

**St. Cedd's Church of England Primary School Parent Forum
Meeting on 16th October 2018**

In Attendance:

Pauline Ward - Executive Headteacher
Lyndsey Wood - Head of School

Parents in Attendance:

Julie Belverstone
Purdy Pearce
Andrew Mathers
Carly McHugh

	Meeting Notes	Planned Action, by whom and by when
a	<p>Pauline Ward welcomed the attendees. She explained that the Parent Forum is a semi-formal group, whose meetings have an agenda, whose key purpose is to enable the local Board to have an awareness of parents' views. In addition to this, members of the Parent Forum are ambassadors for the school, working on behalf of the school to stand up for and promote its work. The meetings are an opportunity for open discussion and for sharing views. PW stressed that the members of the Parent Forum group do not represent the parent body of the school, but are a representative group in their own right. She also highlighted the need for confidentiality – that the discussions were relatively confidential, and that it would be okay to have differences in opinion.</p> <p>PW also stated that the Local Board makes decisions, therefore the Parent Forum group is about influencing, not decision-making. Furthermore, the Parent Forum is not about the members' individual children and, where any parent or carer has concerns, they should follow the normal school route of</p>	

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	first approaching the classteacher then escalating through the leadership structure.	
b	<p><u>Communication</u></p> <p>Mrs Wood recounted the main routes for communicating with parents: website, texts, open door policy, newsletters, APP.</p> <p>Parents agreed that it was useful to have several, or as many different communication routes as possible, for each piece of information.</p> <p>Parents do not, generally, use the website very much. Some do refer to it for the calendar. There was some discussion about it not being very user-friendly, and how information was not always located where one might expect to find it. Overall, it is accessed when a parent needs to know something, not for browsing.</p> <p>It was suggested that, at times, newsletters were not uploaded to the website, or uploaded later than was expected. Mrs Ward & Mrs Wood explained that it is not always possible to upload the newsletter on Friday due to other commitments; however, parents commented that this gave the impression that the newsletter was not sufficiently important, or that there was no newsletter that week.</p> <p>One parent spoke about how they enjoyed their children appearing in the newsletter and had been disappointed when they were unable to find that issue on the website.</p> <p>Mrs Wood assured parents that a paper copy of the newsletter was still available on request.</p> <p>Another parent suggested that newsletters might be emailed to parents; however, Mrs Ward and Mrs Wood felt that logistically this might not work. It was agreed that, if reliable, the APP would be the most useful way of sending the newsletter to parents.</p> <p>Parents were clear that they wasn't not just good news in newsletters; they want to be told if the school can no longer do things because of lack of finance or time etc. They would like the newsletter to be an honest, truthful reflection of the school's current situation.</p>	<p>PW to review how information is sent out.</p> <p>PW to arrange for review of website for accessibility.</p> <p>LW to prioritise that newsletters are uploaded to website each Friday.</p> <p>PW to arrange for APP suitability to be investigated. (underway)</p>
b	<p>Parents asked if there might be a yearly planner published, to include INSET days, events, dress-up days and class-specific information, such as visits. One parent commented on a recent visit to a place of interest was issued only 2 weeks before the visit and which required a response on the following day. It was agreed that school protocol for at least 3 weeks' notice of visits is not always being followed.</p>	<p>LW to remind staff of the need to issue letters and information in sufficient time.</p> <p>PW to review visit protocol</p>

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	<p>There was a discussion about how the yearly planner is produced at the start of the academic year, and updated. Mrs Ward and Mrs Wood explained that not all events have their details available at that time, and that teachers often wait until they get to know the interests of their classes before they finalise school visits. However, it was agreed that this was an instance where the APP could help, with update notifications.</p> <p>Parents reported that they liked permission slips linking with School Money. This has prevented the situations which had arisen previously with permission slips being lost.</p> <p>One parent asked if parent consultation dates were set early in the year. LW replied that they were, and were included in the early version of the yearly planner.</p> <p>Parents commented that they found dress-up days on the first day back after the summer break unhelpful. Children look forward to wearing their new uniform, and they like to have a photo record of the day. Mrs Wood explained that this has to 'hook' the children into their new topic; however, a different approach of activities in class was now being used.</p> <p>There was a discussion about the half termly Assertive Mentoring reports not being issued at the end of Autumn half term. Mrs Ward explained that parent feedback was that they did not help parents to know how well their children were progressing; the information that they give was not as useful with the new assessment system where a child is below/ at/ above expected, compared with when they moved form, for example, 2c to 2b to 2a. It was agreed that this should be better communicated to parents.</p>	<p>PW, with admin., to produce/ update yearly planner and send to parents. LW to upload to website</p> <p>LW to update website information re how parents are reported to. Include in next newsletter when next reports will be sent out. PW to update Assessment Policy.</p>
d	<p>Mrs Wood asked parents whether they used Twitter. Parents reported that they did receive updates, but that they didn't use it often.</p> <p>Parents found it unhelpful that a job ad. for a senior member of staff was sent via Twitter before parents had been informed that the person was leaving the school. Mrs Ward agreed that this had not been appropriate.</p>	<p>PW to review use of Twitter</p>
f	<p>Mrs Ward thanked the parents who attended the meeting for their contributions and honesty.</p>	
g	<p>Next meeting: Wednesday, 6th February at 2.45pm</p>	

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