

Arunside Primary School

Parent Representatives Meeting – Minutes

Date: Friday 2 October 2026 Time: 2.15pm Clerk: Gill Broadhurst

Present

- Andrea Bolt
- Stephanie Jasper
- Tosin Ogwe
- Suzette Cloutt
- Jasmine Hadi
- Hugh Thomas (Guest)

Apologies: Catherine Tregunno

1. Welcome and Memorandum of Understanding (MoU)

Donna Jagger welcomed the group and introduced Hugh Thomas, who was attending to discuss active travel and road safety.

The group was asked to review, approve and sign the Memorandum of Understanding (MoU) before the next meeting. Mrs Jagger will send this out.

Mrs Jagger thanked the parent representatives for their continued commitment and feedback following the previous meeting. She noted the positive response to the recent OPAL play consultation.

The importance of confidentiality was reiterated. Representatives were reminded not to discuss individual pupils with other parents due to safeguarding responsibilities, although general school matters could be discussed.

2. Active Travel and Road Safety – Hugh Thomas

Hugh Thomas explained that his role was to discuss parents' concerns about road safety, including parking and congestion around the school at drop-off and collection times.

Key points raised by parents

The group identified several concerns regarding road safety in the local area:

- Vehicles parked on the road obstructing pedestrians' views when crossing.

- Pavements being blocked by parked cars, making access difficult for pedestrians with pushchairs.
- Drivers failing to stop at the pedestrian crossing and vehicles parking across the crossing to drop off children.
- Increased traffic caused by two schools using the same road at similar times.
- Vehicles stopping on the zigzag markings, contributing to congestion.
- Children travelling quickly on bikes and scooters in areas with significant vehicle traffic.
- Safety concerns around the lay-by, particularly vehicles performing three-point turns or reversing over the pavement.
- A lack of confidence among some parents in allowing children to walk to school independently.

Mrs Jagger explained that West Sussex County Council (WSCC) had proposed several possible improvements, including:

- Widening the verges.
- Introducing a chicane near the zebra crossing to prevent parking in the affected section of the road and to slow traffic.
- Raising the zebra crossing to encourage drivers to reduce their speed.

The group was advised that improvements might not be implemented until 2028 due to the consultation process. Parents identified the lay-by as their greatest safety concern.

School Travel Plan

Hugh explained that the proposed school travel plan could support the consultation process and help develop safer travel habits. He would work with the school over the coming months to improve children's understanding of road safety and promote park-and-stride schemes.

Possible parking locations for parents to park and walk to school were discussed, including the Co-op, Aldi and the parking area near the playing field on Blackbridge Lane. Mrs Jagger suggested that other local schools, including St Mary's, Trafalgar and St John's, might be interested in working collaboratively.

Hugh also shared examples of initiatives used in other schools to encourage active travel, including litter-picking projects and other incentives for children to use local walking routes.

Mrs Ogwe asked why Bikeability was no longer offered through the school. Mrs Jagger explained that the previous WSCC provision had not sufficiently prepared

children to cycle safely on the road, as much of the training took place in the playground.

Parents were advised that WSCC offered a free cycling course that families could access independently. Hugh agreed to investigate what cycling provision was currently available locally.

Mrs Ogwe praised the school's existing opportunities for children to develop their confidence when walking around the local area and asked how similar opportunities could be extended to cycling and other wheeled activities.

Mrs Jagger thanked Hugh for attending and contributing to the discussion.

3. Benedict's Law and School Procedures

Mrs Jagger explained that Benedict's Law became a statutory requirement in June 2026 following the death of a child after an anaphylactic reaction. The legislation relates to the measures schools must have in place to manage allergies and ensure staff are appropriately trained.

The school has subscribed to Allergy UK, and all staff have completed the relevant training.

The following procedures were outlined:

- Four spare adrenaline auto-injectors are held by the school: two for children under six and two for children aged six and over, alongside a blank pen.
- A designated box containing the spare pens and instructions for accessing them is kept in the school office.
- Individual healthcare plans are in place for every child with a known allergy.
- Transition information is shared with class teachers, who sign to confirm they have read it.
- An additional adrenaline auto-injector must be taken on school trips.
- Staff are expected to use their professional judgement when responding to a suspected allergic reaction.

Mrs Jasper raised concerns that children with allergies might be separated from their peers during lunchtime and required to sit with other children who have allergies. She felt this could affect inclusion and confirmed that she would be happy to sign an agreement allowing her child to sit with other children.

Mrs Jagger explained that coloured stickers are used to identify children's meal choices to staff, including jacket potatoes and vegetarian meals.

Mrs Jasper also expressed concern that the school's nut-free expectations might not always be followed. Mrs Jagger asked representatives to reinforce the nut-free message through their parent WhatsApp groups.

Mrs Ogwe asked about lunchtime arrangements during colder or wet weather. Mrs Jagger confirmed that children would eat indoors when necessary.

The importance of preventing children from sharing food was also discussed. Mrs Jagger agreed to reinforce this message through Arunside Announcements and a school assembly.

Mrs Jagger explained that the next Key Stage 2 assembly would focus on Benedict's Law. She also agreed to contact parents of children with known allergies to seek their views and permission regarding inclusive lunchtime seating arrangements.

4. Parental Feedback and School Updates

4.1 School uniform

Mrs Jagger confirmed that the school would move to an active uniform from September 2027. However, each child would still need one set of formal uniform.

The group was advised that the PE T-shirt was the only officially branded uniform item. All other items could be purchased without branding, although branded sweatshirts would remain available for families who preferred them. The school would continue to keep a stock of ties.

4.2 OPAL play

The group discussed how OPAL play could meet the needs of children with different interests, abilities and confidence levels, including those who were less physically active or preferred quieter activities.

Mrs Jagger outlined the range of activities available, including the digging area, dressing-up activities, mud kitchen, scooters, creative arts and basketball.

Mrs Jasper commented positively on OPAL play, noting that it offered greater inclusivity, a wider range of activities and more opportunities for children. She also observed that children were coming home dirty and appeared to be enjoying their playtimes.

Mrs Jagger explained that older children were supporting younger pupils and that Year 6 pupils had been assigned as O'Pals to encourage positive play. Representatives requested that parents be informed about the O'Pal arrangements, as some families were unaware of the initiative.

The group also discussed concerns that OPAL play might feel intimidating for some children. Mrs Jagger explained that O'Pals helped identify quieter, safer spaces, and the school library remained open every lunchtime for children who preferred a calmer environment.

The approach encourages collaborative play, appropriate risk-taking and resilience. Mrs Jagger explained that the school would only move to the next stage when the current provision was securely established.

The next planned stage, Large Loose Parts, would introduce materials such as tyres and wood to enable children to build dens and develop imaginative play. Further developments would include a wellie post to indicate suitable outdoor play areas during poor weather, a shed for equipment and dry clothing storage, and sand and water play.

Mrs Jagger reiterated the school's ambition to make the school environment irresistible for children.

4.3 Year 4 residential

A question was raised about the cost of the Year 4 residential visit to Lodge Hill.

Mrs Jagger explained that concerns about the cost of the overnight stay had prompted her to investigate cheaper alternatives. She confirmed that the residential would go ahead during the current academic year and that dates and costs would be communicated to parents shortly.

4.4 Personal hygiene and illness prevention

Mrs Hadi asked whether children could be reminded to use hand sanitiser, maintain appropriate personal space and avoid picking up and eating food from the floor, particularly as the colder months approached.

Mrs Jagger explained that personal hygiene was already covered through lessons and agreed that the importance of these routines should continue to be reinforced.

4.5 Swimming costs

Mrs Ogwe raised concerns about the cost of swimming provision.

Mrs Jagger explained that the school no longer received the PE grant that had previously supported some provision. As swimming forms part of the National Curriculum, the school must meet the costs charged by the leisure centre without this subsidy.

5. Items for the Next Agenda

The following items were proposed for discussion at the next meeting:

- Tablets for homework.
- Review and signing of the Memorandum of Understanding.
- Safeguarding – school approaches.

It was agreed that Friday afternoons were a suitable time for future meetings.

6. Action Points

No.	Action	Responsible person	Timescale
1	Review, approve and sign the Memorandum of Understanding.	Parent representatives	Next meeting
2	Develop the school travel plan and work with the school to improve children's road safety awareness and promote park-and-stride opportunities.	Hugh Thomas and school	Over the coming months
3	Investigate local cycling courses and available provision to support children in developing cycling confidence and road safety skills.	Hugh Thomas	To be confirmed
4	Explore potential park-and-stride locations, including the Co-op, Aldi and Blackbridge Lane playing field parking area.	Hugh Thomas and school	As part of the travel plan
5	Reinforce the school's nut-free expectations through parent WhatsApp groups.	Parent representatives	As soon as possible
6	Reinforce the message that children must not share food, through Arunside Announcements and a school assembly.	Mrs Jagger	As soon as possible
7	Deliver a Key Stage 2 assembly about Benedict's Law and allergy awareness.	Mrs Jagger / school staff	As scheduled
8	Contact parents of children with known allergies to discuss and seek permission for inclusive lunchtime seating arrangements.	Mrs Jagger	To be confirmed
9	Inform parents about the O'Pal initiative and how Year 6 pupils support positive and inclusive OPAL play.	School	To be confirmed
10	Confirm and communicate the dates and costs of the Year 4 residential, including any alternative options considered.	Mrs Jagger	As soon as possible

11	Continue reinforcing personal hygiene, appropriate personal space and safe food practices with pupils.	School staff	Ongoing
12	Add tablets for homework	Clerk / meeting organiser	Next meeting

Next meeting: Date to be confirmed. Friday afternoon was agreed as a suitable time.