



Parents' Forum Meeting Minutes

Monday 12th December 2016

5:00pm

Members present:	Mike Thiele, Anna Morris, Justin Armstrong, Theresa Mellor, Sam Shewring , Phillipa Morris, Mel Armstrong, Pru Risely, Joanne Ledger, Alice Bell, Zoe Wilkinson, Vicky Haymes, Wendy Cook, Donna Negus, Lisa Anderson, Alistair Young, Chris Booker
Apologies:	

Agenda Item	Discussion	Action
Welcome and Introductions	Welcome by MT. Aim: To establish a proactive group to improve school life for our children.	
Terms of Reference	<p>SS – asked where the terms originated</p> <p>MT – our schools work in a cluster with document sharing and a consistent approach.</p> <p>JA – will there be a confidential element to the meeting?</p> <p>MT – individual confidential items will not be discussed at this meeting. There are other avenues, e.g. Governors and complaints procedures.</p> <p>LA – closed or open group?</p> <p>DN – Executive meeting format, e.g. core group to attend, or open?</p> <p>Gathering ideas/issues from parents A.O.B. to inform the agenda for the following meeting.</p> <p>Voting system when required.</p> <p>SL – Further understanding needed of the role of Governors.</p> <p>JA – Communication to members How?</p> <p>MT – members to think about the priority level of issues brought to them.</p> <p>WC – need to be open and available</p>	<p>Reporting to parents:</p> <ul style="list-style-type: none"> Minutes on the new website from January Separate email not attached to the newsletter Information and minutes displayed on class windows/reception area together with named members Set up one email address as a point of contact for all parents. Chair/vice. secretary to deal with. <p>Forum open for all parents to attend alongside core</p>

		members.
Election of Chair, Vice and Secretary	DN put herself forward for Chair along with nominating PR for Vice who agreed. PM also put herself forward for Vice and AB for Secretary	Chair: Donna Negus Vice: Pru Risely, Philippa Morris Secretary: Alice Bell
Role of Class Rep	<p>Clarification exercise for role. TM – explained the role and current situation of the PTCA. PTCA Open meetings and class reps previously gave ideas for fundraising. Money is available for the school to use. LA – important to establish a clear difference between the two roles.</p> <p>Suggestion of one meeting where parents can air their worries rather than always being the focus of the parent forum.</p> <p>Roles of a Parent Forum Rep:</p> <ul style="list-style-type: none"> • Open • Approachable • Transparent • Confidential and anonymity • Positive ideas • Representing the general consensus • Give feedback to parents • Ensure all parents know how the Parent Forum reps can be contacted <p>Any rep from any year group can be contacted.</p> <p>Ideas to be attached to the minutes.</p> <p>MT Shared ideas for the role of the Parent Rep – all agreed from the group</p>	<p>Representative to be called Parent Forum Reps Year 1, 2 etc .</p> <p>MT will collate ideas for the role from members and share</p> <p>Encourage Y5/6 parents to become reps.</p> <p>Aims of the forum to be shared with parents</p>
What has been the impact of this meeting?	<p>Chair is in place</p> <p>Decided and agreed on the role of a Parent Rep</p> <p>Understanding of how the Forum will be organised and proceed.</p>	
Future Agenda	<ul style="list-style-type: none"> • Mini-bus • Safety of our children in terms of road safety – dropping children off, pedestrian exit onto Devoran Lane 	

	<ul style="list-style-type: none"> • Classroom opening times • Communication 	
Date of next meeting: Tuesday 31 st January 5:00pm		