

## Parent Forum Meeting Minutes

Wednesday 11<sup>th</sup> February 2026, 5pm via Teams and in the boardroom

### 1) Welcome

All were welcomed to the meeting and introductions made.

Present:

Genevieve Wardle –Governor and Chair of Parent’s Forum	J Rose – Y7 parent
Siobhan Dowd - Assistant Headteacher	A Szajnowski - Y7 parent
D Fletcher – Y7 parent	S Whalley
A Tuckwell – Y7 parent	Wendy
Jo Hutchcraft	Memet
A Colton – Y7 parent	D Wurf
Teresa – Y7 parent	

### 2) Minutes of the meeting held on 2<sup>nd</sup> October 2026 - approved.

- a) Any matters arising not covered by the agenda – none.
- b) Matters raised via the Parent’s Forum Questionnaire.

### 3) School Communications/Bulletins

- Presentation on the review of school communications was given, with feedback requested.
- Example template letter displayed: positive feedback on format and use of headings.
- Suggestions included adapting the letter format depending on priority and ensuring accessibility on mobile phones.
- Proposal to add shorter letters/messages to MCAS email body to reduce clicks.
- Website reviewed for mobile usability.

### 4) Fundraising ideas/planning and Finance Update

Summary provided by GW from the last meeting. Next steps include finalising initiatives for the coming term and summer.

Ideas discussed:

- Quiz night with food van commission
- Open evening events
- Kids’ enterprise projects
- Kids’ art auction (anonymous)
- Incorporating refreshments into events
- Transition events for parents with uniform shop and stationery starter packs
- Concert and show ticket and refreshment sales
- Parent Forum stall at open evenings to attract attendees

It was asked if there is a list of fundraising priorities and if young people can vote on them. There was a discussion on setting a fundraising target.

It was suggested that the uniform shop has set regular dates to be promoted so that parents know when they will be and volunteers know when they are needed. This was thought to be a positive idea. Other ideas discussed were potential pop-up shops in town and use of community spaces like the library or a community area proposed in new school building.

As agreed at the last meeting, air fryers have been purchased and the A-level biology equipment order is underway.

#### **5) Items for the next Agenda**

Themes in survey:

Canteen - Manager to provide an update.

Homework – Discussion with primary heads completed; to be reviewed

Fundraising

#### **6) AOB**

- Term dates to be released soon.
- Prom dates for future years: usually last week of June and first week of July; not yet confirmed.
- OOPS (online system) issues: Not updated on MCAS; SD to investigate and improve communication with parents, including cancellations. Possible talk by B Pollock about OOPS. Discussion about managing programmes and waiting lists fairly; improvements to MCAS attendance and cancellation functions to be explored.

Thanks were noted to all for their time to support and for feedback.

#### **7) Date of the Next Meeting: TBC**