

## Chandos Primary School

### Parent Forum

**Friday 19th January 2018, 9.00-10.00am**

#### Agenda

- 1) Welcome and introduction
- 2) Communication between school and parents
  - a) How do we communicate
  - b) What works well
  - c) What could be improved
- 3) Agree date for next meeting

#### Minutes

**Present:** Mr Allan - HT,  
Ms Kaur - Parent/Pupil Link Worker,  
Mrs Hassan - translation/EAL  
16 parents with children in classes from Reception to Year 6 - including 4 new parents to the group

#### **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. We quickly clarified the purpose of the meeting and that today we would be discussing communication between school and home, what works well, and what could be improved.

Mr Allan explained that hopefully quick solutions could be found to some identified issues. However, it always had to be recognised that not everything could be addressed immediately, and that, in some cases, we would have to be realistic about what could be acted on by school. The purpose of the meeting would be to be open and honest about issues, and for school to then feedback on actions taken.

## 2) Communication between school and home

The conversations were very constructive and informative. They highlighted the strengths of systems in place but, most importantly some particular issues that could be addressed quite quickly. The main issues discussed were as follows:

<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	Next meeting Friday 23rd March 9.00-10.00 am.
<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 next term.
<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	To be discussed with senior leadership team
<b>Pupil performance</b>	Understood half termly teacher assessments and additional support for children who are off track	Contact parents as soon as child has been identified as off track. Brief meeting with teacher or phase leader? Letter to inform and invite to discuss further.	To be discussed with senior leadership team.
<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.  To be discussed with senior leaders - teachers could send text messages informing parents of homework set
<b>Home/School Reading diary</b>		Trialling not using them this year.	To be discussed with senior leadership team

		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	
<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. Should be active by end of half term.
<b>Email contact with parents</b>	Not used much in Chandos, but very effectively in secondary schools.	Depends on having email contacts for parents and families. Could be considered in the longer term.	To be discussed with senior leaders and admin team.

**Mr Allan will discuss the issues raised and possible action with the senior leadership team. Actions taken or planned for will be reported to Parent Forum at the next meeting.**

**The meeting finished shortly after 10 am. Mr Allan and Miss Kaur thanked all parents for attending. It was a very useful and well managed discussion.**

**4) NEXT MEETING WILL TAKE PLACE ON FRIDAY 23rd MARCH AT 9.00 AM.**

This will be used to feedback to the Forum on actions taken follow these discussions and to evaluate early impact.

Priorities for possible future discussions -

- 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