Parent Voice Meeting Minutes – Friday 9th October 2026

1. Introductions

Duckling - Emily Lowe

Gosling - Denise Laffin, and Sophie Mapouras-Scott

Cygnet - No representative present

Hedgehog - Robyn De Villiers

Fox - Emily Bishop

Squirrel - Pushyami Addepally

Tiger - Harriet Milligan

Lion - Lara Forbes

Leopard - unable to attend – has sent notes

Miriam Morris (MM) Headteacher

2. The Class Rep Role

Class Reps shared what is working well for Class Reps (e.g. different ways to manage the Class WhatsApp Group)

Class Reps were reminded about the guidance provided from school and what to do if any issues arose.

Class Reps were also guided to share the date for the PTA Christmas Fair with parents early to be able to get parent volunteers to staff the stalls. FOML Lara explained to new parents how the stalls for the big fairs are run by parents and what is involved in running them.

3. Where to find information on the school website, for example, curriculum information, key dates, attendance procedures, and who to contact with concerns.

Concerns about individual children should always be raised with the class teacher in the first instance. Teachers can be contacted on the classroom door at drop-off or pick-up, or via the School Office - either by calling or by emailing **secretary@manby-lodge.surrey.sch.uk** (emails will be forwarded to teachers)

ACTION: Class Reps to remind parents of this process.

We looked together at all the information available to parents on our school website. We looked at these pages:

- Attendance (found under the 'Key Information' Tab)
- Calendar page (This is one of the tabs at the top)
- Curriculum Overview (Found under 'Key information Tab, then there is a sub-link called 'Curriculum' – with links to 4 curriculum pages, including the 'Curriculum Overview' page.)

On the Curriculum Overview page we have uploaded Curriculum Progression Overview documents for ***all*** subjects we teach at Manby Lodge. We have shared these links before in the HT Newsletter, but some parents are not aware that these documents exist. I think that if parents have concerns, or questions

about the curriculum, in any subject, that they may find the information they need in this document. MM showed specific examples.

ACTION: MM to share these links in the Headteacher Newsletter (COMPLETED – 09 10 26) and to share the 'route' the page with Class Reps (COMPLETED 09 10 26).

In particular hopefully this addresses one issue raised by parents from one class who felt that they were not seeing progression from Year R, to Year 1, to Year 2 in Maths following attending Maths Shared Learning.

4. School Development Plan

MM shared the School Development Plan with all class reps and we talked through each objective.

ACTION: MM to share with all parents via the HT Newsletter. (COMPLETED - 09 10 26)

5. Opportunity for Class Reps to ask questions they may have, or which may have come up, from other parents.

- *Is it possible to organise school trips on a Friday, as it's really hard to get Parent Volunteers to go as well.* MM explained during the meeting that when we organise trips we have to take the dates that are available from the places we visit and Fridays are often the first to get booked up.
- *Can we have greater consistency in guidance regarding school events, for example, bringing siblings to Shared Learning sessions?*

  ACTION: School to action through message in Dear Parents and other channels.
- *Can school ask parents with a dog they bring to drop-off to tie up dogs further from the gate entrance, as some children are scared of dogs*.

  ACTION: School to action this.
- *What to do if their child is hurt by another child (and possibly more than once).*

  ACTION: Class Reps to reiterate to parents to bring the incidents to the attention of Class Teachers in the first instance. Raise it with a Leader of the Senior Leadership Team if required after this.
- *Can Senior Leaders re-consider parents joining their own child on a Class Trip*?

  ACTION: MM to discuss with SLT.
- *Some parents are unclear about when to bring in items for donations (e.g. flour, items for DT etc).*

  ACTION: MM to ask Year groups to add details to Dear Parents. Other Class Reps suggested that parents are guided to send in items on a Monday if unsure.
- *Could we consider staggered timings for 'whole school events' such as Bedtime Stories (during Book Week)? To help with parking and drop-off issues*.

  ACTION: MM to discuss with SLT.

- *Is there a policy re wet playtimes and what children do during this time?* MM explained that there has been one wet play this term, and children in classes were able to watch Bluey, Numbots, or similar. We also had to split classes (with 45 children in each class) due to staff shortages. Normally during wet play, we don't split Year R.

  Class Reps asked if we had considered asking parents who could volunteer to come in and help. MM explained that we had done this during Covid, but had not needed to since. It is something we can consider again.

  ACTION: MM to discuss with SLT.
- *Could we consider how to support parents who need to collect from Cleves after Manby pick-up as it is such a rush to do so.*

  ACTION: MM to speak to all staff, to check that Cleves siblings are always at the front of the line for pick-up. MM to then discuss with Cleves through Three School Partnership at a later point.
- *Can school deliver workshops for parents during the evening, via an online platform, to enable working parents to attend? This used to happen.*

  ACTION: MM to discuss with staff and arrange for the Reading and writing workshop, and the Phonics workshop to be repeated online. School to share the date with parents asap.

6. Parent Voice Meetings for the rest of the year (focus)

Normally we have one Parent Voice meeting each term.

Occasionally we have more than one per term, particularly if we are planning on changing anything 'bigger' in school. Last year we introduced a 'No Mobile Phone Policy' to the playground (extending the policy from the inside of school to the whole school grounds) and we sought feedback from parents through Parent Voice before introducing the policy.

We always have a 'transition' focused meeting at the start of the Summer Term.