

Knutsford School Parents Forum MINUTES

Date:	28 September 2016
Held at:	Knutsford School – 7pm
Present:	Katie Hannon (Plane); Jessica Stevens (Maple); Nicola Beaumont (Dep Head); Eileen Anderson (Head Teacher); Fran Eggle (Ash); Rochelle Cole (Chair); Sarah Idris (PTA Ash); Jo Verinder (PTA); Suchi Gulvady (Oak); Roshni Rayvadera (Plane); Harsha Moore (Governor);

	Item	Action
1	Apologies Tracy Griffiths; Shermin Shariff; Bryony Hancock; Kelly Latham-Gough; Lauren	
2	Terms of Reference Agreed Needs to be signed by chair	Rochelle to sign
3	Review of minutes from previous meeting and matters arising <ul style="list-style-type: none"> – Dates provided by school now look good and working well – Homework chart has been very useful – receiving positive response – Class reps: Ways of communicating to reps/parents Rochelle has carried out a survey in her classes – Cedar and Reception Whats App groups Response- new mums have found it very useful Text messages has been a good way to communicate and remind parents of events/changes It would be useful to have Role of Parent Rep so that this could be explained clearly to other parents and also to parents thinking of joining the Parent Forum Could we have a dedicated email address for each class? – yes this would be possible. The school would have to arrange for the technician to set up the addresses when he is next at the school. This would be useful for use by all parents and any new parents on the forum/continuity	School to arrange email addresses
4	Parent Survey 2016 Feedback <ul style="list-style-type: none"> – Unclear whether this was a true representation of the feelings of most parents as the response numbers were low – only 30 replied – School asked 4 questions – What can parent reps do to assist the school with further such surveys and with Parent View – by encouraging parent to complete the surveys. They take very little time to do – Discussion about what parents can do if they have an individual complaint – perhaps a flow chart could be drawn up? Could this then be sent out to parents with ‘roles of class reps’ to emphasise 	

	<p>that class reps do not cover this sort of issue?</p> <ul style="list-style-type: none"> – Meet the teacher was very useful – As parent consultation time is very short could we remind parents that they can attend early to view the children’s workbooks? Also if necessary, parents can arrange to meet the class teacher to discuss any issues and look at workbooks after school. – Would it be possible for the teacher to have a dedicated time each week to speak to parents – this would not work as parents may have an issue on a different day/teachers do not have availability to dedicate time each week – but parents can always speak to the teacher at the end of the day or arrange an appointment – any private matter should be discussed privately – Some parents confirmed that the teachers are very approachable when they have needed to speak to them – Tapestry is amazing and provides great feedback – it is only available for EY – Focus on Maths and English at parent consultations – a new item has been added for information – this relates to how the child is settling in/behaviour/emotional wellbeing/non-core area of work – Can meet the teacher slides be made available – they are available on the website – What can reps do to assist? 	
<p>5</p>	<p>AOB</p> <p>Opening gate at Knutsford Avenue entrance – it is still not always open</p> <p>Soap in toilets – children must tell the teacher if there is no soap</p> <p>Class teddy – is this necessary for KS2 children? The children do not have to take the teddy if they don’t want to; they can say to the teacher that they do not wish to take it home</p> <p>PTA – Cake sale each Friday on rotation</p> <p>First is Friday 7 October – Year 2 in the infant playground/dining hall if it is raining</p> <p>Class reps will be co-ordinating this</p> <p>Christmas – PTA will send list of help required via the class reps</p> <p>However, PTA does need a new Father Christmas (or more than one if possible) and a Christmas Fairy</p> <p>Halloween disco – fliers have been sent in school bags; query whether adults have to pay – yes as it is a family event</p> <p>PTA needs someone to take responsibility for selling uniforms (as lead)</p> <p>Next meeting – Jessica will do minutes</p> <p>ELECTION for chair at next meeting – if anyone wants to stand please ensure that you attend the meeting</p>	
<p>5</p>	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> – Thursday 17 November, 7pm at Knutsford School – Please send any agenda items to Rochelle 	<p>ALL</p>