

# LODDON PRIMARY SCHOOL

## PARENTS FORUM

<b>Date:</b>	16th October 2017
<b>Present:</b>	Helen Bantock, Debbie Crouch, Nicola Cox, Niall Waller, Haider Habib, Rebecca Chard, Steph Fuller, Annie Khan, Tina Patel-Shone
<b>In Attendance:</b>	Mrs. Sarah Phillips – Head Teacher Kam Bhogal – Parent Support Advisor
<b>Minute Taker:</b>	Tina Patel-Shone

### NEXT MEETING

Spring Term 2018, 5th February 2018

<b>1/8</b>	<b>Apologies</b>	
	Apologies were received from Shira Middleton, Natacha Chenchery and Jon Brady (School Governor)	<b>Action</b>
<b>2/8</b>	<b>Welcome and context for meeting</b>	
	<p>Kam Bhogal welcomed the attendees to the meeting. The focus for the meeting was:</p> <ul style="list-style-type: none"> <li>- To review how we feel the constitution is running and discuss how we would like it run in the future</li> <li>- To review the expectations of the parent forum - To discuss agenda items for future forums</li> <li>- What has worked well and not so well during the forum</li> <li>- Feedback provided on the forum by previous representatives (Also shared on School website)</li> </ul>	<b>Action</b>
<b>3/8</b>	<b>Main Agenda Item: Parent forum</b>	
	<p>Kam Bhogal went through the terms of reference for the Parent Forum and detailed the main aims of the forum. Everyone was in agreement with the terms and wording that had been previously agreed.</p> <p>Kam Bhogal suggested that the frequency of the meetings continue to be termly. If required more than one parent forum meeting will be held in a given term. Everyone agreed that this felt the right level.</p> <p>Membership of the Parent Forum: Kam Bhogal went through the list of members from last academic year and this academic year. Kam Bhogal and Mrs. Phillips suggested that members commit to the role for 2 consecutive years before re-election as this provides a greater level of continuity.</p> <p><b>Actioned:</b></p> <p>Everyone agreed that this would make the forum more productive, and agreed to membership for 2 years starting from this meeting. If anyone felt that due to changing circumstances, they could no longer commit to being a member, they should look to find another representative from their year group to take their</p>	<b>Action</b>

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	<p>place.</p> <p>If a new parent or career feels that they would like to be a member they would be welcome to the forum as an observer initially and then have the option of being a representative when a position becomes available. Kam Bhogal to confirm membership for each year group. Mrs. Phillips to speak to Mrs Hampton to encourage representatives from nursery and FS1. <b>Actioned</b></p>	
<b>4/8</b>	<b>Suggestions for future agenda items</b>	
	<p>Following a brainstorming session, the following list of items was suggested as potential future agenda items. As each item was suggested, a brief discussion followed.</p> <ul style="list-style-type: none"> <li>- Residential visits</li> <li>- Home learning – This may be on the agenda for the next meeting as the timing would link to when the governors are due to be reviewing policy in this area</li> <li>- Communication (revisit) – acknowledgement that this has improved over the last year but further discussion of ideas would be welcome</li> <li>- Learning platform – it is felt that this is still difficult to navigate and it is hard to tell what it up to date. A question was raised on whether new parents are invited to a workshop to understand the benefits of the learning platform. Mrs Phillips to check that learning platform letters have been sent out</li> <li>- School expansion – Mrs Phillips is happy to provide information to the meeting for information, but this would not be for consultation.</li> </ul> <p>A general point was made regarding the dissemination of information at the forum – whilst it is useful to hear, it was thought that information should be disseminated to all parents. It would be helpful to hear information at the forum that would allow for a more informed discussion.</p> <ul style="list-style-type: none"> <li>- Volunteering – a parent volunteering workshop is run twice a year and the expectation is that if you would like to volunteer at school then you will need to attend one of these workshops</li> <li>- Day Trips - Bullying policy and supporting each other – the bullying policy is up for review this year</li> <li>- 30 hour funding – this links to nursery intake</li> </ul> <p>If anyone has any further thoughts on future agenda items, please let Kam Bhogal know.</p>	<b>Action</b>
<b>5/8</b>	<b>Feedback on communications around the school's lockdown procedure</b>	
	<p>Mrs Phillips asked the forum for their view on how best to communicate the need for a lockdown procedure with children and parents. All schools are now requested to have a lockdown procedure, which is like the opposite of a fire drill, and it needs to be practiced. It was agreed that parents would like to</p>	<b>Action</b>

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	know that this will take place and the reasons for it but exact dates do not need to be given.	
<b>6/8</b>	<b>Date and Time of Next Meeting</b>	
	Monday 5th February 2017 – 8pm	<b>Action</b>