

## Parent Forum

### Minutes of Meeting– Wednesday 8<sup>th</sup> February 2023

Present: Mr Marshall, Headteacher; Mrs Davies, Deputy Headteacher; Mrs Yates, parent; Miss Wood, parent; Mrs Allmark, parent; Mrs Gwilliam, parent; Mrs Duggal, parent and Mrs Jones, parent

Apologies: Mrs Hill, parent and Mrs Nock, parent

Mrs Davies welcomed everyone and thanked parents for volunteering to be on the Parent Forum. All present introduced themselves. Mrs Davies shared which year groups parents were representing:

Nursery – vacancy

Reception – Miss Wood

Year 1 – vacancy

Year 2 – Mrs Duggal

Year 3 – Mrs Allmark and Mrs Nock

Year 4 – Mrs Yates, Mrs Gwilliam and Mrs Hill

Year 5 – Mrs Stringer

Year 6 – Mrs Jones

Mrs Davies shared the Terms of Reference and Aims of the meeting; these were read through by the parents and Mrs Davies requested these be signed and handed back to school (parents received a copy to keep also).

During the meeting, we discussed ways in which school communicates with parents. All present shared the following ways: website, emails, text, Twitter, letters, Class Dojo, newsletters and information shared by children.

We then discussed what forms of communication parents feel works well. The majority present said they prefer emails. A parent mentioned that regarding the text messages, these can be sent in multiple batches with the last one coming through first, this is confusing often.

Mrs Duggal asked if school could send out a parent survey to find out which methods of communication are preferred. It was agreed by all present that this is a good idea and a quick way to ascertain parental preferences.

Parents present at the meeting felt that transition arrangements for children entering EYFS are good. During transition meetings, parents are made aware of methods of communication.

Parents discussed events in school and asked if they could be sent information with advanced notice. It was agreed that this is important to help parents/carers plan ahead – particularly if it involves dressing up etc.

Parents present asked for curriculum overviews to be updated on the school website. This was requested so that parents/carers not only know what their child/children are learning but also to

provide support at home. Whilst discussing the school website, parents requested more information on class pages e.g. use of photographs on school trips and to show case children's work.

Some parents also requested information on staff to go into the newsletters – this is to develop a community feeling so that parents/carers can get to know teachers more.

Parent notice board – parents referred to the notice boards located around school and asked for updates to be visible to parents/carers when on-site.

Mr Marshall asked the parents present what they thought of a parent 'Code of Conduct'. The parents were in favour of this and would like to work in collaboration with school on devising a code of conduct. The possibility of a poster was discussed rather than a document. Mr Marshall also explained that school would draw up a 'communications plan' and this would be shared at the next parent forum meeting.

Mrs Davies thanked the parents again for their time and said the next meeting would be during the second half of the spring term.