



Parent Forum Minutes

Thursday 22nd November 2018, 17:00-18:00, Whiting Room

Advent term

	Item	Lead	Notes	Outcomes/Decisions
1.	Welcome from the Interim Principal	JHE		
2.	Development of Terms of Reference	JHE		Accepted and distributed to members
3.	Activity for familiarisation	JHE		See below summary
4.	AOB			Decision made to start meetings at 5.30pm. If another meeting were needed we would build it in.
5.	Date of next meeting		Lent term – Wednesday 27 th February 2019 17:30-18:30	

Parent Forum activity - pros and cons

ParentMail	
<ul style="list-style-type: none"> + Effective way of communicating especially to complete forms + Uses different mediums to contact parents at the same time- SMS, email and app 	<ul style="list-style-type: none"> - No link to pay by sQuid
AMP evening	
<ul style="list-style-type: none"> + Usually able to see all teachers + Booking appointments on parent mail is convenient 	<ul style="list-style-type: none"> - Usually abandon timetable - Some teachers not available despite booking an appointment - Appointments on parent mail disappear very quickly - Not very confidential - Not individualised - same comments from each teacher - 'seem' to be doing fine - Do not feel it adds value. If there were concerns I would expect them to raise asap
Extra-curricular activities	
<ul style="list-style-type: none"> + Great range of activities + Chance to learn outside formal teaching environment + Exercise / teamwork 	<ul style="list-style-type: none"> - Sometimes run by older students rather than staff- behaviour concerns - Organisation and communications for cancellation –short notice – can be difficult for transport home - Are we using all the facilities? i.e. tennis team - Poor equipment - Timings of return events - Not promoted enough to parents - Students do not have enough time to eat lunch before lunchtime clubs
Communication	
<ul style="list-style-type: none"> + Email replies from teachers are excellent + SMS star of the lesson + Teachers reliable with return phone calls + Communication much improved over last few years + When contacted teachers directly they have replied quickly 	<ul style="list-style-type: none"> - Difficult to get hold of teachers and the correct email addresses - Reliance on child sometimes especially on school trips - Proposed a year group email address to contact teachers - Squid is sometimes unclear - Reply to queries on generic 'contact us' form on website
AMP	
<ul style="list-style-type: none"> + Parents and children understand and have ownership of it + Good to set targets with child and as a discussion point + 3 throughout the year means not waiting for main report or parents evening 	<ul style="list-style-type: none"> - Ensuring accuracy - No reasons given for 3s or 4s - No contact details for teachers who have completed the reports - No email to tell parents of distribution – some may not tell parents - No idea what targets are makes AMP meaningless
Insight	
<ul style="list-style-type: none"> + Children find it useful and is easy to use + Can discuss anytime anywhere + Well explained to children in year 7 + Has timetable before start of school year + Useful putting homework info on insight during absence 	<ul style="list-style-type: none"> - Delay in homework being uploaded - Sometimes homework on insight but not communicated to children - 'one size fits all' homework - App doesn't always work, can't download files