



Parent Forum Minutes

Date and time: Wednesday 11th March 14:30-15:00

Attendees:

- Mrs Chalkley (Headteacher)
- Mrs Benjamin (Deputy Headteacher)
- Stephen Bird
- Chris Nevill
- Henrike Grund
- Graham Reed

Items Discussed from Agenda and

TOPIC	KEY POINTS
Terms of Reference	<ul style="list-style-type: none">- Shared with team - no disagreement with content- To be uploaded to the website (with edit about meeting times/days added)
Dates/Location/Platform of future meetings	<ul style="list-style-type: none">- Agreed that meetings will be held on a Wednesday before pick up - 2.15pm approximately, but this may vary by 15 mins depending on agenda items. Face-to-face meetings was everyone's preference, but online can be made available if requested.



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TOPIC	KEY POINTS
<p>Items for discussion at future meetings (suggestions from staff and Parent Forum members)</p>	<p>School Trips</p> <ul style="list-style-type: none"> - Financial implications for the school when parent contributions are not received - we do not want to stop trips happening as we know how valuable and enriching they are, but also there is not the money in the budget to be able to 'top-up' when parent contributions do not cover the total cost. - Discussed the need for a 'parent ambassador' on whatsapp groups to be able to prompt engagement and flag important messages that have been shared via Arbor/Newsletter etc - some parents openly say that they do not read these. For the Year 3/4 trip recently - most parents paid once chased. - Suggestion of a chalkboard on the playground/side of the hall to share succinct, important messages e.g. Year 4 - trip payment deadline next week etc. - captive audience while adults are waiting to collect - Mr Nevill investigating potentially sourcing one that his work use. - LB suggested creating a yearly plan/calendar for school trips to go out at the start of each academic year with an approximate cost to allow parents to plan finances in advance. Payment could then open and allow installments to be paid in increments similarly to PGL. <p>Parents' Evening - Online vs Face-to-Face?</p> <ul style="list-style-type: none"> - All present at the meeting felt that online was most convenient due to the timings being strict, increased privacy and flexibility with not needing childcare. - HT/DHT shared the positive impact that this has had on staff well-being as historically Parents' Evening has finished at 21:30 due to over-running. - School shared the opportunities for parents to request face-to-face if there is a significant barrier to being able to attend online. - Forum shared the variety of opportunities that parents/carers have to make contact with teachers if needed e.g. Walk-in-Wednesdays, at collections, contact via the class email address and felt the school had a good balance. - HG thanked the staff team for the availability, flexibility and the opportunities that we provide for children at Mersham.
<p>AOB</p>	<p>Communication</p> <ul style="list-style-type: none"> - All members agreed that circulation of minutes and agendas would be effective through Arbor to current Forum members. - Minutes to be shared with wider school community through Newsletter attachment and uploaded to the website. <p>Next Meeting</p> <ul style="list-style-type: none"> - Suggested that Ofsted Parent View was a focus for the next meeting.

Agreed actions

ACTION	BY WHOM
<p>Send minutes from meeting to all attendees and upload to website</p>	<p>LB</p>
<p>Create meeting agenda for next meeting and circulate prior to next meeting</p>	<p>LB</p>



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ACTION	BY WHOM
Make a Parent Forum section on the website	LB
Members to send ideas for Agenda items for next meeting to LB	ALL
Source a potential blackboard donation	CN
Lost property name stickers link on newsletter and website	CC/LB
Minutes to be attached to newsletter	CC

Date of Next Meeting: Wednesday, 22nd April 2026 @14:15