



ST. JOHN CHRYSOSTOM FEDERATION

Parent Forum

Meeting Minutes- Tuesday 4th July 3.30pm

People Invited: Mrs Dean, Ms Jeffrey, Miss MacLeod, Modu Lumami, Sandra Pauza, Meriam Militi, Sajad Janjua, Helen Li, Sayeda Farjana Tabassum, Beenish Waqas, Aji Pramod, Bushra Khalid, Tehzeeb Moazzam, Jayson Moses, Molama Thomas, Ruben Murmu.

People Attended: Miss MacLeod (LM), Miss Aaron (EA) Modu Lumami (ML), Meriam Militi (MM), Sajad Janjua (SJ), Helen Li (HL), Sayeda Farjana Tabassum (SFT), Aji Pramod (AP), Tehzeeb Moazzam (TM).

Apologies: Mrs Dean (FD)

Welcome and Introductions

- LM warmly welcomed parents and thanked them for attending.
- EA introduced self and passed on apologies from FD.

Clarify purpose of meetings and agree ground rules

- Parent representatives act as a spokesperson for their child's year group/class. Representatives to speak to other parents about their views and report back at forum meetings.
- Parent forum is not for raising individual issues.

Feedback from last meeting

- Homework policy will be introduced September 2017.
- List of online resources to support learning has been created and will be published on the school website and app. LM gave parent representatives a paper copy.
- HL asked if class teachers can send out usernames and passwords for Education City before summer holidays.
- HL asked about Oxford Owl and other available reading materials. EA said she is going to look into preparing reading lists of suggested texts for each key stage.
- Actions
- Class teachers to give children printed copy of Education City username and password.
- LM to forward online resources list to be put on school website and app.
- EA to produce and put suggested reading list on school website and app.

Incentives for writing- Champion Writer Award

- AP asked if we could reintroduce Champion Writer Award as an incentive to drive writing standards.



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- Action: Class teachers to give award for high standards of writing during weekly achievement assembly.

School Clubs

- MM suggested introducing different afterschool clubs to promote confidence, strategy and analytical skills. Chess Club and Recycling Craft Club were two suggestions. HL agreed these would be good clubs and highlighted the importance of promoting creativity and confidence.
- AP suggested Debating Society Club.
- EA told representatives that afterschool clubs are currently being looked into and that class teachers may be asked to suggest or run a club.
- Action: Consider suggested clubs during talks with teachers about new afterschool clubs.

Date of next meeting

- Date to be arranged towards the start of the new school year.

AOB

- AP asked if there would be opportunity to meet new class teachers for next year. EA- transition days have taken place and if parents would like to speak to a teacher they should arrange to do so via the correct channels and at an appropriate time.
- HL asked if, in future, new teachers for the next school year could produce a short 'profile' stating information about the teacher and their expectations for the school year. SJ commented that a writing activity done by children to tell their new teacher about themselves was a positive activity.
- SJ asked if all teachers could wait 10 minutes before taking children to the office for late pick up at the end of the day. SJ- sometimes children are taken earlier which results in parents going to their child's class to find they are already at the office. EA- all teachers should wait until 3.40pm before being taken to the office.
- MM- some parents have asked if children could do more conversational work during Mandarin club.
- ML asked if parents receive written confirmation to notify them of any changed personal details on the school app.
- HL feels that the parent forum has had a greater impact this year. Items have been actioned leading to positive change. SJ agreed that the parent forum has been effective this year.
- LM thanked parent representatives for their time and dedication to facilitating positive change for our children and our school.
- Actions:
- Consider 'teacher profile' for end of next academic year.
- Remind staff that children should not be taken to the office before 3.40pm for late pick up.
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- LM to ask ICT technician about changing details via school app and pass on answer to parent representatives.
- Parent representatives agreed that they would be happy to remain on the parent forum for the next academic year.