

Minutes of the Parent Forum held at Richmond Academy Wednesday 16th March 2022

Item No.	Item	Minutes	Action Points	Action by Who
	Meeting opened at 2pm - Present:	Helen Every (HT) Stuart Kemsley (SK) (PSA) - minute taker Invites sent to: Mrs Farr, Mr Tomkins, Mrs Skinner		
1.	Welcome	HT – We have received 33 responses to the Questionnaire, which is a vast improvement on last term. Year 6 were the winners for the highest number of responses to the questionnaire.		
2.	Apologies for absence	Mrs Skinner		
3.	Minutes of Previous Meeting	Minutes were agreed		
4.	Matters Arising from previous meeting	Only item outstanding from the previous minutes is the details for the Author from Mrs Skinner	Establish if these details are available	PSA
5.	Do you feel you have enough notice given when you are asked to pay for trips/experiences and how could we improve this?	The feedback received showed that a lot of parents are very appreciative that they are able to pay for school trips in instalments. Several parents requested more notice for trips, a couple also asked that they be informed a month in advance. It was agreed that this is not an unreasonable request. The school will ensure that all trips are added to the calendar in WEDUC as soon as they have been booked. At the beginning of the next academic year, the school will publish the cost of each school trip from the previous year to provide a rough overview. This will give parents a good indication of the cost for the forthcoming trip. i.e., Year 2 go on a trip in June 2022 at a cost of £12 per	Collate the information in preparation for September 2022	HT

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		child. In September 2022 this information will be shared with the new year 2 parents so they have an idea of what the trip may cost in June 2023.		
6.	Board item: Is our uniform practical? Is it affordable?	There were many positive comments around the cost of the uniform for most items which can be purchased at local supermarkets. One or two parents feel that the labelled items, such as the school jumper are quite expensive. Another asked if it would be possible to buy the school badge, so that it can be sewn onto a plain jumper.	Details to be fed back to The Board	HT
7.	Board item: Do you have any feedback about our uniform?	The consensus feel that it is a practical colour, and it is a generally well-liked uniform. A comment was made to bring back the school blazers.	Details to be fed back to The Board	HT
8.	Items for the next agenda	There were several items suggested for the next meeting, however, some of these have already been raised at previous meetings. One item that will be added is the availability of after school learning for children who may have regressed with their learning during lockdown.	Carry forward to next agenda	HT/PSA
9.	Prize Winner	All 33 parents who completed the questionnaire were included in the draw. The Winner was Mrs Day!!	Mrs Day to be contacted to claim her voucher	PSA
10.	Date of next Meeting	18 May at 2pm		