

**Tower College**  
**Early Years Parent Forum Minutes**  
**Date:** Thursday 18th September 2025

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**Attendees**

- **Andrea Bingley (AB)** – Chair
  - **Ashley Kelly (AK)** – Preschool Representative
  - **David Barr (DB)** – Reception Representative
  - **David Edwards (DE)** – Reception Representative
  - **Cait McNamara (CM)** – Notetaker
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**Opening**

- AB welcomed attendees and explained the purpose of the Parent Forum.
  - Forums will be held before scheduled Governors' meetings throughout the year to provide structured, positive communication with parents.
  - Minutes will be shared with parents and key points added to the website/ "you said / we did" action points
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**Preschool Feedback**

- **AK:** No feedback received yet from parents. A WhatsApp group has been set up, but responses are limited.
  - **AB:** Cohort is smaller and expected to grow through the year; more feedback anticipated once events begin.
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**Reception Feedback**

**Funding & Invoices**

- **DB:** Parents have raised concerns about invoices/ government website guidance; funding information is unclear.
- **CM:** Confirmed Reception children are entitled to 15 hours' funding until their 5th birthday, as clarified by St Helens LA.
- Action: Invite parents in for Q&A sessions; ensure funding information is clearer on the website.

**School Meals**

- **DE:** Parents would like to know what children have eaten for nutritional awareness and meal planning. Suggested adding menus to newsletters and indicating which meals were chosen.
- **AB:** Agreed to look for solutions. Teachers face challenges compared to nursery keyworkers (smaller groups) but a system (possibly Tapestry or another quick method) will be explored.
- **AK & DE:** Reception parents would also find this information helpful given the children's young age.
- **AB:** Confirmed staff encourage children to try varied foods.

**Apps & Reward Systems**

- **AK:** Preschool families don't yet have logins for Tapestry or E Praise (points system).
  - **DB & DE:** Unaware of preschool points system; children mention "Star of the Week" but not house points.
  - **AB:** All children are included in Friday assemblies for house point celebrations. Will clarify communication about house points and rewards.
  - **DB:** Raised concern that "Star of the Week" can be demotivating when not awarded.
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**Car Park**

- **DE:** Car park can get busy but is improved by staggered times.
  - **AK:** Exiting can be difficult but overall, much easier than before.
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**Action Points**

1. Minutes to be distributed to attendees.
  2. AB to follow up with IT regarding emails and feedback to parents.
  3. Clarify and communicate funding and rewards systems more clearly.
  4. Explore ways of informing parents about children's meal choices (via Tapestry, newsletter, or alternative).
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**Next Meeting**

- Scheduled for **January 2026** (before the Governors' meeting).
  - Parents are encouraged to contact CM with issues in the meantime.
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**Meeting closed.**