



### **1. Minutes of last meeting**

No outstanding actions. Mrs Oakley has sent out an email to parents updating them about the West Sussex Schools Strategy visit. The outcome was positive. The strategy team wanted to find out how our federation works and would like to use our experience in their advice to other schools about working collaboratively.

### **2. Accessibility Plans**

The Accessibility Plans have been reviewed and were shared with the forum. The action plans have been updated for both schools taking into account feedback from Northolmes children who had the opportunity last year to navigate the school using wheelchairs. Mrs Oakley explained that some actions to make the schools more accessible would be dependent on funding from West Sussex. Discussion about the steps at Littlehaven and the feasibility of putting in a ramp/lift. No comments to be added from parents. The plans will go to the governing body for agreement then will be published on the school websites.

### **3. Feedback about the school websites and parent evening booking systems**

Feedback from parents was positive for both schools. The parent evening booking systems were easy to use and the appointment reminder on the day/day before was really helpful. A parent said that the SATs revision on the Northolmes website asks for a password. Mrs Oakley will follow this up with the teachers. Post meeting note: A letter will be going out to Year 6 parents with login details.

### **4. Support for families with additional/SEND needs and Mental Health**

Lyndsay Woodland introduced herself to parents. She is the new assistant headteacher responsible for inclusion across both schools. At the moment, she is working with the schools to support children with transition (Year 2 to Year 3, Year 6 to Year 7 and transition between classes) and to support the Year 6 children with SATs. There is a big focus on mental health. Miss Woodland shared some slides outlining what is meant by mental health and the importance of there being an open culture where children and adults talk about mental health issues. The schools have bought into 'JIGSAW', a scheme to support PSHE teaching from Reception to Year 6, which has a mindfulness approach. Miss Woodland and Mrs Saunderson are currently meeting with the Year 6 girls twice a week to support them and each girl has been allocated a mentor. If successful, they hope to roll out the approach to other year groups. Discussion around support available. It was noted that there is reduced support outside of school for children with mental health issues. Parents are being advised by medical professionals to seek support from the school nursing service but there are long waiting lists. It is being left to schools to offer support. The schools will set up a 'Useful Links' tab under the 'Parents' tab on the school websites. The mental health slides and useful information/websites will be available there.

Mrs Anderson said that the schools are seeing a rise in issues related to social media and video games that the children are playing outside of school. The school regularly reminds children about being safe online, but parents need to be aware about what their children are watching/playing.



## 5. AOB

Voluntary Contributions – A parent asked if letters could be reworded to encourage more parents to make contributions towards trips/activities. Mrs Oakley explained that the wording is in line with DfE/West Sussex guidance. If the school does not receive enough voluntary contributions, the trip/activity will be cancelled. Mrs Anderson added that some of the trips are subsidised by the money raised by the PTA. Parents asked if payments could be kept on ParentMail at Northolmes for longer as, sometimes, they disappear before they are able to make the payment. A parent asked if the schools could run non-uniform days/dress up for World Book Day as extra fundraising. Mrs Anderson explained that the non-uniform days need to be for a purpose and we currently hold them for PTA fundraising and charity days. Post meeting note: The office will look into payments on ParentMail. The payments disappear as the school has to set an end date to know if enough contributions have been made for an event to take place.

Football – A parent asked why this keeps being banned at Northolmes. A parent who is a midday meal supervisor at Northolmes explained that football causes a lot of problems at lunchtime. When it is banned, the children play other games and they engage with each other.

Hot School Dinners – A parent asked if these have changed as her children have gone off the meals. The menu has not changed recently. A parent who works for Chartwells said that there have been a couple of items on the menu that children do not like. They have reported this back and as a result one item has been changed. The portion size was questioned as some Year 5/6 children say they are not big enough. Chartwells set the portion sizes to nutritional requirements. Any queries should be directed to them.

Feedback – Thanks from parents for addressing the Momo Challenge issue last week. There was positive feedback about the Science Museum trip to London. It was a great experience for children who had not travelled by train before or been to London. Helpers asked if a trip is starting away from school, please could the safety briefing happen the day before.

Swimming – A parent asked if swimming could be changed to the afternoon. Unfortunately, it is very difficult to change slots with the Pavilions. The school reviews the cost and arrangements for swimming every year.

Sporting events – A parent said that the children do not get long to eat lunch. Mrs Anderson explained that the children get as long as possible for lunch, but it depends on the start time of the event. Most children eat quickly as they are keen to get to the event.

Governors – Mrs Oakley advised that there are vacancies on the governing body. If anyone is interested in being a governor or associate member then please speak to her or Mrs Anderson. Further information will be going out to parents before the end of term.

**Thank you to the parents that attended the forum. The next one will be held at Littlehaven in the summer term (date to be confirmed).**

Mrs Anderson (Headteacher), Miss Woodland (Assistant Headteacher/Inclusion) and Mrs Oakley (Chair of Governors)