

MEETING:	Parent/ Carer Forum Group Meeting	Date of Meeting:	21/11/2018
LOCATION:	St Paul's CE Primary School – Resource Room	Time of Meeting:	9.00am-9.40am
PRESENT			

AGENDA
<ol style="list-style-type: none"> 1. Welcome and Introductions 2. Purpose of the Parent Forum 3. Newsletter 4. Parent Questionnaire

No.	Item	Discussion/Feedback	Action
1	Welcome and Introduction	Miss Lee welcomed all parents to the meeting, introduced Miss Norbury, Ms Cyprys and Matt Shanahan (Chair of Governors). Matt also introduced himself and his role as a governor and as a parent.	
2	Purpose	<p>Miss Lee explained the purpose of these meetings and that these would replace the old parent meeting group, where the same group of parents attended all the same meetings.</p> <p>The purpose of the meeting was to gather parents thoughts on the school improvement priorities and to gather feedback from parents on various school subjects/topics.</p> <p>The meetings will;</p> <ul style="list-style-type: none"> • Take place once a term (alternate 9.00am/3.15pm) • Drop in – all parents are welcome to attend • Miss Lee will chair • The agenda will be set – any suggestions will be gathered for future agendas • Have a short presentation from Miss Lee or the relevant staff member for that agenda item • Have an opportunity for parents to share thoughts on the item 	
3	Newsletter	<p>The latest newsletter was passed around for parents to see. We explained the newsletter will be sent at the end of every half term to reflect and celebrate what has happened. We are hoping to become paperless so eventually the newsletter will be sent electronically only.</p> <p>Thoughts was gathered on the newsletter and ideas for the next version;</p> <ul style="list-style-type: none"> • Everybody liked the photos and thought the layout gave it a more interesting read. (it was nice to see the children happy on the photos and enjoying what they have been doing) • A parent said that now one of her children has moved to high school, she has realised how good the communication is in our school • Parents felt there are some staff they don't know and it would be nice to have interviews about the staff to find out more about them • A parent suggested that children could take a lead on some of the interviews or have their own section to work on • When we write about school trips and activities, parents asked if it was possible that we included children's thoughts and small quotes from there to make it sound more real 	Share with staff the idea of involving children in designing the newsletter. Also gathering quotes from children after activities/school trips etc.

		<ul style="list-style-type: none"> • Parents agreed they would like to see more curriculum/classroom based work and said it would be nice to include children who have worked particularly well on something for e.g. a poem. We did say this could be tricky due to GDPR • Dates for diary is a very popular section, parents said they would still like a paper copy and suggested we could email the newsletter and then keep a few copies in the reception area for parents to collect • The idea was shared with parents of the whole academic year calendar being sent out in September with Christmas shows and sports days pre-planned. Parents really liked this idea and thought it would be very useful 	
4	Parent Questionnaire	<p>Miss Lee shared copies of the parent questionnaire and explained the purpose of these. The questionnaire is sent annually when parents collect the end of year reports. This is not a requirement of the school and is only statutory when an Ofsted inspection is due. St Paul's feel it is important to send this annually to continue to gather parent views to improve our school. The questionnaire is similar to Ofsted's, however some questions have been tweaked to make it more relevant to our school. Our results are analysed annually and shared with parents, staff and governors. Opinions are looked at with the relevant member of staff and are used to make improvements to St Paul's.</p> <ul style="list-style-type: none"> • Parents were asked if they like the questionnaire to be anonymous or not, parents said having the option to give names or not would be good. • It was discussed that this is not necessarily a questionnaire for parents to complain on – there is a complaints policy on the website that parents should follow if needed. • Parents feel there could be more of an opportunity to share views. Miss Lee explained we used to have a suggestion box and we would average ½ suggestions a year. It was agreed we would look into a new suggestion box and some ideas on how we could collect parent views more often. Maybe have the box on display at coffee mornings/parents evenings etc • It was asked how we communicate with parents who have language needs. Miss Lee informed the group that school have an understanding of people who can not read and we often read letters to them. Also that we have staff who speak different languages to help translate when needed. • Miss Norbury said we have Groupcall Messenger which translates messages and emails automatically to parents who do not speak English. • Matt Shanahan explained in our school we have such a wide diversity of language's (22 different home language's at our school) and that it was hard to accommodate all of those but the text and email translation service is really useful. 	Look into the options of having a suggestion box around school/available at coffee mornings/parents evenings etc.
		<p>The meeting ended at approximately 9.40am. Miss Lee and Matt Shanahan thanked everyone for the attendance and for sharing their views.</p> <p>Parents was left with an opportunity to write down any views on post it notes (if they would like to add something to the next agenda or if it was something they didn't feel confident saying in front of the group)</p>	