

## Chandos Primary School

### Parent Forum

**Friday 24th November 2017, 9.00-10.00am**

#### Agenda

- 1) Welcome and introduction
- 2) Questionnaire
- 3) Agree a Code of Conduct for the Parent Forum
- 4) Agree priorities to be discussed at the next meeting
- 5) Agree date of next meeting

#### Minutes

**Present:** Mr Allan - HT,  
Ms Kaur - Parent/Pupil Link Worker,  
Mrs Hassan - translation/EAL  
12 parents with children in classes from Nursery to Year 6 - Sahar Ali, Munna Ali, Sarah Abdi, Joana da Conceica, Ubah Hassan, F.Moughal, Tahira Mayeed, Anab Wargame, Zahra Mohammed, Faduma Ali, Asha Ismail, Hanaa Gumaa

#### **1) Welcome/Introduction**

Mr Allan welcomed all to the first meeting of the Parent Forum. Mr Allan explained that the purpose of the Parent Forum was to involve parents in active discussions about chosen areas that could directly support the strategic leadership of the school. This meeting was to agree how the Parent Forum should work, to agree a code of conduct to ensure productive and supportive meetings and to begin to identify topics for discussion.

#### **2) Questionnaire**

All parents completed and discussed a questionnaire regarding arrangements for the Parent Forum. The following points were agreed:

- All agreed the Parent Forum is a worthwhile idea to develop
- The majority would make every effort to attend all meetings - depending on commitments
- Meetings would take place once a half term
- Meetings would last between 30-45 minutes, but not more than 1 hour
- Best day would be a Friday morning at 9.00am - tea/coffee/light snacks available

#### **3) Code of Conduct**

A very productive discussion was conducted to agree a Code of Conduct for the Parent Forum. The following essential points were agreed:

- The Parent Forum will have the needs of ALL Chandos children at its heart

- The Parent Forum is inclusive of all children and families - recognising all faiths, cultures, ethnicities and gender
- All parents have a voice, taking turns to speak
- All opinions will be listened to and respected even if they may be different from your own
- All opinions and ideas will be shared in an open and honest manner
- If there is some disagreement a vote will be taken and the majority decision will be agreed as the outcome
- Minutes will be kept and published on the school website and circulated to all through the newsletter
- Phones will be switched off/on silent
- No issues will be discussed relating to specific children, families or members of staff

#### **4) Priorities for discussion**

The Forum shared their ideas for future discussions. These included:

- Children arriving late at school gates
- Fundraising & School Fund
- School library
- Communication - school & parents/between staff
- Lunchtime supervision and activities
- Extra curricular clubs - before and after school
- Affordable trips/life experiences for children
- Rebranding of Chandos School - now academy status is well established
- Parents Evenings
- Termly Sports Events

It was agreed that we will discuss the following at the next meeting

1. Communication
  - a. Between school and home
  - b. Between school staff
2. Lates/Gate closure at 9.00 am

#### **5) Next meeting**

Next meeting will take place on **Friday 19th January at 9.00am**