



### 1. Minutes of the Last Meeting

No outstanding actions. Just a reminder to say that the office at Northolmes have investigated how to extend payment dates on Parentmail so that they do not disappear as quickly.

Discussion about office cover at Northolmes. Due to staff absence, there is only one person in the office. The start and end of the school day are the busiest times. **A plea to Northolmes parents - please can all returned forms be put in the post box in the entrance foyer. This is emptied every day.**

### 2. SEND Policy and SEND Information Report

The SEND Policy and Information Report have been updated. Miss Woodland shared these with parents at the forum. Feedback from parents was that the policies were clear. Discussion about support for children with special educational needs. The schools have a good relationship with external agencies. There has been an increase in children with anxiety related problems. A lot of this is down to the increased use of social media. The schools are following the JIGSAW (PSHE) programme which focuses on mindfulness and building children's resilience. The policy and report will be agreed by governors at their next meeting then will be published on the schools' websites.

### 3. Federation Development Plan

The Federation Development Plan is in the process of being updated by governors. Mrs Oakley shared the new aims which have been agreed with leadership and teachers. They focus on the overarching priorities for the federation for the next five years; achievement, curriculum, leadership, well-being and sustainability. Parents were happy with the aims. Governors will review the draft plan considering all feedback and will publish the final version to parents in September. *Parent asked if the schools had met the aims of the previous plan which was set when the schools federated in 2014.* These had been met with improved consistency in policies and practice, better transition for children starting Northolmes, improvement in educational outcomes, both schools being graded 'good' by Ofsted during the 2017-18 academic year. *Parent asked if there are subject leaders at Northolmes.* There are but it was agreed that subject leaders are probably more visible at Littlehaven as they lead regular 'stay and play'/'stay and learn' sessions. More of these are being introduced at Northolmes. There has been a maths and grammar session for parents. Mrs Anderson said that going forward teachers will be leading subjects across the federation. Further discussion on well-being and e-safety. The schools are increasingly becoming aware of children who are being exposed to inappropriate material for their age through apps, video games and social media. The NSPCC website gives helpful advice to parents about keeping their child safe online.

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

### 4. Attendance and Punctuality policy

The attendance policy was shared with parents at the forum. There is a growing problem at both schools with absence and punctuality. *Parent asked what the schools are doing about*



*it.* Letters go out to all parents with details of their child's attendance for the term and leadership meet with parents whose child/ren are persistently absent from or late to school. The schools have regular attendance awards. Fixed penalty notices are issued through West Sussex for unauthorised absence over 10 sessions (5 days). Lateness impacts on children's education as they miss prime learning (e.g. phonics at Littlehaven) and it disrupts the learning of other children in the class. There is also a link between lateness and behaviour issues. From September, Miss Woodland will be on the school gates monitoring lateness. *Parent asked about dropping off arrangements in September as they have a child transferring to Northolmes and another starting Littlehaven.* For the first week, Northolmes have a 'meet and greet' for new starters so parents are able to leave their child with a member of staff if they need to drop another child at Littlehaven. This will be discussed at the new parent meeting on the 3<sup>rd</sup> July (6pm at Northolmes).

## **5. AOB**

*Parent asked whether it was possible for there to be an evening parent forum as some parents have expressed an interest to come but work full time.* Mrs Oakley said it would depend on the number of parents who are likely to attend, and it would have to be held at a time that does not impact too much on the headteacher/assistant heads who already cover a lot of evening meetings. Mrs Anderson added that there has also been poor attendance at other evening meetings/events. An evening forum will be trialled before the Greenfields Association AGM on the 12th September.

*Parent asked when there is wet play at lunchtime, is there an alternative to watching a film in the hall.* Unfortunately, there is limited adult supervision at lunchtime as teachers are having lunch and a lot of the teaching assistants are also midday meal supervisors so they are clearing up. If a child struggles with this arrangement, then they are able to sit and read with headphones on.

***Thank you to the parents who attended the forum. The next one will be held on Thursday, 12<sup>th</sup> September, 6.15pm at Littlehaven.***

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