



Parent Forum Feedback

Last Meeting: 1st February 2017

Terms of Reference

The Terms of Reference of the Forum were presented and reviewed. It was agreed that the length of membership should be two years but a member can stand again at the end of their term if there are no other parents wishing to represent the class. A maximum of one parent per class was agreed. Vacancies will be reviewed once the parent forum is fully established.

Meeting Dates:

The dates of the meetings for the rest of the academic year were agreed as follows:

Wed 5th April

Wed 24th May

Wed 12th July

All meetings will take place between 5.30 and 6.30

Website / Communication shared from parent forum:

It was agreed a list of the members be put on the school website along with individual photographs.

The minutes of the Forum will be put on the website as soon as possible following the meeting.

Parents will be able to contact their rep through the parents forum email address parentforum@chapelfordvillageprimary.co.uk Parents should include their child's year group and class in the title of any email to ensure it reaches the correct representative e.g. Year 4 Class 15. Parents can also email Mrs Tottie (DHT) directly regarding any issues relating to parent forum by including 'Mrs Tottie' in the title of the email.

Parents who do not have email access will be able to leave a message via the school office.

Communication:

The school currently use a variety of ways of communication with parents which were discussed, including:

- Parentmail
- Weekly newsletters
- Termly year group newsletters
- Year planner available on the website
- Class pages available on the website
- Teacher emails available on the website
- Two parents evenings per year
- All letters are also shared via the school website

It was agreed that all letters would be sent via parentmail and any requiring a reply slip would also be sent home with the children.

Termly newsletters were also discussed and it was agreed that these would include more focus on Maths in the future.

Reporting to and meeting with Parents

Informing parents of progress and attainment was discussed and Mrs Tottie shared examples of termly reports. It was agreed that we would trial these reports at the end of Spring term.

Suggested format for parents meetings and reports:

Autumn 1 - Drop in session / meet the teacher (early in half term)

Autumn 2 - Parents evening

Autumn 2 - Target Tracker report

Spring 1 - Parents evening

Spring 2 - Target Tracker report

Summer 1 - Drop in

Summer 2 - End of year report

Other:

Chinese New Year

EYFS parent representative thanked the EYFS team for the Chinese New Year day, which included food tasting and encouraged the children to taste new things.

Light Post

The light post in the Year 1 and 2 playground has been broken for some time. We have been awaiting a part. This has now arrived and this will be a priority to be fixed after the half term.

Sports Day

The parent forum are going to meet with Miss Brennan (PE lead) after half term to review the format of sports day and look at ways to improve.