

LODDON PRIMARY SCHOOL

PARENTS FORUM

Date:	8 February 2016
Present:	Annie Khan, Rebecca Chard, Helen Bantock, Rakesh Hemraz, Tina Patel-Shone, Niall Waller, Natacha Chenchery, Halek Nanavaty, Lisa Meadows, Haidar Habib and Shahina Rahman
In Attendance:	Kam Bhogal, Parent Support Advisor Sarah Phillips, Head Teacher John Brady, Governor Rob Henderson, Chair of Governing Body
Minute Taker:	Jenny Sumner

NEXT MEETING
MONDAY 18 APRIL 2016 – 7pm

01/ 16	Apologies of Absence	
	It was noted that Rebecca Kral, Amwar Dadd and Penny Foreman were not present. Apologies were received and accepted from Nicola Cox.	Action
02/ 16	Welcome and context for meeting	
	Kam Bhogal welcomed everyone to the meeting and explained the purpose of the meeting.	Action
03/ 16	Introductions	
	<p>Introductions took place, parents stated what year their child(ren) were in and what involvement they have had in the school to date:</p> <p>Helen Bantock, son in FS2 Halek Nanavaty, Annie Khan, child in FS1 Rebecca Chard, child is FS2 Niall Waller, son in Year 2 Lisa Meadows, children in Years 5 and 6 Shahina Rahman, child in FS2 Rakesh Hemraz, Haidar Habib, children in FS1 and FS2 John Brady, governor and parent Tina Patel-Shone, daughter in Year 1 Rob Henderson, Chair of Governing Body and parent Natacha Chenchery, child in Year 2</p> <p>Unfortunately there were no representatives from Years 3 and 4.</p>	Action
04/ 16	Welcome from Head Teacher	
	Sarah Phillips welcomed parents to this first Parents Forum and explained how a Parents Forum sits within the school structure, and how it is different to the PTA and Governing Body. The school have been working on how to develop a Parents Forum for some time and it is pleased to see so many parents at this meeting.	Action

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	<p>observe the meeting;</p> <ul style="list-style-type: none"> • Circulation of minutes are emailed minutes available on school website and note is added to newsletter to view minutes on school website, minutes are also shared with school staff through our shared system. <p>Kam Bhogal explained how the membership of the Parents Forum would operate that it would be reviewed annually in September. The September meeting will be the AGM (annual general meeting) and this is when parents will be elected to sit on the Parents Forum. Meetings will be held termly and a report will go to the Governing Body at least twice a year.</p> <p>This is the review of meeting today 15/9/16 letters are due to go out after this meeting today 15th September 2016.</p> <p>A report will be ready to send out to Governors by first week of October 2016</p> <p>Minutes of the meeting will be taken and will be available on the school's website once they have been signed off by the Forum. Lisa Meadows said that she would be happy to take the minutes of the next meeting. Jenny Sumner to email Lisa Meadows a template to work from.</p> <p>We would like to encourage Parents to offer taking minutes prior to the meeting this would save a minutes</p>	Jenny Sumner
07/16	What would school like to consult on What would you like to discuss	
	<p>The Forum discussed what they would like to consulted on and the School shared their ideas for consultation.</p> <p>All topics highlighted in yellow have been raised and discussed</p> <p>Potential topics for discussion/consultation included:</p> <ul style="list-style-type: none"> • School expansion 18th April • Sex, education and relationship Policy 18th April • Home School Agreement • Communication between parents and the school, how often, the methods and what to expect 13th June • Ipad usage in school 26th Sept • Inter-house competitions • Homework 26th Sept • Parents helping in school/volunteering, having a volunteer task list • Children's progress and understanding assessment data • Parent booklet 13th June • School website 13th June • How to support children's learning as parents • Knowing what year your child is in • How are the classes mixed as pupils go through the school 18th April • Understanding teaching methods and the curriculum Information Workshop to be held for all parents to attend later this academic year. • The best approach for sharing information with parents so that it is useful to parents yet does not place demands on teachers which would ultimately take them away from the core role of teaching 	Action
09/16	Proposed agenda for next meeting Arranging meeting days and times	
	<p>It was agreed that Monday evenings are a good time for the Forum to meet. The main agenda item for the next meeting will be a discussion on the school expansion.</p> <p>Mondays have worked well.</p>	Action

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	<p>Governors asked if the Forum could meet before a Full Governing Body meeting so that any questions or reports can be feed into it. Next FGB meeting Wednesday 12th October 2016</p> <p>Jenny Sumner agreed to speak to the ICT technician to see if there is a way of setting up a shared email address. This has been actioned and working successfully well</p>	Jenny Sumner
Date and Time of Next Meeting		
	<p>Monday, 18 April 2016 at 7pm</p> <p>The meeting closed at 7.50pm.</p>	