

Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust\**  
 Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD  
 E-mail: [office@queen-eleanors.surrey.sch.uk](mailto:office@queen-eleanors.surrey.sch.uk)  
 Tel: 01483 561323



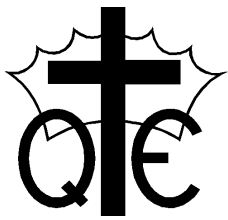
Headteacher: Jo Davies

**Jesus the Good Shepherd said, "I have come to give life – life in all its fullness." John 10:10**

**Parent Forum Agenda**

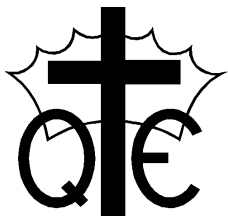
Thursday 13<sup>th</sup> February 2025

<b>Location:</b>	Queen Eleanor's C of E Junior School
<b>Parent Forum Members:</b>	Jo Davies (Headteacher) Indu Vaidya (Y4) Lisa Mackie (Y6) Jo Smalley (Y4) Louise Haines (Y3, 4 and 6) Ian Matthias (Year 3) Laura Price (Year 4 and 6)
<b>Apologies:</b>	Indu Vaidya
<b>Others Attending:</b>	Sara Gholizadeh (School Business Manager) Siobhan Patterson (SENCO and Senior Leader)
<b>Agenda:</b>	<p><b>1. Purpose of the Forum and Terms of Reference</b>          Thanks given for all contributions sent ahead of meeting. Parent Forum page to be created on website (following February half term) so that all parents are able to see who the members of the forum are, understand the purpose of the forum and access the minutes from each meeting.          We have been listening to feedback and surveys – we want to build a strong relationship between school and families/wider community. It's good to have a team view, find ideas and support change.</p> <p><b>2. Parking and safety at drop off/pick up</b>          Spoken to the LA, local councillors about this. We reported problems – identified by the school, families and local community – nothing appeared to be actioned apart from a parking attendant sometimes being outside the school. It was fed back that this is because the school does not have a travel plan. Headteacher and Deputy Headteacher attended training regarding travel plans – this is not something a school has to have in place, spoke to other schools – some of which do have a travel plan but all commented on the amount of hours that has to be put into creating the travel plan etc. Unsure of the impact a travel plan would have. Headteacher fed back to Angela Goodwin regarding travel plans and the attended training. AG said she would take the feedback back with her. AG happy to attend a meeting with the Parent Forum to discuss ideas – JD to make contact.          In the past, we have had visitors in high visibility jackets, monitoring outside the school. The time of visit is critical, since at certain times the roads are fine. We are advised by the council not to intervene but to communicate via newsletters.          Ideas?          -JD suggested changing <b>timings for the two gates</b>, so as to bring the children in off the pavement. This would avoid congestion on the pavement.          - Adults/children in <b>High Viz</b> with a clip-board – monitoring traffic and parking outside of school.          -<b>School street</b>, with cameras. Residents have a permit. No-one else is able to drive through. Could have a knock on effect in other streets though.          - Send children out with clipboards, they feed back to school at assembly. Calculate statistics.          - Parent almost had an altercation when they made a comment. That would hopefully not have that. Training needed?          - Lack of understanding that the parking is illegal.          - Provide more space within school for drop off, a garden space for example. Using the Onslow model. However, there are older children now walking to school alone.</p>



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	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Parents to drop-off further inside school gates</b> to create more space on pavement (&amp; opportunity to chat if desirable!) - I would include this explicitly, even though it is in the newsletter.</li> <li>• Organise <b>council meeting</b> to discuss options.</li> <li>• <b>Engage children in a "safety at drop-off" high-vis jacket survey.</b> To be set up after February half term and clearly communicated to families regarding how this will work, safety etc.</li> </ul> <p><b>3. Crowdfunder – Computers</b>        Comment: Seemed as if QE needed a lot of money, very quickly. JD explained that the idea came from the fact that the computing room, while operational, is outdated. PSA rose to the challenge. Hence the idea of crowdfunding. SG (School Business Manager) explained that we are currently financially sound. However, the PSA always want to know how they can help. Contingency plan in place for all IT in school and factored into the school budget each year, as a school we would be in a position to only replace a few computers at a time each academic year. We had large outlays in the form of the car park, the school hall projector (used every day) and heating problems, so our catch-up fund had already been allocated. So the crowd funding began. We can replace the machines a group, at a time.  <b>Question:</b> Why not GST funding? Sums not large enough for this kind of project. We can build it into our budget moving forward. Schools within the trust have separate budgets. Members felt that communication from the PSA/School didn't present an accurate picture of the situation – Headteacher will send out further communication after half term. PSA wanted impact and contributions. And rather than 15 computers (one between 2) we would like one each.        But the tech explanation was very clear.        We have also found a future destination for our old computers – the school is in conversations with a charity.        One member commented that a QE family had been in contact regarding supporting with IT but had not had a response – JD to look into this.  <b>Question:</b> why not ipads and chrome books?  <b>Question:</b> If computers need updating? Should we have a contract for upgrading? Will the computers be obsolete in 2 years?  <b>Question:</b> Are there any parent involved in IT who might input ideas here, or even provide hardware?  <b>Question:</b> Sponsorship? This is being looked into by members of the PSA.  <b>Request</b> for more transparency about finances. If the wrap around care is bringing more money into the school, where is it going? What is it being used for if it's not the computers?  <b>Idea:</b> that we have a breakdown (like for council tax) that shows where money is being spent.  <b>Idea</b> JD suggested that at the start of year or end, present an overview of our spending, what we're doing.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• JD to send out a letter to all families, after half term, regarding the Crowdfunder, how it came about and reassuring families about the school's current finances.</li> <li>• JD to discuss future PSA fundraiser events with the PSA – raising money for the Computing Suite.</li> <li>• JD to contact QE family regarding their computing offer - <b>JD contacted after the Parent Forum meeting – a response had been sent. School Business Manager in conversation with the school IT support and parent.</b></li> </ul> <p><b>4. Residential Trips</b>        Letter went out today announcing that the Ironbridge Residential would not be able to take place in 2026 due to not enough children signing up for the trip. JD explained the impact on school if a residential took place with a limited amount of children – not financially viable. Feedback regarding why families have not been signing up for the trip have been around how many days the children</p>
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	<p>will be away for, anxiety, costing and where the residential is located – quite a distance from home when this will be the children's first trip.          The school is keen to organise a residential for Year 4 but closer to home and will write out to families after the February half term.          Members asked/suggested:          Could the trip take place in year 5? This trip is aimed at the Year 4 Victorian curriculum and would not fit in with the Year 5 learning. We could still have the same problem regarding anxiety if Year 5 was the first time children had the opportunity to go on a residential.          Could this year 5 cohort speak to year 4 about their experiences on the residential?          Could a short survey be sent out to families asking what they want from the residential e.g. location, distance, number of night, cost?</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• School to communicate with current Year 3 families regarding next steps – e.g. deposit they have paid.</li> <li>• School to write out to families with details of the chosen trip, in the second half of the spring term.</li> </ul> <p>5. Quick wins - digital calendar, library time, shoe policy          Calendar no longer links to phone. It can be downloaded but statically. It would be good for it to be active. The concern is that parents will miss things by not having an updated calendar. More library time? More slots with librarians at lunchtime or 8.30.          Shoe policy: Inconsistent approach. Trainers and shoes. Could they just have black trainers. Cut costs for parents. Uniform Policy will be adjusted accordingly.</p>
	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• GP (Deputy Headteacher) to work with Website Company/IT support regarding digital calendar on the school website. School to write out to families with updates once this has been actioned.</li> <li>• JD to meet with LW (Assistant Head/English lead) to organise more use of the school library throughout the school day.</li> <li>• JD to write out to families (February newsletter) regarding 'black trainers.' Uniform policy to be updated.</li> </ul>

**Next meeting: Thursday 20<sup>th</sup> March @ 1.30pm**