send to GA by end of term who will collate.

**Action:**

DM will contact office re updated comms and video for booking interface  
All reps to gather info on ASC demand and send to GA


**Item 4: School Trips**

Issues raised:

Parents want to see more school trips, especially to locations/ galleries in London that are free (Year 5 parent)

BF explained that there had been a conscious focus on climate/green/outdoor activities for school trips this year, which enhanced the curriculum. In September there is an INSET day to plan for the coming year and these again will fit in with the curriculum planned.

LC noted that many parents are happy to assist on trips. BF said that for this to be helpful in terms of numbers, a full DBS is required. Otherwise, parent cannot take



a group of children on their own. However, this can be revisited, alongside discussion around residential trip for year 6.

**Action:**

BF will consider parental involvement in trips once they have been devised for next year. SLT will consider residential trip.

**AOB**

DM asked about the timings of updates and feedback for parents. BF explained that these happen twice a year in person (in autumn and spring) and a final report in summer term. SW felt parents would benefit from this being communicated early to manage expectations, as most come from small nursery setting where feedback is daily.

CS asked if it would be possible to try school dinner. BF agreed this good idea – and will organise.

CS will send GA access to spreadsheet of contacts for PA/ reps. All agreed that this can be shared with GA.

BF asked reps to communicate to families how important it is to remain respectful when dealing with teaching and office staff in school, despite any frustrations they may have.

**Action:**

BF will add timetable of feedback to comms for new parents.

CS will share contact details with GA.

BF thanked reps for their support in providing an important bridge between school and families.

**Dates of meetings for 2024/25:**

**Thursday 21 November, 8.40am**

**Thursday 13 March, 8.40am**

**Thursday, 3 July 8.40am**