

## Family Forum Minutes 24.6.16

<b>Present</b>	Mel Jones (MJ), Ginny Sherriff (GS), Louise Willis (LW), Andrea Hodgson (AH), Mike Warren (MW), Marion Clutterbuck (MC).
<b>Apologies</b>	None
<b>1. Actions from the last meeting (AH)</b>	<p>AH still needs to investigate parents/members of the community prepared to run clubs. This is probably more appropriate for the new academic year.</p> <p>One of our children's grandparents is connected to the village/parish newsletter and she is going to ask for unwanted lego via this.</p> <p>MJ will finalise the online proforma for family forum suggestions over the summer and we will begin using it for the next academic year.</p> <p>AH has purchased 'I bumped my head today' stickers. These will be introduced to all staff and we will begin using them.</p> <p>Parents have been advised of staffing arrangements for the next academic year. Mrs Myers will be teaching the new Chestnut Class for the afternoon of 11.7.16. There will be an opportunity for parents to meet her too as she will be here after school on 11.7.16.</p> <p>Mrs Parker is arranging INSET for staff through 'Learning Through Landscapes' during the next academic year.</p>
<b>2. Toilets (LW)</b>	<p>Some parents have raised concerns about the KS2 girls' toilets as they are not flushing properly. We are aware of this and are in the process of obtaining quotes from plumbers in order to resolve the problem.</p> <p><b>MW to discuss quotes with the governing body's finance committee with a view to getting the necessary work completed as soon as possible.</b></p>
<b>3. Awards in Celebration Assembly (All)</b>	<p>Some parents have commented that they are still not being advised about Celebration Assembly awards on a Thursday. There was one Thursday when this was delayed until Friday (10<sup>th</sup> June) as this was a special assembly for the Queen's birthday. We were busy preparing for the afternoon's events and parents of award winners were not notified until the Friday. However, every other week parents have been e-mailed on the Thursday and this will continue to be the case. One parent commented that they were not notified about their child's award until the Friday afternoon. We are unsure about the circumstances of this, but it is not the usual routine.</p> <p><b>Continue to notify parents about awards on a Thursday after school (approximately 4pm).</b></p>

<p><b>4. Staffing for Next Academic Year (All)</b></p>	<p>Parents have now been notified by letter/e-mail with regard to staffing for the coming academic year. Concern was expressed that Mrs Rose appears to be in both Oak and Willow Class. She will be based predominantly in Oak Class, but will be shared with Willow according to needs. For example, when Willow go on a school trip, Mrs Rose will accompany them if necessary. Mrs Rose may provide specific, targeted support for certain children.</p> <p><b>No further action required.</b></p>
<p><b>5. Selecting Children for Sports Events (LW)</b></p>	<p>One parent raised a query about the way in which children are selected for sports' events. It was suggested that children should be selected on an ability basis rather than just allowing children to volunteer. This is difficult as we want to participate in all events offered and, as we are a small school, sometimes we have to actively encourage enough children to go! If we do not have enough children, then we cannot participate at all. Also, we are an inclusive school and want to encourage children whatever their needs and abilities. Reps stated that sometimes parents would like the opportunity to encourage their children to participate in sporting events and, currently, letters are only given to children who express an interest. Consequently, we agreed to e-mail all letters about sporting events to all parents. We will also give children paper copies so that reply slips can be completed.</p> <p><b>Letters about sporting events to be e-mailed to all parents of year groups involved.</b></p>
<p><b>6. Teacher in Chestnut Class (MJ)</b></p>	<p>Some parents have commented positively about Mr Webb's presence in Chestnut Class. He has made a massive difference to the class as a whole, improving communication with parents. At the end of the day, he lets parents know if a child has done well or struggled and any issues are dealt with promptly and appropriately. Children respond very well to him and he has had a positive impact on both children's work and behaviour. Mr Webb is just what Chestnut Class needed after what was an unsettled time. MW/AH also recognise the positive contribution Mr Webb has made to our school and would like to thank him for all his hard work. He obviously cares about the school and the children in Chestnut Class, striving to do the best he can for them whilst he is with us.</p> <p><b>AH to inform Mr Webb of parents' comments.</b></p>

<p><b>7. Feedback re Beech Class Organisation and Teachers (MJ)</b></p>	<p>Some parents expressed concern about children remaining in Year R at the end of this academic year. Obviously, this is not going to be the case and all current YR children will be moving into Chestnut Class. One rep wanted to thank Mrs Parker, Mrs Bowyer and Mrs Pearce for all they have done this year. It has been clear to parents that the children are all very well cared for and that there is excellent liaison between the teachers every week. Parents will be very sorry to see Mrs Pearce leave and would like to thank her for making their children's first year at school so special.</p> <p><b>AH to inform Mrs Parker, Mrs Pearce and Mrs Bowyer of parents' comments.</b></p>
<p><b>8. Feedback re Reports (AH and MW)</b></p>	<p>The teachers have all been very busy writing the children's annual reports which will be received by parents on Friday 8<sup>th</sup> July. As last year, we would like to collect comments from parents about the report format after this date. Reps will request feedback ahead of our next meeting in the autumn term. The school would like to know:</p> <ul style="list-style-type: none"> <li>- What crucial information would parents like on the report?</li> <li>- Would parents like to have photographs on them?</li> <li>- Should we focus on 'wow' moments rather than giving specific details for all subjects?</li> </ul> <p><b>Reps to seek parental views ahead of the next family forum meeting.</b></p>

<p><b>9. Parental Involvement in the School (AH and MW)</b></p>	<p>At West Tytherley, we believe that effective home school links are vital to children’s education. We would like to strengthen these links wherever possible. Consequently, we would like to ask reps/parents for suggestions of how we could increase parental involvement in the school. Reps suggested that one-off involvement might be easier for working parents. It was also suggested that parents might be able to volunteer for a short period rather than to take on a role for a whole year. Perhaps we could send out a questionnaire at the beginning of the year, asking parents what times they could be available to help in school and what expertise they have. If we outlined forthcoming topics, parents would easily see how their jobs/expertise could link to these.</p> <p><b>AH to devise a questionnaire.</b></p> <p>We would also like to enhance the effectiveness of the family forum. It is an important voice for parents and allows the school to seek parental opinion. We would like to maximise its effectiveness in moving the school forward. The school asked how we can ensure comments/suggestions focus on improving the school. Reps said that the online proforma (to be used from the beginning of the next academic year) could also include a suggestions box. When parents raise an issue, they could then make a suggestion for resolving it.</p> <p><b>MJ to ensure the suggestions box is included on the online proforma.</b></p>
<p><b>10. Family Forum Reps for Next Year (AH and MW)</b></p>	<p>Each academic year, we find it difficult to find new reps for the family forum. Consequently, we often do not start the forum until November. We would like to start as early as possible in the autumn term and, previously, we discussed the possibility of current reps continuing into the next academic year. Reps said that they are happy to continue as reps, but would like others to have the opportunity to take on the role first. Consequently, AH will ask parents if there are any new volunteers via letter immediately after the summer holidays. If no one volunteers, reps could be as follows:</p> <p>Beech Class – To be recruited! Thank you, MJ for agreeing to attend the new parents’ induction meeting at 1.30pm on Tuesday 28<sup>th</sup> June in order to tell parents about the role.</p> <p>Chestnut Class – Mrs Hams</p> <p>Willow Class – Ginny Sherriff</p> <p>Oak Class – Mel Jones</p> <p><b>MJ to attend new parents’ induction meeting.</b></p> <p><b>AH to send a letter out to parents asking if they wish to be reps early in September.</b></p>
<p><b>11. Date of Next Meeting</b></p>	<p>7.10.16 (9.15am)</p>
<p><b>12. Date to Request Agenda Items</b></p>	<p>16.9.16 (3 weeks before meeting)</p>

<b>13. Date to Suggest Agenda Items to AH</b>	23.9.16 (2 weeks before meeting)
<b>14. Date to Circulate Proposed Agenda</b>	30.9.16 (1 week before meeting)