



## **Parent Forum**

### **Meeting Minutes – Tuesday 09<sup>th</sup> October 2018 3:15pm**

**People Invited:** Mrs Dean, Kubra Shehzad, Georgina Lewis, Liang Xue, Sandra Pauzaite, Sajid Janjua, Jiju Philip Simon, Afaf Saleh Khalil, Sayeda Farjana Tobassum.

**People Attended:** Mrs Dean (FD), Kubra Shehzad (KS), Georgina Lewis (GL), Sandra Pauzaite (SP), Sajid Janjua (SJ), Sayeda Farjana Tobassum (SFT).

### **Welcome and introductions**

- FD warmly welcomed parents and thanked them for attending.
- Also thanked previous Parent Forums for the positive changes they have made so far.

### **Clarify purpose of meetings and agree ground rules**

- Purpose of the parent forum is to listen to parents views on school issues, to work together to improve the school and gain information. FD reminded parents that this has been successful in the past.
- Parent representatives act as a spokesperson for their child's year. Representatives speak to other parents about their views and report back at forum meetings.
- FD reminded parents that the forum is not for raising individual issues, these should be done via the correct channels – arranging to speak to teacher or FD if necessary.
- Suggestions/concerns raised will be discussed by senior leadership.

### **Parent forum**

- FD asked parent representatives if their photos could be taken and displayed on the school website and in classroom windows along with a short pen portrait about themselves in order to further promote the parent forum.

### **School Reporting**

- Feedback about school reports was very positive.
- SJ commented that this year's reports were more personalised.
- There was agreement that the language used was easy to understand and they were less generic than previous years. Representatives were also positive about the feedback section of the reports.
- SJ asked if there could be more structured time after reports are released to discuss them with the teachers.
- FD reminded representatives of the teacher's open door policy.



## **Communication**

- SJ asked if the weekly planning could still be put up in the windows of each classroom.
- SP highlighted that not all parents have access to internet/school website at home.
- SFT asked if it was possible to hold more parent workshops on the children's curriculum in order to better understand it.
- FD reminded parents that there is a RWI workshop for reception-year 2 this week.

### Actions

- FD to consult with teachers in order to have weekly planning on the school website and in the windows of the classroom.
- FD to discuss with teacher what workshops are available for parents.

## **School day timings**

- FD asked how parents are finding the new school day timings as well as the new afterschool clubs available.
- SJ commented that there had been some confusion over which clubs finished at 4 and which ones finished at 4:15.
- FD commented that the school now offer a number of after school clubs and these offer increased opportunities for the children.
- SFT asked if nursery children are included in the after school club.
- FD informed her that due to different ratio of adults to children after school club starts from reception.

## **AOB**

- SFT commented that the covered seating area at the front of the school had been removed and left nowhere for parents to sit sheltered.
- FD informed that there is some redeveloping of the school grounds currently taking place and that will be looked into.
- GL commented on the parking outside of school during drop-off and pick-up times.
- FD informed representatives that she is aware of the issue.
- SJ asked if there could be workshops for KS2 parents before sensitive topics are taught in class.

### Action

- FD to look into workshops for parents.

## **Next meeting**

- The next meeting was scheduled for Tuesday 27<sup>th</sup> November at 3:15pm