

<b>MEETING:</b>	Parent/ Carer Forum Group Meeting	<b>Date of Meeting:</b>	19 <sup>th</sup> October 2012
<b>LOCATION:</b>	St Paul's CE Primary School	<b>Time of Meeting:</b>	9.30
<b>PRESENT</b>			
<b>APOLOGIES</b>			

<b>AGENDA</b>
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### ACTIONS and ISSUES

No.	Issue	Discussion/Action	By Who	By When
1	Welcome	Went over focus of parent forum: To move the school forward with support from parent views. All members introduced themselves and which year group their child was in. We decided we need a member from EYFS and some dads. <b>Recruit dads and EYFS member</b>	Abi and Jacqui	Next meeting
2	Actions met from previous year.	<p><b>More clubs -</b></p> <ul style="list-style-type: none"> <li>Choir open to all</li> <li>Science club</li> <li>Creative writing</li> <li>Dance x2</li> <li>Girls football - more sports for girls</li> <li>Fit kids x2</li> </ul> <p>Community tree nearly finished to celebrate the achievements out of school.</p> <p>Uniform - now on Senior Management Team agenda - as quality of uniform was queried and will be re launched in November.</p> <p>Open day - Transition was smoother after suggestions from parent forum.</p> <p>Lunchtime - Nursery don't have choice till reception term 1 now after parents feeling this was too much.</p> <p>Set up a parent forum newsletter that is sent out and put on website after each meeting.</p> <p>Parent suggestion slip is on parent forum letter so there is chance for parents to bring business to parent forum or SMT.</p> <p>3 parents on parents off parent forum are now on volunteer level 2 course</p> <p>Progress made in looking into changes to home school learning - clearer communication needed.</p>		

		<p>Content on Website now includes suggestions put forward by parent forum.</p> <p>Music at lunchtimes was changed to be calmer.</p> <p>Equality plan reviewed and made parent friendly and now ready for the website.</p>		
3	Parent questionnaire	<p>The 2012 questionnaire was analysed and we discussed which areas needed to be action points. The following points were made:</p> <p>That where parents had put they don't know to an answer we need to improve the communication.</p> <p>From this it was decided the questionnaire next year needs to include some changed language when discussing SEN and that we need to send information to parents explaining what procedures are in place at lunchtime.</p> <p><b>Action</b>  <b>We looked at how the questionnaire is going to be presented to parents and we looked over some from local schools and picked out the most effective.</b></p>	<p>Questionnaire to be put into parent friendly informative way.</p> <p>Abi</p>	Start of Autumn 2
4	Chosen actions	<p><b>Making parent friendly policies.</b></p> <p><b>Informing parents regularly about parts of the school day.</b></p> <p><b>To work on shared learning.</b></p>	Parent forum	Summer 2012
5	Coffee morning	<p>We talked about the new coffee morning at the local scout hut and came up with reasons it was not being hugely attended and that we needed help setting up so parents eventually run it themselves.</p> <p>Suggestions:</p> <p>Put on events each term  Give map of where the morning is  Trial a different day once in a while  Make it clear it's not a toddler group</p> <p>Caroline has offered to support the mornings.</p> <p><b>Actions</b>  <b>Give out map</b>  <b>Get in local providers to do talks e.g. library</b>  <b>Pick a date to try different one</b></p>	Abi	End of Autumn term
6	Complaints procedure	<p>Governors had asked parent forum to make the complaints procedure easy to use and for it to be placed on the website and sent to parents.</p> <p>We looked over to examples from PEN and chose bits we liked and bits to add to make it personal to St Pauls.</p> <p>Decided that Ms Sorohan's name should be on the form and Governors name.</p> <p><b>Action:</b>  <b>To send final copy to governors to agree changes</b></p>	Shireen	End of Autumn term
7	Parents champions	<p>Miss Lee bought the suggestion of each class/ team having a parent champion and that they would help communicate events/ new procedures and give feedback to teachers.</p> <p>All parent forums liked the idea.</p> <p><b>Action: to research the effects and how it works.</b></p>	Abi	By Spring meeting
8	Parent view on line	<p>Why are none of the online questionnaires being completed when it has been promoted and made?</p> <p>Suggestions:</p> <p>Open up the ICT suit on a morning each ½ term  Open up ICT suit on parents evening</p> <p>Action:  Take to SMT the above ideas and go ahead with the actions if agreed.</p>	Abi	Started in Autumn 2

9	AOB	Need to promote drop in sessions on team letters.  Homework is too easy sometimes – this will be addressed in our main action for the year through shared learning programmes.  Attendance letter – That if parents are unsure they need to see Miss Sorohan.		
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**If any parents wish to join our parent forum please contact the office and Miss Lee.**