

St Michael Catholic Primary School and Nursery

Minutes of the Parent Forum Meeting

Date: Friday 16 October 2026

Time: 2.30–3.20pm

Location: School, with parents also attending online

Parent attendance: 37 parents attended: 18 online and 19 in person.

Staff present:

- Mrs R Panting – Deputy Headteacher (RP)
- Mrs N Collins – Headteacher (NC)
- Mrs K Cleall-Harding – Clerk (KCH)

1. Welcome and introductions

RP welcomed everyone and thanked parents for attending, both in person and online. Parents were invited to introduce themselves. RP explained that several school updates would be shared before opening the meeting to questions and discussion.

2. School website, calendar and homework

RP highlighted the useful information available on the school website:

- **School calendar:** Events and trips arranged so far have been added. The calendar will continue to be updated, and Sports Day has now been included. The school will aim to give families as much notice as possible of upcoming events.
- **Class pages:** These provide information about each class, including the children's curriculum.
- **Homework:** Spellings are provided weekly, and Purple Mash is available for additional activities. Parents who would like further homework for their child should speak to the class teacher.

No questions were raised.

3. Wraparound care, school meals and Arbor

RP advised parents to contact KCH with any queries about wraparound care, school meals or Arbor.

One parent reported ongoing difficulties logging into School Food United.

Action: KCH to investigate the parent's login difficulties.

4. September transition

NC joined meeting

School leaders felt that the September transition had been smooth, with children making a positive start to the year. One area identified for improvement was providing clearer information about drop-off and collection points when children move between key stages.

NC invited parents to share their experiences. One parent confirmed that her daughter had settled back into school very well. NC encouraged anyone who wished to discuss concerns privately to speak to her.

NC also noted how quickly Nursery and Reception children had settled. Mrs Green had spent time over the summer reorganising the Nursery, and the school had invested in resources to create clearer, more welcoming spaces and support daily routines.

5. Morning interventions

Morning interventions run from **8.30–9.00am**. These sessions provide valuable teaching and support in smaller groups.

6. Special educational needs provision

Mrs Johnson is currently on maternity leave. Mrs Cox, an experienced SENCO with experience of working in Medway, is providing cover for two days each week. NC is supporting parent queries and meetings during this period.

The SEN register is reviewed and updated regularly. It was explained that parents of children on the SEN register would have three regular meetings to discuss their child's needs and progress.

Parent: Does the school intend to advertise for a full time SENCO- NC no, we are happy with our current support as Mrs Cox knows our school and children, in addition budgets can't stretch to that.

7. PTFA

A successful PTFA meeting had taken place earlier in the week, with strong attendance and a range of ideas put forward.

A parent suggested offering online access to future meetings.

Action: Arrange a Microsoft Teams invitation for the next PTFA meeting.

8. Open discussion

Wraparound activities

A parent asked about the range of activities available during wraparound care. NC explained that children have access to activities including reading and outdoor play, with opportunities to make choices about how they spend their time.

Action: The wraparound team to share a weekly overview of planned activities with parents.

Early Years pantomime

A parent asked whether a visiting pantomime company had been booked for Early Years, as in previous years.

Action: NC to confirm the arrangements.

Pen licences

A parent asked whether a pen licence could be withdrawn once awarded. NC advised that it should not be withdrawn. The parent reported that this had happened to his daughter.

Action: NC to investigate the individual concern.

Stationery

A parent explained that she had purchased all the items on the stationery list but had subsequently been told that some were unnecessary for KS1.

Action: NC to issue clear stationery lists for each key stage.

Play fighting

NC reported an increase in play fighting that was escalating in some cases into physical incidents. Parents were asked to reinforce the school's expectation that children must not fight, including play fighting.

Medway Test

A parent asked about arrangements for the Medway Test. NC explained that children sit the test at school. Although the school does not specifically coach children for the test, reasoning, including verbal and non-verbal reasoning, is covered in school in early morning work.

Opportunities to see school life

NC shared that she had been showing prospective parents around the school and asked whether current parents would welcome a similar opportunity to see a typical school day. It was suggested that PTFA representatives could visit and share their observations with the Parent Forum.

Nursery uniform

A parent raised concerns about Nursery polo shirts becoming marked during activities such as painting and suggested considering a different colour.

Action: NC to explore consultation on the colour of Nursery polo shirts.

School ties

A parent asked whether the requirement to wear ties could be reviewed, particularly for children with special educational needs who may find them uncomfortable.

NC explained that school uniform supports a sense of pride and helps prepare children for expectations at secondary school.

Action: NC to discuss the issue with the School Council and gather pupils' views.

9. Agenda items for the next meeting

Parents were invited to email parentforum@st-michaels.medway.sch.uk with any items they would like included on the next Parent Forum agenda.

10. Close

NC thanked all parents for attending and contributing, both in person and online.

The meeting closed at 3.20pm.