

# Minutes of Parent Forum

Held on: Friday 14<sup>th</sup> October 2016



**Present:**

Karen Roberts (Headteacher)  
Lorna Jones (Vice-Chair of Governors)

Sonia Cheal  
Amie Morgan  
Joanne Cole  
Mary Edge  
Tracy Baldwin-Jackson

**Apologies:**

Agenda Item	Discussion	Action By whom
<p>Welcome</p> <p>Outline Purpose</p>	<p>Miss Roberts shared the terms of reference with the group members.</p> <p>Everyone agreed with the terms of reference.</p> <p>We currently have no representative from Y4 but it has been suggested that Kathie Vickers might be interested.</p>	<p>KR to send a letter to parents including the purpose of the forum, the terms of reference and minutes from the meeting.</p> <p>Office staff to upload documents to the school web site.</p> <p>KR to speak to KV and see if she would like to join the group.</p>
<p>Homework and new homework policy</p>	<p>All members felt that the new policy made expectations clear and that there was now more consistency between year groups.</p>	

	<p>A suggestion was made that the Home/School Agreements should be sent out each year and not just when the children join the school in EYFS.</p> <p>Some parents would like to be signposted to how they could help their children more at home, especially over the summer holidays.</p>	<p>KR to speak to school office and arrange for these to be sent out.</p> <p>KR to arrange for teachers to suggest activities or web sites that parents could use over the holidays to support their children further.</p> <p>KR to arrange for someone from the local library to visit next summer to speak to the children about the summer reading challenge.</p>
<p>Reading at home</p> <p>Reading diaries</p>	<p>A discussion was held around the yellow reading diaries and how parents generally feel that they would like to see more information from school in these diaries.</p> <p>Parents would welcome further workshops and crib sheets/questions that they could use at home when listening to their children read.</p>	<p>KR to speak to Mrs Richards (English Leader) to discuss the proposed changes.</p> <p>KR to organise reading parents workshops during Autumn/Spring terms.</p> <p>KR to ask Mrs Richards to create a pack of information to be sent home to parents.</p>
<p>What is working well in the school?</p>	<p>Communication has greatly improved. Parents look forward to reading the newsletter each week and finding out what is happening in school.</p> <p>The web site is clear and kept up-to-date. The calendar is regularly updated.</p>	

	<p>Community links are now stronger. The Coven Lights committee have approached the school to ask if we can hold a non-uniform day to raise money for the lights.</p> <p>Links with the church are stronger too. Parents are happy with this and explained how the children love going to church and having visits in school from Father Malcolm.</p> <p>The recent coffee morning was a success. Parents feel this is due to the involvement of the children.</p> <p>Suggestions were made to host a Christmas coffee morning to include the children singing during the morning.</p> <p>Miss Roberts explained how she had looked into a Young Enterprise project and the children making things to sell. This could be a focus for a coffee morning later in the year.</p> <p>Parents were happy with the number of school trips and visitors, participation in sports competitions, music and drama opportunities.</p> <p>Miss Roberts and the School Association are currently pricing up a whole school trip to the pantomime.</p>	<p>KR to add a note on to today's newsletter to inform parents about the non-uniform day on 21.10.16.</p> <p>Information to be sent out in November from the school office with date/time. Parents and carers to be invited in to school.</p> <p>KR to call Wolverhampton &amp; Stafford to get prices and liaise with Mary Edge. ME to speak to School Association members to ask if the trip could be subsidised, e.g. cost of coaches.</p>
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<p>What improvements could be made?</p>	<p>Reminders to parents in the newsletters about policies and procedures, signpost parents to specific information on the school web site.</p> <p>Letters &amp; Forms / Newsletters are available to parents in the office but some parents are unaware of this. This can sometimes be a problem if parents don't have printers at home.</p> <p>Lunches: Miss Roberts explained that the kitchen staff are going to start doing monthly grandparent lunches and Mother's Day and Father's Day lunches so that families can come into school. All agreed that this would be received well from all families.</p> <p>Parent Workshops in Nursery and Reception have been very popular with parents. Parents of the older children would like to have opportunities to go into class and work with their children.</p> <p>Community Days - opportunities to work with businesses and to develop the children's skills and open them up to new ideas.</p> <p>School field - parents and staff were disappointed that sports day had been cancelled last summer. Mary Edge explained about Sports England and how she had been looking into a grant to help with drainage</p>	<p>KR to include a 'Spotlight' section on the newsletter each week to remind parents about relevant items.</p> <p>KR to ask the office to include a sentence with all emails to inform parents that they can collect a copy from the office if they don't have a printer at home.</p> <p>Information to follow in newsletters as appropriate.</p> <p>KR to speak to staff and ask them to look at opportunities to include this in their Topic work.</p> <p>Joanne Cole to approach Lloyds and Landrover.</p> <p>ME to look into this further and liaise with KR about putting in a bid.</p>
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	<p>on the field.</p> <p>Groundforce - Mrs Baldwin asked if there were any ways that the parents could help the school by helping with painting, jet washing, etc.</p> <p>Miss Roberts said that there were lots of jobs around the school that could be done and that all help would be gratefully received.</p>	<p>Parent reps to approach local people who could help.</p>
AOB	<p>Mrs Jones explained that there was a vacancy for a parent governor.</p> <p>School Association are holding AGM meeting on Wednesday 19<sup>th</sup> October at 4pm in school.</p>	<p>Parent reps to speak to other parents to see if anyone is interested.</p> <p>Everyone is welcome.</p>