

**Chandos Primary School**

**Parent Forum**

**Monday 26th March 2018**

**Minutes**

**Present:** Mr Allan - HT,  
Ms Kaur - Parent/Pupil Link Worker,  
Mrs Hassan - translation support  
13 parents with children in classes from Nursery to Year 6

**1) Welcome/Introduction**

Mr Allan welcomed all to the meeting, especially new parents to the group. We reminded ourselves of our code of conduct, a copy of which was shared with everyone.

Focus of discussions was to review impact of actions taken since last meeting regarding communication between home and school.

**2) Actions to date**

<b>Form of communication</b>	<b>What works well</b>	<b>What needs improving</b>	<b>Action</b>
<b>Parent forum</b>	Early start - but a useful place to share ideas with school leaders	Use the second meeting in the term for school to feedback on actions taken. Invite other members of staff to discuss school and curriculum issues	Half termly meetings now agreed and taking place regularly. Positive feedback to date.

<b>Text contact</b>	Effective, simple form of contacting parents	Make sure, as much as possible, both parents are contacted. Eg: newsletter, school closure, etc  Make sure message is not going to change, eg: non school uniform day.	Actioned 22.1.17 Admin team informed when texting and sending newsletters to contact both parents.  Contact lists for all parents have been checked to ensure mobile numbers are correctly recorded to ensure texts are received.
<b>Website</b>	Accessible and easy to navigate	Worth parent forum evaluating the website closely at a future meeting	Add to agenda for future meetings.
<b>Letters</b>	Still useful - consent for trips, parents evenings, etc		
<b>Newsletter</b>	New electronic/text version very popular. Friday best day to receive it.	Make sure both parents receive the newsletter by text  Not all parents use mobile phones	Actioned 22.1.17 Admin team informed when texting and sending newsletters to contact both parents  Copies of newsletter will be available from the front office
<b>Parent Evening</b>	Like the longer afternoon session in February. Can this be extended?	Translation support - very difficult to meet everyone's needs. Parents suggested could be met through family and friends supporting each other. Mrs Hassan always available	Longer evenings to be confirmed for Autumn and Spring parents evenings, possibly for summer as well to combine with receiving reports.
<b>Pupil performance</b>	Understood half termly teacher	Contact parents as soon as	To be discussed with senior

	assessments and additional support for children who are off track	child has been identified as off track. Brief meeting with teacher or phase leader? Letter to inform and invite to discuss further.	leadership team and built into ongoing monitoring procedures for children's achievement
<b>Homework</b>	Many children receive regular homework.	Text message to parents confirming homework set?  Make sure access to website materials is working - login details correct.	School will check staff access to texting service and see if it is possible.  Current procedures don't enable staff to text - safeguarding issue.
<b>Home/School Reading diary</b>		Trialling not using them this year. Mixed feelings - some staff don't complete, some parents don't complete. Expensive to produce and places demands on staff to sort and sign when they could be teaching	To be discussed with senior leadership team - most likely to be reinstated in autumn 2018.
<b>Telephone contact</b>	Reception and admin staff always very helpful	Can telephone system be set up to take messages? Eg report a child absence/illness	School admin team already developing the system - now in place and being trialled.  Need feedback from parents to evaluate. In time may record pupil message on answer machine.
<b>Email contact with parents</b>	Not used much in Chandos, but very	Depends on having email	Will attempt to collect email

	effectively in secondary schools.	contacts for parents and families. Could be considered in the longer term.	contacts from all parents at next data collection point. In place for Autumn 2018?
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4) **NEXT MEETING WILL TAKE PLACE ON FRIDAY 27th April AT 9.00 AM.**

- The agreed focus will be on the school Behaviour Policy which is currently being reviewed.