**Parent Forum Meeting Thursday 3rd October 2019**

**Welcome**

Di introduced herself and Kirsty. Di welcomed and thanked everyone for attending the meeting.

**Questions**

Parents were asked if they knew who their child’s Key Person is? Most parents knew, but one parent did not. DB apologised that this information had not been communicated as fully as it could have been. DB that with moving to the new premises, staff changes and settling in there were a few instances where a change of key person had been necessary.

**Meeting Key Person**

DB explained that the practitioners would be completing settling in reports and would be inviting new parents to come and meet for a parent consultation. Settling reports would be for all children (not just new children) as it was felt that this would be useful to report on how the Ludlow Ladybirds children had also settled into their new location. There will be an opportunity to come and meet your child’s key person and discuss your child’s settling in report. DB also expressed that meetings can be arranged throughout the year in addition to the planned parent consultation if parents wished to catch up or be updated in any aspect of their child’s development, or share information etc.

**Feedback**

Di asked for everyone feedback on how they felt we were doing in our new setting? DB commented that it was great to have a mix of parents new to Ladybirds as well as those who had moved from our Ludlow premises with their children. Feedback was wholly positive from both sets of parents. In particularly one new parent said they were very happy with pre-school and it was all going very well and that she was very pleased with how well her child had settled as she thought it would be have been harder to settle and was really pleased at how much easier it has been.

DB explained that the team had noticed the noise level first thing when children were being dropped off was quite high, but that once the dropping off had taken place it was much calmer and the children settled well. The higher initial noise level was thought to be due to the acoustics of the large hall and the high ceilings which can make it feel very loud especially at peak times.

**What can we can improve on?**

Parents wanted to know what their child’s routine is throughout the day? DB talked everyone through a full day at pre-school. The daily routine will be put on Tapestry and also on the noticeboard in the foyer where parents can also see the general planning. Actioned.

Another parent asked if the art activities are sent home and whether art activities were structured? DB explained that art activities are available for children to self-access throughout the day but there were also planned, adult led activities on occasion. We would make a note to ensure that names were being written on art work and that they were given to the children to take home at the end of the session.

**Tapestry**

Asked all parents attending if they were all on Tapestry? All parents attending were on Tapestry. Di explained how observations are carried out and that we aim to carry out at least 1 observation a week for each child. Feedback from parents was that they were enjoying Tapestry.

**Newsletters**

Parents asked if they had received a newsletter? Hardly any parents attending had. DB said that they would check into this and see why newsletters had not been distributed. DB also explained that the Newsletters are also copied onto Tapestry to try and ensure that they reach everyone but that for the first Newsletter a paper copy had been printed for all parents. One parent commented that they preferred the electronic version. DB added that paper copies were always available in preschool, in addition to the electronic sharing.

**Books for Breakfast & Tales for Tea**

DB gave some detail about the first planned event in preschool: Books for Breakfast and Tales for Tea. All of the children and families were invited to visit the preschool and share books with their children and have breakfast between 8.00 -8.30am for Books for Breakfast and then a similar afternoon Tales for Tea between 4.00 – 4.30. The preschool would be set up with cosy readying corners and dens for both session. DB said she was looking forward to welcoming families, siblings etc., on these days.

**Facebook**

DB talked about the setting Facebook page. Everyone who was attending was on Facebook. It was agreed that this was a useful place to share details of events and useful information for parents. DB explained that the preschool had a policy that no children’s photos were posted on the Facebook page.

**Fundraising**

Di talked about previous fundraising events. Successful events in the past have been a quiz night at Mettricks which was £3 per person and everyone joined up to make teams so something you could come along to on your own. Could possibly use the setting premises in the evening, and was asked if this was something they would be interested in? It was agreed that parents would be kept informed of planned dates for the quiz night and that suggestions for other events and fundraising ideas were welcomed at any time. DB discussed previous parties etc. that had taken place e.g. Halloween. It was felt that it was a little late to organise a Halloween party as preschool had been busy settling into the new premises, but that perhaps a party could be arrange for February to combine with the Annual General Meeting. In the meantime parents attending the meeting were happy with some Halloween activities and dressing up to take place in preschool.

**AGM**

DB explained the legal structure of Ladybirds Ltd. and discussed our Annual General Meeting. DB explained that it is a requirement for us to hold an Annual General Meeting and how it was very important that the majority of families attended to meet our legal obligations. The AGM meeting will also include the families from the Porchester Road setting. DB explained that the AGM usually incorporated a children’s party which was great fun for all of the children. During the event all of the information for the AGM would be on display for parents to read through and in addition to information boards in the setting board prior to the AGM event. More details and a confirmed date would be given in the New Year.

**Giving Tree**

DB explained to the parents that we often have resources that we would like to buy for pre-school, but budgets are very tight. In the past we had a Giving Tree and parents were able to contribute items of their choice from the tree. Parents felt that this was a good idea. A new Giving Tree will be put up in the foyer. actioned Parents will then be able to choose items that they can contribute. It was suggested that the giving tree be put on email, tapestry and Facebook so it reaches everyone. It was also suggested that the Giving Tree have its own Facebook Page so that people who did not have time to look at the one in preschool could look instead at the facebook page to select and contribute. actioned

**Christmas Preschool Events**

A discussion took place about Christmas events. Parents were asked if they would a Christmas party to be held at Jungle Jeffries (where it has previously been held). One parent commented that it didn’t feel Christmassy enough so a discussion took place on how this could be improved. It was agreed that if we could have a visit from Santa with a small gift of a book for each child, the children would really enjoy this and it would feel more Christmassy. We will try and book the party at Jungle Jeffries on Friday 20th December from 12.30 – 2.30, with hopefully a visit from Santa. Actioned A parent has offered to be Father Christmas, will check his work diary and get back to us. In addition we will hold a Celebration week for the last week of term. There will be events going on every day of the week so hopefully everyone can attend something. One of the previous event was visiting Bishops Crescent with the children to lead Christmas singing with the residents. It was agreed that this was an enjoyable event so we will approach Bishops Crescent Association and offer to do the same again. Actioned.

**Grand Christmas Raffle**

A discussion took place about our grand Christmas Raffle, all agreed that we will look for Prizes over the coming weeks. Parents at the meeting said they would ask Paultons Park and someone had a family connection with Southampton Football Club. As a thank you to any businesses who offer a prize, we can add them to our supporter’s page on the website. The monies raised through the raffle would go towards paying for the children to receive a book as a Christmas present. Parents attending offered to also provide a donation towards this cost and felt the others would too. We would welcome any donations of wrapping paper so this will be added to the Giving Tree as a suggestion. Actioned.

**Fundraising**

Fundraising this year would go towards building shaded areas for the garden.

**Breakfast Club**

Parents were asked if they were interested in a Breakfast Club? Di explained that pre-school would still open at the same time, but we could offer breakfast items for the children. It would be run as a on a donation basis and parents liked the idea of this so it was agreed to start this after half term Actioned

**Explorers?**

DB explained about Ladybirds Explorers that used to run in the old setting and asked if there was any interest in an outdoor group? For this group to run there would be an additional cost, but most parents said they would be interested. So this will be looked into further. Pending.

**Meetings**

It was proposed to hold the Parent Forum meetings at least once per term, possibly once per half term.

DB, thanked everyone for attending the meeting.

**Next meeting date – Friday 6th December 10 am.**