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| <b>MEETING:</b>  | Parent/ Carer Forum Group Meeting                                   | <b>Date of Meeting:</b> | 27 <sup>th</sup> April 2012 |
| <b>LOCATION:</b> | St Paul's CE Primary School   | <b>Time of Meeting:</b> | 9-10.15                     |
| <b>PRESENT</b>   | Brian, Susan, Tahira , Carolyn, Zarqa, Rachel, Shireen, Denise, Abi |                         |                             |
| <b>APOLOGIES</b> |   |                         |                             |

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| <b>AGENDA</b>  |
| <ol style="list-style-type: none"> <li>1. Welcome</li> <li>2. Minutes from last meeting</li> <li>3. Website</li> <li>4. Views on the equality plan for 2011- 2012.</li> <li>5. Olympic week. – NOT COVERED</li> <li>6. Homework – Feedback and suggestions from forum members. – NOT COVERED</li> <li>7. AOB - EXTENDED</li> </ol> |

#### **ACTIONS and ISSUES**

| <b>No.</b> | <b>Issue</b>                         | <b>Discussion/Action</b>  | <b>By Who</b>     | <b>By When</b>                      |
|------------|--------------------------------------|---|-------------------|-------------------------------------|
| 1          | Welcome & minutes from last meeting. | <p>Fed back the following actions have been taken:</p> <ol style="list-style-type: none"> <li>1. Mad science is now full.</li> <li>2. Girls' football will be trialled from 3<sup>rd</sup> May.</li> <li>3. Chess is being organised at the moment and suggested this is to be open to all.</li> <li>4. Headship is now permanent.</li> <li>5. Lunchtimes are now calmer and staff are often eating in the hall – the parent forum will be invited in for a lunch in the next term.</li> </ol>  |                   |                                     |
| 2          | Website                              | Discussed the new website and informed all that all areas suggested in last meeting have been included on the new site. Discussed that typical times for the day need to be included and that for the next meeting all members will look over the website and review for the school.  | All parent forum. | Next meeting 15 <sup>th</sup> June. |
| 3          | Equality plan                        | <p>Abi Lee informed all members what the equality plan is and that governors had asked parent forum to review.</p> <p>Feedback given:</p> <p>When the plan is shared to all parents the following needs to be made clear: What strands go under the DES, what all the abbreviations stand for e.g. a glossary, make links on the website to form, policies etc that are mentioned, include a achieved when column.</p> <p>Feedback to Jenny Power (SENCO)<br/>Information put on website.</p>   | A.lee             | Next meeting                        |
| 4          | AOB                                  | <p>I.G&amp;T – Group asked if parents were informed if children are G&amp;T – we discussed that we have a list and parents are given their child's level at the end of the year. This prompted discussion on informing parents about where their child is nationally and within the school plus not being clear about what makes an average/gifted pupil.</p> <p>Next the discussion moved onto parents' evenings and how we could inform parents in more detail about what the targets that are set mean and if children have weaknesses. After this led to conversations about set teachers not meeting parents on parents evening.</p> <p>Actions from discussion: SMT to be informed of the communication issues regarding the above.</p> | A. Lee<br><br>SMT |                                     |

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|  |  | Parent forum to think about ways to help parents be confident in understanding their own child's ability levels.  |                   |  |
|  |  | 2. On parent forum section of the website include a list of members and year groups their children are in so other parents can give suggestions to bring to parent forum. | Abi Lee<br>Office |  |
|  |  | 3. PTA – Can meetings be held out of school so working parents can join?<br><br><b>NEXT MEETING JUNE 15th</b>   | Abi Lee<br>K.Pope |  |