

Emmbrook Infant School Parents' Forum Minutes



Meeting 2:

Date: 13th October 2016; 14:00 to 15:00 am

Attendees: Corrina Gillard, Sam Dowse (chair and minutes), Christine Leddy, Katherine Pritchard, Sonia Grundy and Emma Wilkinson

Apologies: Emma Barley, Beth Hall, Sarah Gresty, Claire Day

Minutes

1. Update on minutes from last meeting:
 - a. All actions complete except the division of responsibilities between PTA, governors and parents' forum – this will be discussed later in the meeting.

2. Questionnaire responses:
 - a. 23 responses.
 - b. 22 agreed with the functions of the forum, 1 did not.
 - c. Suggestions were to use the forum as a channel to champion parent issues and to celebrate success. One parent said that they didn't want to stop the school communicating directly with them due to the forum – all agreed this was not the aim of the forum, which is intended to provide another channel for communication rather than replacing one.

3. Terms of reference were discussed and updated (attached) to include another function to provide a channel to celebrate success and talk about what is good

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4. Feedback

- a. There was quite a lot of feedback but nothing was brought up 3 times. This was discussed at length and we went through what we had anyway as we thought there were some good suggestions. The types of feedback were relating to lunch box contents, school pick-up times (talking to parents while other children are still in the class room), school photos, water bottles, homework, visibility of activities in foundation (transition from pre-school)
- b. The following actions resulted:
 - i. Add sign for forum to PTA post box – feedback can be given but it must be named
 - ii. A timetable for planned activities to be sent to parents for each year group, note these could be subject to change
 - iii. Timing for clubs and photos will be discussed with juniors with aim for alignment – Sam to take to Junior forum
 - iv. Class teacher and teaching assistant photos will be displayed on the door with names

5. Any other business

- a. Mrs Gillard to find out if there is a topic that teachers would like feedback to – if parents would like to raise something please get in touch
- b. Clarification to be provided defining PTA, Governors and Parent Forum responsibilities and functions will be sent out ASAP
- c. A group photo of reps will be taken in next meeting for notice board
- d. Still looking for rep for foundation stage, if interested please get in touch
- e. Minutes to be sent out but also bulleted for parents to see quickly what was discussed
- f. Request website for inclusion on Emmbrook infant school website

Next Meeting: Thursday 1st December 2016 @ 2pm

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Representatives for 2016/2017: Sam Dowse (chair), Christine Leddy, Katherine Pritchard, Sonia Grundy, Claire Day, Emma Barley, Beth Hall and Emma Wilkinson

Please email emmbrook.inf.forum@gmail.com with any queries or feedback to be taken to the forum or if you would like to represent your class at the forum.