

## Parent Forum Guidelines

As our Parent Forum has grown over time, we now feel it would be useful to share some guidelines for the meetings:

1. Logins for meetings can be requested by completing the below link

<https://forms.office.com/Pages/ResponsePage.aspx?id=kigUXB6JdE-JrjiFDhS2M7Bxwny3-zpKtYtMRf2wC25UN0g4T1czODhFTVNINDJQNDNSRkpFVFNRUS4u>

2. Please submit questions in advance for the meeting as answers may require preparation or gathering of data.
3. If there is a presentation, please raise questions in the 'chat' section; this allows the speaker to remain focussed and means that questions could be answered in the chat section.
4. If a small number of parents / carers, or one parent / carer has a lot of questions to raise at the end of a presentation, it may be more suitable to arrange a meeting / call with the Headteacher, or a member of the Senior team who is responsible a specific area being covered. This is to ensure that all agenda items still have time to be covered in the 60minutes available to the Forum. This may mean that the colleague running the meeting may have to draw questions to a close, in order to move on.
5. Parents Forum is an informal meeting and, as such notes, rather than minutes will be kept. These notes will be made available on the school website. Discussion point at the meeting may include items parents / carers have been informed of in the run up to the meeting, or soon after the meeting. As the Forum is only scheduled for an hour, we will not go over notes from the previous meeting at the start of the next, however, points raised in one meeting may lead to an agenda item in the next meeting.