

Family Forum Minutes 7.10.16

Present	Mel Jones (MJ), Ginny Sherriff (GS), Sandra Grinevicius (SG), Marion Clutterbuck (MC), Andrea Hodgson (AH), Mike Warren (MW).
Apologies	None
1. Welcome to the Family Forum (AH)	<p>Many thanks to Mel (Chestnut), Ginny (Willow & Oak) and Sandra (Beech) for agreeing to be family forum representatives for this academic year. Also thanks to Marion for representing the governing body at family forum meetings. The main aim of the family forum is to promote effective communication between home and school and to enable parents to contribute to the school's development. It also allows the school leadership team to seek parental views when considering new initiatives.</p> <p>If parents wish to add items to the family forum agenda, they should contact their class' family forum rep. Parental contributions will remain anonymous (see agenda item 5).</p>
2. Family Forum Protocol (AH)	<p>Details of the family forum protocol were given out. Individuals will not be named during meetings. Reps will request suggested agenda items from parents three weeks prior to meetings and these should be e-mailed to AH two weeks before the meeting date. The proposed agenda will be e-mailed to parents one week before the meeting in order that they can make additional comments for discussion. Following meetings, reps will circulate minutes to all parents once they have been agreed by all who were present. Minutes will also be available on the school website.</p> <p>Details of the family forum aims and protocol are available on our school website.</p>
3. Parent Contact Lists (AH)	<p>Thanks to Jess Newitt who is preparing the parent contact lists. These will be e-mailed to reps in the near future. <i>Reps were asked to ensure parents can only see their own e-mail addresses when sending out family forum information.</i></p> <p>Parents should let their rep know if they are not receiving family forum information. We will let everyone know when minutes will be circulated via the newsletter.</p>

<p>4. Getting the Most From Our Family Forum (AH/MW)</p>	<p>There was a recognition that we wanted the Family Forum to be balanced, tackling issues with positive suggestions. We discussed how the new online form might be able to help to submit solutions to problems. We also wanted to recognise the importance of individual comments, but there is still a need to prioritise them. We will list all items suggested for the agenda and circulate this to parents. Once we have given parents the opportunity to submit further comments, we will prioritise agenda items, discussing those which are most pertinent to families. Reps will also be proactive in requesting agenda items from parents.</p> <p>MJ to ask ensure there is a 'solutions' box on the online form. AH to include all suggestions on the agenda to be circulated to parents.</p>
<p>5. Suggestion Form (MJ)</p>	<p>Many thanks to Mr Jones who is going to prepare a form so that parents can send comments through to Family Forum reps anonymously. This was considered to be an efficient way of gathering views.</p> <p>MJ to forward this form to reps and AH in readiness for the next meeting.</p>
<p>6. Community Links (AH/MW)</p>	<p>We discussed the need to make more links with the community. We will ask for parental suggestions as to how we can do this effectively before the next meeting. However, thank you to the reps for the suggestions they made during the meeting. We discussed holding more sports tournaments at West Tytherley, establishing further links with Norman Court, inviting nursery children to join us (with older children being involved in their visits), a visit to the Buffalo Farm and holding curriculum events for cluster schools. We discussed the need for greater links with Windrush and other local nurseries and also how we might advertise our open day more effectively.</p> <p>AH to include this on the next agenda in order to gain further suggestions.</p>
<p>7. Parental Expertise (AH/MW)</p>	<p>We discussed how the school might be able to tap into the expertise of parents to enhance the learning experiences of our children. We know that our parents have skills which may help in our drive to enrich the curriculum for children in all year groups. We decided that we would send out a version of the curriculum map for the spring term to ask if parents can support children's learning in any way e.g. a visit to talk to children about the environment, explaining how you might need to write persuasively for a job etc.</p> <p>AH to devise a letter to parents and send this out during the second half of the autumn term.</p>
<p>8. Date of Next Meeting</p>	<p>Friday 18th Nov (9.15am)</p>
<p>9. Date to Request Agenda Items</p>	<p>Friday 21st Oct (3 weeks before meeting)</p>

10. Date to Suggest Agenda Items to AH	Friday 4 th Nov (2 weeks before meeting)
11. Date to Circulate Proposed Agenda	Friday 11 th Nov (1 week before meeting)