



Minutes of Parent Forum meeting

Friday, 9th December 2016 2.30pm Drapers' Maylands Primary School

Present:

Chelsea Kelsall, Stacey Robinson, Kerry Cooper, Carla Colasanti

Chaired by: Trudy Spillane (Principal)

1. Introduction: Terms of Reference for Parent Forum read and agreed.
2. Chair: Nominated as Carla Colasanti and agreed by all members.
3. Communication:

Outside board has been placed to address some miscommunications but has led to issues with reading if it is 'steamed-up' or iced over.

No action: Board is used as a current communication tool but subject to weather as it is outside.

Website- does not scroll on mobile phones as it is supposed to.

Action: TS to feed back to MAT

Workshops were discussed as feedback in times were evenings would be better although there has been a poor attendance at these events. They will be offered during afternoons after Christmas. CK asked whether the workshop could be filmed and put onto the website. TS expressed the issue with internet safety. KC asked whether a parent password could be used so that it was accessible only to school parents.

Action: TS to find out whether filming and posting on the website could be possible in light of safety and practicality.

Discussion about the use of the school Facebook page which may reach more parents. It was suggested that updates with a link to the website could be more helpful in directing parents to shared information.

Action: TS to pass feedback on to MAT

Dates and mistakes were discussed and CC offered to bring in all dates given to check with school calendar so that mistakes could be rectified and prevented. TS explained that there has been reasons for changes of dates in addition to a mistake on the annual calendar and the website. These issues have been addressed.

Action: CC to meet with Office Manager, Mrs Goodfellow and check dates distributed to parents.

Call Parent has not always been successful in distributing messages. It is a relatively expensive method of communication and relies on correct contact numbers. SR suggested that at the end of the newsletter there is a reminder to check that contact details held in school are up to date.

Action: TS to include reminder in next newsletter

Twitter use was discussed but decided not as popular as Facebook and therefore would not reach as many parents.

No action.
4. The parent Facebook group set up last year was discussed. There are 26 members and the page is monitored for constructive and useful content with a privacy setting. CK said that there are photos on the page which are protected. KC said that the page also contains photos of signs put up in school for parents who do not attend school at drop-off times.



Action: CK to change the name of the group to include all parents so that it is open to both year groups.

5. It was decided that the Parent Forum would be a means of communication between parents and the school. Parent responses would be sought in discussion to be brought to the next meeting concerning the communication and website. KC suggested a comments box for the Reception area. Email contact would also be available for parents.

Action: CK to create a Parent Forum email account with shared access. All Forum members to gather verbal feedback for next meeting.

Meeting closed 3pm.

Next meeting: **tbc** Friday 3rd February 2017 2.15pm Drapers' Maylands Primary School

Agenda items:

Feedback from communication and website

Improving attendance and punctuality for children.