## **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

## <u>NEXT MEETING</u> 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	
	Introductions took place, parents stated what year their child(ren) were in and what involvement they have had in the school to date:  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 Unfortunately there were no representatives from Years 3 and 4.	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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<ul> <li>A Parents Forum is designed to have the following role within a school structure:</li> <li>A route through which parents as a group can advise the governing body of their views</li> <li>A route for the governing body to consult parents as a group</li> <li>Bringing parents together socially</li> <li>Enabling parents to share views and ideas</li> <li>Providing support to parents</li> <li>Helping parents to support their child</li> <li>Enabling parents to get involved in the life of the school</li> </ul>	
How will the constitution run and expectations	
Parents were asked to discuss what they would like to see in the constitution and their expectations of the Forum.	Action
The aims of the Parents Forum were shared and a draft constitution was displayed, parents felt that it was a good reflection of what was discussed.	
The following parents were agreed to be representatives:  Nicola Cox, FS1 Annie Khan, FS1 Rebecca Chard, FS2 Helen Bantock, FS2 Rakesh Hemraz, Yr1 Tina Patel-Shone, Yr1 Naill Waller, Yr2 Natacha Chenchery, Yr2 Rebecca Kral, Yr3 Anwar Dadd, Yr3 Halek Nanavaty, Yr5 Penny Foreman, Yr5 Lisa Meadows, Yr6 Kam Bhogal to check with those parents who are not present that they are happy to still be a representative.	Kam Bhogal
Suggestions from parents	
<ul> <li>Parents made the following suggestions:</li> <li>To make themselves known to other parents; Outcome: Kam sent out in newsletter dated 26<sup>th</sup> Feb 2016.</li> <li>Try to represent other parents' views and feedback to them; It would be good to have feedback on how this is going? How are reps ensuring that they are representing other parents' views – what are the barriers to this if any?</li> <li>Facebook page year1 parent has offered to keep it updated Action for parents: Interested parent to meet with Kam to outline idea and agree moderation arrangements to ensure adequate e-safety/rules on page.</li> <li>Manage expectations of communication, how will the Forum communicate with other parents, should a separate email account be set up?</li> <li>Communicate with other parents through coffee mornings and newsletters</li> <li>Getting the balance right when collecting other parents' voices and</li> </ul>	Action
	their views A route for the governing body to consult parents as a group Bringing parents together socially Enabling parents to share views and ideas Providing support to parents Helping parents to support their child Enabling parents to get involved in the life of the school  How will the constitution run and expectations  Parents were asked to discuss what they would like to see in the constitution and their expectations of the Forum.  The aims of the Parents Forum were shared and a draft constitution was displayed, parents felt that it was a good reflection of what was discussed.  The following parents were agreed to be representatives: Nicola Cox, FS1 Annie Khan, FS1 Rebecca Chard, FS2 Rakesh Hemraz, Yr1 Tina Patel-Shone, Yr1 Naiil Waller, Yr2 Ratcha Chenchery, Yr2 Rebecca Kral, Yr3 Anwar Dadd, Yr3 Halek Nanavaty, Yr5 Penny Foreman, Yr5 Lisa Meadows, Yr6 Kam Bhogal to check with those parents who are not present that they are happy to still be a representative.  Suggestions from parents  Parents made the following suggestions: To make themselves known to other parents; Outcome: Kam sent out in newsletter dated 26h Feb 2016. Try to represent other parents' views and feedback to them; It would be good to have feedback on how this is going? How are reps ensuring that they are representing other parents' views - what are the barriers to this if any? Facebook page year1 parent has offered to keep it updated Action for parents: Interested parent to meet with Kam to outline idea and agree moderation arrangements to ensure adequate e-safety/rules on page. Manage expectations of communication, how will the Forum communicate with other parents, should a separate email account be set up? Communicate with other parents through coffee mornings and newsletters

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observe the meeting;

 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. Jenny Sumner

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.

This is the review of meeting today 15/9/16 letters are due to go out after this meeting today 15<sup>th</sup> September 2016.

A report will be ready to send out to Governors by first week of October 2016

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.

We would like to encourage Parents to offer taking minutes prior to the meeting this would save a minutes

# What would school like to consult onWhat would you like to discuss

The Forum discussed what they would like to consulted on and the School shared their ideas for consultation.

**Action** 

All topics highlighted in yellow have been raised and discussed

Potential topics for discussion/consultation included:

- School expansion 18<sup>th</sup> April
- Sex, education and relationship Policy 18<sup>th</sup> April
- Home School Agreement
- Communication between parents and the school, how often, the methods and what to expect 13<sup>th</sup> June
- Ipad usage in school 26<sup>th</sup> Sept
- Inter-house competitions
- Homework 26<sup>th</sup> Sept
- Parents helping in school/volunteering, having a volunteer task list
- Children's progress and understanding assessment data
- Parent booklet 13<sup>th</sup> June
- School website 13<sup>th</sup> 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 18<sup>th</sup> 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

# 16 Proposed agenda for next meetingArranging meeting days and times

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.

Action

Mondays have worked well.

## **PARENTS FORUM**

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 12 <sup>th</sup> October 2016	Jenny Sumner
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	Summer
Date and Time of Next Meeting	
Monday, 18 April 2016 at 7pm	
The meeting closed at 7.50pm.	