

## Parent Forum Meeting

### Knutsford School

First Meeting – 23 May 2016 7pm at Knutsford School

	Item	Action Point
1.	<b>Attendance</b>	
	Present: Kate Hannon (Plane/Maple Reception), Sarah Idris (Ash Yr2/Nursery), Julia Halligan (Maple Reception), Rochelle (Pine Yr3/Nursery AM), Eileen Anderson (Headteacher), Kim Rana (Larch Yr1), Jessica Stevens (Maple Reception), Bryony Hancock (Willow Yr3/Lime Yr4), Shermin Shariff (Plane Reception/Cherry Yr1), Kelly Latham-Gough (Birch Yr4/Ash Yr2), Tracy Griffiths (Parent Governor), Harsha Moore (Parent Governor)	
2.	<b>Apologies: None</b>	
3.	<b>Welcome</b>	
	<p>Thank you to all the parents for volunteering. We now have parent reps for most classes in the school.</p> <p>At this meeting we will focus on the terms of reference and then discuss the school's plan to create new 'aims and vision'. The purpose of the parent forum is so that the school can seek feedback from parents through the parent reps and that parents can speak to reps about issues that are brought to the forum and back to the school.</p> <p>Introduced Sarah – Chair of PTA. Sarah gave introduction to working with</p>	

	<p>the group and for parent reps to also assist with engaging with PTA reps.</p> <p>Not as formal as forum.</p>	
4.	<p><b>Terms of Reference</b></p>	
	<p>We looked at some examples of terms of reference from other schools and we worked out terms of reference.</p> <p>These are attached separately and can be considered and if appropriate can be approved at the next meeting.</p> <p>Some ideas for objectives/purpose/key: seek feedback from parents and relay; working closely with other parent reps.; liaise with PTA; voice of parents is listened to and heard; 1<sup>st</sup> para of Newchurch Primary School – see draft terms (attached)</p> <p>Suggestion for improvement</p> <p>‘Will Do’ – examples such as listed in Newchurch; Will Not Do – clear that this is not about individual children/individual issues</p> <p>Do we need a ‘Code of Conduct?’</p> <p>Perhaps better to say ‘Please remember that ....’ instead of saying what you can and cannot do.</p> <p>The Class Teacher speak to the reps? Agreed that if appropriate, the class teacher can ask the reps to speak to the other parents...for example if there is a class event on;</p> <p>Can the reps directly raise issues with the class teacher – Agreed that this would not be appropriate</p> <p>How often do we want meetings? – Agreed once every half term</p>	

	<p>When? Evenings agreed</p> <p>Who would be present?</p> <p>All parent reps invited and to attend if they can</p> <p>Head</p> <p>One person from PTA</p> <p>At least one governor (Tracy or Harsha)</p> <p>Date for next meeting? Agreed Thursday 7 July 2016 at 7pm at the school</p> <p>Minutes and draft terms of reference to be circulated in advance to whole group, including those not in attendance today</p> <p>Use of private emails – are all parent reps happy for their emails to be shared? Agreed that these can all be used so that parents can either speak to them or email them with any concerns/issues/responses</p>	
<b>5.</b>	<b>Appointing a Chair/minute taker</b>	
	<p>Asked for a Parent Forum Chair – Rochelle offered to take on this role</p> <p>Thank you to Rochelle for agreeing to take on this role. As the parent forum is new, we can decide how long a person remains as chair and when this should be reviewed</p> <p>No other appointments but agreed that minutes will be taken by all the parents in group on rotation (Chair will not be required to take minutes)</p> <p>General conversation about topics that may need to be discussed.</p> <p>Communication was one that was highlighted for the next meeting</p>	<p>Agenda item for next meeting:</p> <p>‘Communication with the school/parents</p>
<b>6.</b>	<b>Aims/Visions of the school</b>	
	<p>Ideas/key words??</p> <p>Future of the children; Stepping stones; Not words but deeds;</p>	<p><b>Parent reps to speak to</b></p>

	<p>Responsibilities; Preparing for adulthood; Well-rounded happy; Building a better world together; Engagement; Bigger/extended; Happiness; Positive; Roots; Growing/planting the seeds/caring</p> <p>Thank you to everyone for their ideas. A letter will be sent to all parents asking for their ideas. The letter will also inform parents that they have a parent class rep and that they can feedback their ideas through the parent reps. All agreed that they were happy for their email addresses to be include in this letter and for parents to either speak to them or forward ideas by email</p> <p>All feedback can then be sent to Tracy or Harsha to take to the meeting on 4 July to develop 'Aims and Visions' which will have input from parents/carers, pupils and staff</p>	<p><b>parents/carers to ask for their views on the aims and vision for the school.</b></p> <p><b>This should be emailed to governors/ feedback to Tracy or Harsha for final review meeting</b></p>
<b>7.</b>	<b>Next steps...</b>	
	<p>Next meeting on 7 July 2016 at 7pm at the school (Balmoral Road entrance should be used)</p> <p>Chair – Rochelle</p> <p>Agenda items ...so far</p> <p>Agree Terms of Reference</p> <p>Discuss 'Communication'</p>	<p><b>NEXT MEETING</b></p> <p><b>7 JULY 7PM</b></p> <p><b>At school</b></p> <p><b>Agenda items to be forwarded to Tracy or Harsha</b></p>