**Parent Forum 30.10.19**

Welcome on behalf of Ali and thank you to all of the parents. Looking at improving parent communication and an understanding between parents and practitioners.

Lead Parent Partnership Award- Asking parents for their ideas on transition, participation, communication, induction, Home-school links, guidance. These will be the key areas that we will look at, these meetings are an audit to see where we can improve. Introductions to everyone around the table. Would like to meet twice a term, Ali will keep everyone informed via email. The idea is to put everything together and then submitted.

Communication- Focus of today’s meeting.

Some parents who could not make it so some parents asking for notes, once the meetings are up and running we will keep the minutes up to date on the website and through email.

Working through Objective 3:

\*Vision statement incorporating a community- more about the community on the website and clear- core values to be summarised on the website.

\*Parents not been involved in the vision statement- have to search for it more rather than it being right in the middle. Parents do not always feel a sense of community here. To have social situations where the parents could meet maybe not with the children. Parents expressed it would be good to have Facebook for information for parents, parents informed that a Facebook page has been created just awaiting policies in order to launch Facebook correctly.

\*Letters- parents informed that a letter will be going out to ask parents how they would prefer to see a letter, hard copy, email etc. Some parents expressed they would prefer email rather than a hard copy. Loren and Mel to attend the next meeting to update.

\*School signs at visitor entrance-how clear. Never anyone at the far end of the car park which makes it hard for traffic. One extra person needed, can get KCC to do an audit of our signs to check they are adequate. Near miss traffic forms now in action.

\*Reception- parent experience of welcome at reception variable. Office manager to oversee training and explain expectations to all on reception duty. Turnover of staff to be communicated to parents.

\*Reception area is pleasant and well kept, parents happy about the music and like the idea of each class having a playlist and saying whose playlist is playing today.

\*Parents of younger children do receive a warm welcome when TAs greet them in the morning from drop off.

\*Home school books are very good and much more room. More detailed about the child’s day, sometimes parents have written in the book without a response- Ali catching up with these parents individually. Action- parents sign to say they have read the comment but sometimes teachers are not doing the same, same protocols for the reading records. Text messages are good and online more so. Parents asked if they could have a list of teacher emails to contact them if they need to- Ali looking into this but not sure this could be the best answer in regards to contact.

Ali thinking about the subject issue in regards to home school books and the parents of older children getting hold of the subject teacher. Parents to message the parent voice email in regards to subject teachers. Potentially looking at the taxi screen with messages.

Reached 3.5 Objective.

Best times for the next meeting:

Just before pick up time or just after drop off time. During school times. Have alternating times to give everyone a chance- 1pm or 9:30am. Try for 1pm next time before the end of term on a Wednesday, around 4 weeks’ time. 2-4pm Wednesday afternoons- open access for parents. Communicated in the newsletter. Parent Voice email notified more and into the new home school books.

Actions for the next meeting:

* To place the minutes on to the website and email out to parents who attended as well as those who could not make it.
* Loren to get letter out to parents to see which parents would prefer letters via email and those who would still prefer letters via a hard copy
* To have an extra person on traffic to cover the back end of the car park. Alison Cole to contact KCC to do an audit of our road signs to check they are adequate.
* Further training to be given to reception.
* Home School books- to have consistency across all classes- Alison to speak with parents individually regarding concerns. Add parents voice email into the homeschool books.