

Parent Forum Meeting - Minutes		
<b>Date</b>	06/07/2018	
<b>Attendees</b>	Parents: Leyla Jackson, Sophie Bryce, Nikki Digby, Carla Spain, Lucy Xia Roman Way Staff: Mrs Coxon, Mrs Baxter, Mrs Shah. Jean Green – Local Authority Governor	
<b>Next meeting</b>	Friday 28 <sup>th</sup> September – 2.15pm	
<b>Discussion topics</b>	<b>Comments</b>	<b>Actions</b>
<b>Follow-up on action items from previous Forum</b>	<ul style="list-style-type: none"> <li>• Governors are now attending the school frequently to check-in on the implementation of new policies and processes within the school – each governor has their own area of focus to monitor</li> <li>• The attendance officer will continue to work closely with the school and any families/ parents/ children who do not meet the required levels to identify how these can be improved               <ul style="list-style-type: none"> <li>○ The officer attended assemblies and the new parents meeting to set expectations and encourage improved attendance where necessary</li> <li>○ Letters are being sent out to families/ parents/ children where attendance is not at the required level</li> </ul> </li> </ul>	Continued implementation of all actions
<b>Special needs provision update</b>	<ul style="list-style-type: none"> <li>• Mrs Shah is the SENCO lead and has been focusing a lot of time of SEN provisions post OFSTED</li> <li>• A post OFSTED action plan was put in place immediately and is being executed, with Mrs Shah attending training sessions and working closely with advisors to improve provision</li> <li>• An audit (used for good/outstanding schools as that is our target) has been conducted to assess the SEN provisions in the place and in development at the school. The audit was conducted using a toolkit (evidence based with 37 detailed sections containing all OFSTED criteria) and the author of the kit came to the school to work with Mrs Shah to run the audit.</li> <li>• The outcome of the audit it that all complex needs are being well met at the school and that provision is good to outstanding</li> <li>• A full report will be written and communicated to the governors – once approved it will be made available on the website</li> </ul>	Mrs Shah to work with the governors to finalise full report and continue to develop SEN provisions
<b>Drop-off process</b>	<ul style="list-style-type: none"> <li>• The proposal for a 'free flow' entry to school at the start of the day was discussed with the aim of getting children into classrooms and settled for the start of the day more quickly and efficiently</li> <li>• This would involved the Mitchell Bailey building being opened at 8.45 with teachers in classrooms (for supervision) to allow for children to go straight into class. Small activities would be set-up for the children to do as they go into class</li> <li>• This will not change the start time of 8.50am, and register will be taken at 8.55am as usual</li> <li>• The forum agreed that this could be a great solution and calmer start to the day and suggested a trial in September with a view to gathering parent feedback at the end of the trial to allow for any adjustments to the process to be made going forwards</li> </ul>	Free flow entry from 8.45am to be trialled in September

<p><b>Communication of messages to teachers</b></p>	<ul style="list-style-type: none"> <li>• Many parents are passing their messages to teachers at the start/end of the day via Mrs Jacques</li> <li>• However, there are a portion of parents who continue to speak to teachers when classes are lining up waiting to go in which is slowing the process of getting into class</li> <li>• The proposed 'free flow' drop-off may help to minimise the impact on the start of the day</li> <li>• In addition, further communication will be sent via parentmail/ hard copy letters at the start of next term to remind parents to pass messages for teachers at the start of the data</li> <li>• There are many channels for communication with the teachers and parents are encouraged to get in touch at any stage – via Mrs Jacques or by setting up an appointment to discuss any questions with the teachers directly</li> </ul>	<p>Further communication to be sent to parents to reinforce the processes in place</p>
<p><b>Reading</b></p>	<ul style="list-style-type: none"> <li>• The reading rainbow scheme is proving to be highly effective with many more children reaching the desired 3+ times per week – rainbow stickers are now placed into reading logs to allow children to recognise when the rainbow has been achieved</li> <li>• Details on reading strategies and how to help your child learn to read at home are in development and will be stuck into reading logs in September to provide further support to parents</li> <li>• Letters will continue to be sent home to parents of children who are not achieving the desired reading frequency</li> </ul>	<p>Reading strategies to be placed in reading logs in September</p>
<p><b>Parent Forum website</b></p>	<ul style="list-style-type: none"> <li>• The parent forum has a website which can be found via link on the main school website</li> <li>• Current information is outdated and the forum will look to revise the content to keep it current</li> <li>• A list of the parent forum members will also be included</li> <li>• The potential for an email account to be created and available on the page for parents to send any questions will be explored</li> <li>• A parent mail will be sent out in September directly parents to the website, encouraging use of the email account to send questions for discussion at the forum and to highlight current members and vacancies</li> </ul>	<p>Lucy to send revised website content to Mrs Allan</p> <p>Mrs Coxon to explore the potential for creating an email account for the forum with a link to access via the forum page</p>
<p><b>Nature area</b></p>	<ul style="list-style-type: none"> <li>• Plans are under development for the creation of a school nature area</li> <li>• The parent forum will work with the governors to identify immediate next steps within this plan</li> </ul>	<p>Carla to speak to Kate Middleton</p>
<p><b>AOB</b></p>	<ul style="list-style-type: none"> <li>• Monkey bars – an external assessment of the playground equipment will be made in light of a recent injury, to determine whether any action should be taken</li> <li>• Equipment was all assessment on installation bearing in mind the age of children for which it is targeted</li> </ul>	<p>Assessment to be conducted and results shared via parentmail/ newsletter</p>