

Meeting Minutes – Summary of Discussion

Date of Meeting: 7.10.25

Next Meeting: Wednesday 3rd December at 2:00 PM

Staff Attending: Mr Stace, Mrs Connett

Parents attending: 4

1. Parent Engagement

- School staff noted the importance of encouraging parental involvement by arranging enjoyable shared events such as school showcases.
- Emphasis was placed on the value of making parents feel welcome in school, as this can have a positive impact on pupil wellbeing, attainment, and attendance.
- Mr Stace and Mrs Connett noted that there had been no volunteers for the recently advertised Parent Representative roles, despite the request being shared twice in the school newsletter. Staff expressed disappointment at the response. Parents suggested that the request be re-shared.
- The importance of involving parents in idea-sharing and collaboration with the school was acknowledged by all.

2. Healthy Eating Policy

- The current Healthy Eating Policy was discussed in detail.
- Mr Stace highlighted that there are currently many specific items listed under both the "allowed" and "not allowed" sections of the policy.
- He expressed concern that many children are bringing snacks that do not comply with the policy and noted that some children might be removing items from their lunchboxes to eat them as snacks during break instead.
- Monitoring snacks such as "unflavoured rice cakes" is proving difficult, as it's often unclear whether they are truly unflavoured or flavoured.
- School staff acknowledged that exceptions may need to be made on a case-by-case basis for children with specific food-related difficulties. Staff confirmed that they are committed to working with parents in these instances.
- Mrs Connett stressed how important consistent food intake is for supporting children's emotional regulation throughout the school day.

- A suggestion was made to create a simple A4 visual guide showing examples of healthy snacks that are acceptable in school. This would help clarify expectations for both parents and children.
- Mr Stace noted that the school plans to initially provide fruit and vegetables for Key Stage 2 pupils as an alternative for those who do not bring a healthy snack.
- Mr Stace asked parents to review the current Healthy Eating Policy ahead of the next meeting and to bring suggestions for how it might be improved.
- A parent suggested the idea of a Healthy Eating Tuck Shop, which Mr Stace welcomed and confirmed all ideas will be considered.

AOB

- Mrs Connett shared a concern raised by a parent about how children's lunches are monitored.
- Mr Stace and Mrs Connett confirmed that children having school dinners are supervised in the hall and are not permitted to leave until staff have observed that they have eaten a sufficient amount of their main course.
- Children with packed lunches are also monitored, though possibly not to the same degree.
- A parent suggested that some children might rush their lunch or avoid eating in order to go to clubs or the playground.
- Miss Tyson and Mrs Connett clarified that children remain in the hall until all are released together, so rushing would not result in earlier access to the playground or clubs.
- It was noted that allowing a pupil to attend a club instead of eating lunch would be logistically complex, as clubs begin after lunch has officially ended.

8. SEND Information Report

- Mrs Connett shared a copy of the current School SEND Information Report and invited parents to review it and provide feedback on its content and accessibility at the next meeting.

9. Preschool Update

- Mr Stace provided an update on the preschool development:

- Building work is due to start next week.
- There may be some disruption during the building phase, but every effort will be made to minimise impact on parents and children.
- The nursery is due to open in January.
- A staff member to lead the nursery will be appointed in the coming weeks.
- A parent raised a question regarding nursery funding processes. Mr Stace stated that he would seek further information and will be visiting other nurseries within the Multi-Academy Trust to learn from their experience.

Actions Agreed

Action	Responsible	Deadline / Notes
Re-share the request for Parent Representative volunteers in the next school newsletter	School Staff	Before next meeting
Review Healthy Eating Policy and bring suggestions to next meeting	All Parents	3 rd December
Review SEND Information Report and gather feedback	Parents	3 rd December