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| Present:<br>02/11/23<br>8:45 | Claire Smith Year 2<br>Fiona Taylor Year 1<br>Deborah Frost Year 2<br>Katie Heaford Year 1<br>Sarah Cassels Year 2  |  |
| Apologies:                   | Kirsty Savage Year 2  |  |
| Item:                        | <p>Actions:</p> <ul style="list-style-type: none"><li>• Reassure children that they are not late until the big front gate is closed</li><li>• Explain on the newsletter what to do if the line has gone in</li><li>• Mrs Lake more visible on the playground</li><li>• Children and adults need to know the system for Year 2 not Mole if the line has gone</li><li>• Check on the status of the new board for the front fence</li><li>• All big/important news to go on a Friday (urgent/necessary).</li><li>• Suggest a fictional child but parent staff members can be used.</li><li>• Liase with Friends to check school has all dates</li><li>• Leadership team to liaise with admin to look at WEDUC for more helpful way to use it</li><li>• Aprons are on order where classes do not have enough-Lou Boyce to check. All staff have been reminded that all children must be wearing aprons when completing artwork</li><li>• Mrs Boyce to look into the menus</li></ul> | <p>Have we achieved these actions:</p> <ul style="list-style-type: none"><li>• Continue to remind the children that they are not late if the gate closed</li><li>• Mrs Lake has been noticeably visible on the playground. <b>Discussed with Mrs Lake that some children might need to be taken through the blue doors and checked on by her so that they are accounted for if the line has gone but the playground not clearer. Mrs Lake and Mrs Boyce to switch sometimes so Mrs Boyce can see what's happening on the playground</b></li><li>• Front board status was as not known</li><li>• All information has been going on Fridays as much as we possibly can. We have had to send some WEDUC notifications in response to things that</li><li>• Fictional child has not been needed because we have been asking the staff with children at the school what they can see</li><li>• Mrs Boyce has had a meeting with Mrs Arnold and has been shown all the things WEDUC can do Staff newsletter was published and WEDUC is to be used much more</li><li>• Aprons have been distributed</li></ul> |



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|     | <ul style="list-style-type: none"> <li>• Lou Boyce agreed that a welcome meeting in Autumn 1 was essential moving forward especially with the new lining up method. 'Meet the teacher'</li> <li>• Parents would like to come into school for phonics maths and learning. Weekly reading is not that popular but appreciated</li> <li>• Parent Forum asked for Christmas Crafts afternoon – this was very successful last year – Lou Boyce to check with staff and arrange</li> <li>•</li> </ul> |  |
| AOB | <p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> <li>• Parent Forum raised that children are on School Council and ECO council but as parents they don't know what that means – Lou Boyce to add to the newsletter and Gabrielle Yaxley are to be asked to do the same with ECO.</li> </ul> <p><b>The children know what school and eco council are even if they find it hard to verbalise at home</b></p>   |  |

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|  | <p>If you would like to join the forum, please contact<br/>partnershipsenco@istnorfolk .co.uk</p> <p><b>We are looking for representation from Reception</b></p> <p>Next meeting Friday 15<sup>th</sup> 9-10 am</p> |  |
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