

Chaired: Oliver Winstone

Attendees:

- Toni
- Sam
- Stephanie
- Erika
- Cheryl
- Daksha
- Rachel
- Vikki
- Tracy

What, So what, now what Rolfe reflection model?

Professor Gary Rolfe and colleagues (2001) describe another useful framework for self-reflection in their book 'Framework for Reflective Practice'.

It's based around three questions:

What?

So what?

Now what?

WHAT ...	SO WHAT ...	NOW WHAT ...
... is the problem/difficulty/reason for being stuck/reason for feeling bad/reason we don't get on, etc.?	... does this tell/teach me/us about ourselves/others, our relationship, the model I/we am/are using, my/our attitudes, my/our client's/colleagues'/stakeholder's/patient's welfare, etc.?	... do I/we need to do to make things better/resolve the situation/stop being stuck/get on better/improve my/our client's/colleagues'/ stakeholder's/patient's welfare etc.?
... was my/our role in the situation?	... other knowledge/insight can I/we bring to the situation now?	... broader issues need to be considered if this action is to be successful?
... was I/were we trying to achieve?	- Experiential	... might be the consequences of taking/not taking this action?
... actions did I/we take?	- Scientific	... what risk mitigation might be necessary?
... did I/we base my/our actions on?	- Personal	
... were the responses/ consequences for each of us?	... could/should I/we have done to improve processes/outcomes?	
... was good/bad about the situation/experience?	... is my/our new understanding of the situation?	
PAST	PRESENT	FUTURE
Descriptive	Theory/Knowledge Building	Active

Parent Forum Code of Conduct 2023/24

- I will raise issues in a professional and constructive manner.
- I will attend meetings half-termly and where this is not possible, will email Mr Winstone to notify of any absence.
- I will keep information about individuals confidential.
- I will not use the role to raise my individual needs.
- I am happy for my personal email to be shared across the school.

Please understand that if you breach the Parent Forum Code of Conduct, the school will have the right to remove you from the role of Parent Forum Representative.

Outstanding Actions from the previous meeting:

- Clubs to maintain with additional parent run clubs
- Outside area to be used regularly by EYFS and wider school
- Reading records check by SLT
- Refine and add other dates to 2024/25 calendar
- Mixed classes plan
- Club offers, see below table

WHAT...	SO WHAT...	NOW WHAT...
QUESTIONS	RESPONSES	ACTIONS
Hummingbirds (Nursery)		
<p>Open Afternoon <i>We couldn't get anybody to the Open Afternoon last Thursday as we were both at work and grandparents away. Our daughter was apparently distraught according to the nursery teachers that nobody was there for her, and my boys both a bit disappointed.</i></p> <p><i>Obviously, as a working parent you feel bad enough missing things, but it just feels that things like the Open Afternoon really don't have to be held during the school day. I think they would be much better to be held after school as parents will be there anyway and could just pop in for 5 mins at 3.15pm, and then any children whose parents can't come won't be upset by the fact nobody is there for them as they'd have left with childminder etc. I've also spoken to other parents who just can't get there earlier for these things as they're picking up during work breaks etc and would also rather just pop in for 5 mins at pick up time.</i></p> <p><i>I appreciate not everything can be after school but when things can like that, it would seem sensible to do it that way to avoid unnecessary distress / disappointment.</i></p> <p>Classroom <i>From seeing the improvements around the school, are there any plans to refurbish the nursery setting area. The area looks neglected.</i></p> <p><i>The carpets/flooring are very dirty Toilets are not in good order - appearance and smell Nursery playground fence/gate is broken with some bits of wood</i></p>	<p>We do an open afternoon and open morning once per year and then 4 evenings as parent consultations about your child's learning which run up to 7 pm. We wouldn't want any child to be upset so we share these dates at the beginning of the school year to give people as much notice as possible.</p> <p>The purpose of having these take place during the school day is that the children, their learning and their classroom are the focus.</p> <p>Having the times moved to 3.15 pm would create issues with after-school clubs, wraparound care and lettings.</p> <p>We have plans for the whole EYFS area to look and feel different from next year. Unfortunately, by nature, we cannot prevent the Nursery toilets from being 'smelly' but I will liaise with the cleaning team about the concerns.</p>	<p>Mr Winstone to meet with the cleaning company about the concerns raised.</p>

<p>holding it in place</p> <p>On the positive, when attending 'meet the teacher' in Reception. I noticed how bright, clean and spacious the classroom was and look forward to my child starting in September.</p> <p>Dogs on school site Had a great time at campout, but was disappointed to see that dogs (2/3) were allowed on site for the duration. I am not comfortable with dogs being on a playground/ playing field, which is used by my children and run the risk of stepping in dogs mess when this should be a safe environment.</p>	<p>A really successful PTA event.</p> <p>Dogs are not allowed or encouraged during school time to be on the site.</p> <p>I will work with the PTA on agreeing how to move forward.</p>	<p>Mr Winstone to revisit the lettings agreement with all stakeholders and rewrite for 2024/45.</p>
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Robins (REC)

<ol style="list-style-type: none"> 1. The teachers are amazing and will be missed very much! Thank you to them for everything! 2. The teachers are brilliant and I know my son is being educated well and cared for 3. Comms in general have been much better but still some inconsistencies in dates and times which causes confusion 4. There doesn't appear to be sufficient shelter and shade for children in the playgrounds, is this being looked at? 5. Is the fence being properly replaced where the tree fell through it? It currently only has a green mesh over it which can easily be cut through?! 6. Please can the children be let out on time as well as let in on time, especially as parents/guardians have to get to work/catch trains! 7. Events sometimes don't seem to have been 	<ol style="list-style-type: none"> 3. We are sorry for any dates that have gone out incorrectly and this is down to human error and/or rushing to get communications out to parents. 4. I have got one company to quote us for a 3m sq. shade. The quote was £8,500. 5. This is being quoted for during the summer break. 7. The summer term in particular can often be full of different events and we try and liaise with the PTA to avoid any 	<ol style="list-style-type: none"> 4. Mr Winstone to add to the newsletter in AUT term to see if there are families who could help. 6. Mr Winstone to send an email reminder to all staff and continue to monitor timings (8.40 and 3.15)
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<p><i>coordinated to take into consideration other events already planned e.g. PTA events and then separate events for technology raising pops up, and often very close to already planned events! It makes it appear as though they are not working together in some cases.</i></p> <p>8. <i>Given the lower levels of applications for the nursery across schools, including ours, is there a possibility the HTL Nursery could close? What could be done to increase the numbers? It is such an asset for the school and a huge benefit to the children that progress from Nursery through the years, it would be a real shame to lose it.</i></p>	<p>clashes. We aim to have events separated but will take on board any issues with clashes. Some events are booked in well in advance, others we have to add a shorter notice which we always try and make as long as possible.</p> <p>Several nurseries have closed across Bexley and Bromley due to low numbers.</p> <p>We are changing our approach to how to Nursery runs next year; as with low numbers, comes a financial risk.</p> <p>Sadly, it is not a matter of doing more to increase numbers. The birth rate nationally is down which has resulted in low numbers across many boroughs.</p> <p>We agree that it is a real asset to HTL.</p>	
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Kingfishers (Year 1)

<p>1. <i>Please can we have homework books back, it's very hard to keep track of lots of bits of paper and sometimes it's hard to capture the work that has gone into it by just taking a photo.</i></p> <p>2. <i>Please could we have some information on how the playground equipment is monitored. We have had quite a few injuries in our class involving the trim trail recently. Is there an adult nearby? Is there a limit to the amount of children allowed to use it at one time?</i></p> <p>3. <i>Please could we have a bit more notice about things the PE kits when hot for example some children were already at</i></p>	<p>1. homework books will not be something we will be looking to reinstate but if you need resources, please speak with your child's class teacher. We are also happy if your child wants to bring the homework in rather than just a photo.</p> <p>2. ALL staff out on lunch duty wear high viz and are separated on the playground. The trim trail is limited to Year groups on each day.</p> <p>3. We always try and monitor the weather to keep children cool, sometimes direction comes at last-minute notice so we will try</p>	<p>This appears to be more of a frustration with Google classroom than setting. Mr Winstone will remind staff how to set homework</p> <p>3. Aim: as a rule of thumb, we usually look at 30 degrees plus being PE kit weather (hope that helps)</p>
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<p><i>breakfast club when the notification was received which is too late .</i></p> <p>4. <i>These were raise by different parents but same points which are quite personal to the teacher. A lot of parents think it was not her choice to leave.</i></p> <p><i>- I think what I'd like to address is why is the school loosing such a great teacher like Mrs B? Considering how amazing she's been and that she's a real asset and credit to HTL, it's a shame to see her go, What has changed? - I'd like to highlight how fab some of the things that Mrs B has organised for the children, I feel she really cares about them and tries her best to make the children thrive in a happy learning environment. It's such a shame to see a good teacher go.</i></p>	<p>and make decisions the night before in the future.</p> <p>6 members of staff are leaving us this year for various reasons. To clarify: Mrs Wozencroft is retiring Mrs Mariner is retiring Mrs Cooper is relocating Miss Hills is leaving teaching Mrs Scudder is moving to St Paulinus Mrs Budzowska is moving to St Paulinus</p> <p>We completely agree that Mrs B is a real asset to the Trust and are glad she has chosen to stay at APAT. We agree it is a shame to be losing teachers to other Acadmies, but vacancies across our Trust are always supported across the Academies where schools are over and understaffed.</p>	<p><u>Shirts without ties will be accepted in hot weather.</u></p>
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Sparrows (Year 2)

<p>Questions submitted during meeting</p> <ul style="list-style-type: none"> ○ School trip volunteers preferential, how are they chosen ○ Morning break - fruit? ○ Lost property - named items going missing frequently ○ Is it possible for the caterers to allow cheese with plain pasta. I know at the moment it's for the jackets but could they do cheese for plain pasta. From the mother of a very fussy child :) 	<p>Where visits are free we often take as many volunteers as possible. If there is a cost we have to limit the amount. Please liaise directly with the class teacher if you want to be put forward for trips.</p> <p>KS1 and below are provided with fruit. Year 3+ can bring in their own fruit snack.</p> <p>All items that pupil helpers find named is returned. All other items are placed in lost property cupboard by the office.</p> <p>We are changing caterer providers after the October half-term and look forward to working with a new team.</p>	
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Bluejays (Year 2/3)

<p>It's great to see a good variety of after/lunch time school</p>		
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clubs/activities offered.

Would it be possible for teachers to 'remind' children about lunchtime clubs that are on each day. My child often forgets to go which is frustrating after you have paid!

The open days are a great initiative, it's nice to spend time with children in their classroom.

Is it possible for the new school year to get an over view on school trips for the coming year?

Lists are shared with all class teachers and children are reminded to go into early lunch on the days they have clubs.

This will be released in September, some outside clubs have already been communicating with parents

Owls (Year 3)

1. It would be nice for the parents of children put in the mix to be given a courtesy phone call heads up that it will be happening or even a phone call after to discuss the reasons why they were put in mix. I think the way it's dealt with is pretty poor that they get picked out in front of their class and find out on the spot in front of everyone! Very upsetting for some children.

2. It would be courteous for the teachers to also hold a meeting (or a simple phone call) to demonstrate how the learning will be split across the mixed class and to explain the benefits of this as well as the reasons for why their child has been selected to be in the mixed class as this has also not been communicated openly and consistently in this case and I have had to chase for this information. Friendship groups in this case have also been misread and it would also be a good idea to run the plans of those children to be mixed by the parents before announcing as final!

3. classrooms are incredibly hot and stuffy, more ventilation is needed to stop spread of germs and to keep the children from falling asleep!!

4. there isn't sufficient shelter/shade in the playground for children at break time - health & safety concern!

This would mean 59+ phone calls which would not be possible. The SLT has rung parents who have raised concerns.

At the initial meeting last year we explained this and minutes from this meeting can be found on our website.

The way the split class approach this year has been successful with lots of positive feedback from parents, Trust and Ofsted.

If we were to take on parental preference about their classes, this would be particularly difficult to manage. As an SLT, we are happy to talk with parents with concerns.

Some classrooms do get hotter than others but this is due to location. We always ensure blinds are down, windows are open and lights are off in hot weather.

I have got one company to quote us for a 3m sq. shade. The quote was £8,500.

Group to discuss ideas of how they would like children to find out the news.

Please submit any ideas via this group

Mr Winstone to liaise with the PTA to purchase parasoles for benches.

5. *the trim trale is dangerous as many have got splinters and fallen from height - is it being looked at that the correct safety measures are in place? Is there a ROSPA maintenance or inspection regime in place.*

6. *Does everyone get a chance to use the new scooters/rotas for year groups classes? Are they supervised to ensure fair use?*

7. *When will the fence be fixed as I noticed at camp out it's not that safe.*

8. *We were told no dogs allowed at the HTL camp out though three dogs were there off lead. We didn't book as we were told dogs were not allowed. Can you please shed light on this as we missed out on being able to attend as a result which doesn't seem very fair, surely it should be one rule for everyone!*

9. *Year 3 would like to thank all their teachers for this year.*

This is inspected yearly by Sportsafe and any actions are dealt with. We encourage children to be in charge of their own risk-taking. As mentioned before, ALL adults have hi-viz during trim trail use.

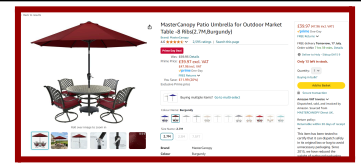
These are on a daily rota and monitored by $\frac{1}{4}$ pupils. When low queues/uptake, they encourage other years to participate.

We are gathering quotes during summer holidays.

A really successful PTA event.

Dogs are not allowed or encouraged during school time to be on the site.

I will work with the PTA on agreeing how to move forward.



Mr Winstont to check if Sportsafe RA is able to be shared

Mr Winstone to revisit the lettings agreement with all stakeholders and rewrite for 2024/2025

Hawks (Year 4)



<p><i>All the new activities that are being offered are great but there seems to be alot on a Monday.</i></p> <p><i>There are alot of new activities it's sometimes hard to know which is best for your child is there anyway of having a taster session before committing for the term ?</i></p> <p><i>Why don't we find out things earlier, such as not being told we didn't have our teacher for a week as she went on school trip with year 6. I would like the information sooner and in a clear format. Mainly clear communication.</i></p> <p><i>Can we have some further clarity as to how the streaming classes will work for years 5&6?</i></p>	<p>The 2 clubs that take place simultaneously are Gym and Cookery and these are outside clubs where this is their only availability.</p> <p>All clubs that are staff-run are refundable. Good idea to have tasters and I will pass this on to our outside providers.</p> <p>We always plan for as much notice as possible, however, there were very last-minute changes to staffing arrangements for Year 6 IOW trip. Absolutely agree that it is important that your children know who is going.</p> <p>Once finalised, this will be sent to parents with explanations.</p>	
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Kestrels (Year 4/5)

No questions submitted

Swans (Year 5)

<p>Are there any plans to sort out the water fountains in the playground? They are a mere drip, there's no way the kids could all refill their bottles during lunchtime. Assuming budget is an issue can they put out a plea in the newsletter for any parent plumbers who may be able to fix/bodge them?</p> <p>are they planning on giving any 11+ guidance?</p> <p>why is the school always closed on polling day? With a church hall and leisure centre in the vicinity it seems crazy to put so many parents at an inconvenience and for a day of education to be lost each polling day.</p> <p>Do the year 5 kids get any</p>	<p>All information that Bexley has provided has been sent to parents.</p> <p>Agreed. This is something that would need to be directed to Bexley. This is a Bexley Council decision and the school is not paid for being used as a Polling Station.</p> <p>We agree that these are great achievements but they do not get</p>	<p>Mr Winstone to check with the caretaker and carry out a site walk to look at the issues.</p>
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badges/certificates for their swimming? They seem to be swimming good distances so would be lovely if they were recognised for

on residential we love seeing pics buuuuuut would be nice to do just one group shot when they arrive . And perhaps one quick one of them all lined up together on the am of day 2 . The bombardment of other pics can follow later even once they are back thanks

Big thanks to the teachers for the yr 5 residential trip - kids had a fab but wet time very thankful to them

BOOK BUS - can this be made secure from the elements - it looked very Sad yesterday afternoon. - is it safe for the kids are they still using it

Book Bus – are the children still using this?

Book. bus is not in a great state - can it be made secure until something happens with it?

Mixed Classes

Children that will be streamed for Maths, English/Reading/Writing etc – how much of the day would be spent with their streamed groups? How many subjects will they be streamed across?

Will split classes be able to sit with each other for lunch?

Will the year 6 mixed class join the other year 6 class when they do certain “fun” activities whether in class or towards the end of the year...

certified for curriculum swimming. I will pass this on to the leisure centre.

Book bus: needs to be relaunched and refurbished.

Each morning will consist of the streamed set for reading, writing and Maths with the exception of PE and other PPA sessions.

I will speak with MDS team to see if we can facilitate this as we did for some pupils this year.

Yes.

This is a nice idea and I will pass this on to staff who give up their time to attend the residential.

<p>Leavers Hoodies – can we prepare them early again, so that the children have them for the winter months / will communication come out in Sept/October for this from the school?</p> <p>Sports day - can they take part in year groups rather than class . It would be nice for all yr 6 to compete together rather than yr6 and 5/6</p>	<p>Yes. I liaise with Casey's in the new year to and with parents get consent from all.</p> <p>Sadly we ran out of time this year, but this Friday we have Year 6 vs. staff taking place.</p>	
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Eagles (Year 6)

<p>No questions submitted</p>		
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Targets or Actions for AUT term



- Mr Winstone is to meet with the cleaning company about the concerns raised
- Mr Winstone to revisit the lettings agreement with all stakeholders and rewrite for 2024/25 (dogs)
- Mr Winstone to add to the newsletter in AUT term to see if there are families who could help create shelters
- Mr Winstone to send an email reminder to all staff and continue to monitor start and end times
- Parents to email how they would like changes made to class announcements
- Mr Winstone to check with the caretaker and carry out a site walk to look at the issues (fountains)
- Group shots for residentials
- Mr Winstone to meet with PTA regarding parasols

SENT to all staff:

- Via email on 17/07/24

O. Winstone

Mr O Winstone
Principal



Amadeus
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