

**ASTON CLINTON SCHOOL**  
**Parent Forum minutes**

**Date:** 25<sup>th</sup> April 2019

**Attendees**

Helen Shepherd, Headteacher  
Carole Green, Chair of Governors  
Sarah Pinkstone – RBG  
Jennifer Rhodus – RCS  
Kelly Hickson – 1PH  
Corinne Bonnett- 1SR  
Emma Bryne – 2HH  
Dawn Roberts – 2SB  
Clare Edmonds– 3VF  
Anna O’Leary – 5SB  
Kyoko Daffin- 6CB

**Welcome**

Mrs Shepherd welcomed everyone to the meeting and introductions were made. The purpose of the forum was to enable two way communication; for the school to share new initiatives, updates and get feedback as well as a means for issues/concerns from parents to be raised and addressed.

**Main focus: how the forum will run**

Actioned by:

1. Principles of the Forum – a draft document was circulated (see appendix 1) for consideration and attendees agreed the content with a minor vocabulary change.
2. Agenda structure – discussion took place how the agenda should be structured and the following was agreed
  - welcome
  - Update on issues raised at previous meeting
  - Main focus (to be agreed at preceding meeting)
  - Year group feedback – Reps from each year group have an opportunity to share key issue/update from their parent group
3. Forum communication to whole school  
Discussion took place regarding this and the following points were made:
  - meeting minutes will be written; draft circulated to attendees for agreement prior to circulation and publishing on school website
  - new page on website for the Parent Forum to show names of class reps and school email, meeting minutes, meeting dates etc
  - set up class rep email addresses
  - send initial email to parents to advise class reps name and email address
4. Collecting concerns/issues to bring to Forum
  - Reps to send any points for agenda to HT 7 days before meeting
  - All issues received by reps to be sent to HT for next step e.g. refer teacher, discussion at Forum, immediate answer etc
  - Include answers in minutes and any social media platform year group using.
  - Parents able to send in issues to reps via rep school email to class

Head by 1.5.19  
Head by 29.4.19

<p>parents (school facilitate sending out email address to each class group via parent mail)</p> <ul style="list-style-type: none"> <li>• Box in reception for parents to put note in – decided preferable to communicate via email so responses can be easily made. Agreed to see how this worked first.</li> <li>• If reps wished to communicate with their parent group by other means e.g. whatsapp, Facebook, that was an individual decision.</li> </ul> <p>5. Days and dates</p> <p>The Forum will meet once each half term, but everyone agreed to a second meeting this half term to try the agenda structure agreed. The main focus would be communication. – on <b>Friday 17 May 2-3pm</b></p> <p>The day was changed to a Friday to allow one rep to attend, as they are unable to make Thursdays. At the next meeting dates would be agreed for after half term and the next academic year.</p>	<p>Head by 1.5.19</p> <p>Reps</p>
<p><b>Focus: school vision and strap line</b></p>	
<p>Mrs Shepherd shared the vision that had been developed by the staff and governors. There was no fundamental change in the vision but the format had been changed to show how the vision underpinned everything the school does. The strapline proposed is</p> <p style="text-align: center;"><b>Aspire, Care, Succeed</b></p> <p>Reps initial views were positive and they were asked to seek parent feedback. This was a good opportunity to try out communication channels.</p>	<p>Reps by 17<sup>th</sup> May</p>
<p><b>Other questions raised</b></p>	
<p>Will reps continue in role next year?</p> <p>The general view was that they would as the Forum had only just started, so all reps would continue until Summer 2020 with new Reception reps sought for September. A decision would be made in due course whether there should be annual election in summer term for the next academic year.</p>	

## Appendix 1 - Parent Forum

### **What is the Parent Forum?**

The Parent Forum seeks to represent the collective voice of Parents and Carers in discussions with the school's Governing Board and leadership team. It will play an active role in influencing, supporting and enhancing the development and learning of all children at the School.

### **How will we do this?**

#### **The Parent Forum will:**

- Work closely with the Governing Body and School leadership team to ensure an open and beneficial dialogue exists.
- Encourage closer links between home and school, helping parents and carers engage with their children's learning.

- Assist governors, teachers and staff by commenting on new initiatives, drawing attention to areas of concern and contributing to solutions.
- Enhance communication with and between all members of the school community.
- Develop and share ideas that improve the life of the School.

### **What are the principles guiding the Forum?**

#### **You can count on the Parent Forum to be:**

- Collaborative: participating together for the benefit of the school community
- Constructive: helping to identify effective solutions
- Transparent: keeping everyone informed of meetings and their outcomes
- Encouraging: welcoming ideas and initiatives to foster a positive ethos

### **Who can be part of the Forum?**

- Each class will choose a class representative from parents and carers of children in the class. The Class representative will be a volunteer who acts as a liaison point between the school and parents on general issues.
- In addition, a representative from the governors and the leadership team has committed to attend each meeting.

### **What will the Parent Forum not do?**

- The Parent Forum is not a decision-making body. It is a body, which can feed in views and represent the parents and carers of issues surrounding the school.
- The Parent Forum is also not the place to discuss concerns or complaints involving individual children, families or members of staff.

### **Why should parents & carers take part?**

- As a parent or carer, being part of the Forum can help you in a number of ways:
  - It gives you an opportunity to get together on a regular basis with other Class Representatives to share parents views on what the school is doing well, and ideas of how things could be improved.
  - It can help sharing of advice and support to help and encourage children with their learning
  - It can break down barriers between the school and parents and improve working relationships.

### **How can Parents & Carers participate?**

- Put yourself forward to be a Class Representative
- Suggest items to be discussed at meetings.

We want to ensure a positive and respectful environment and we want those who attend the meetings to abide by the following **code of conduct**:

- Listen to others' views and welcome diversity of opinions
- Treat speakers with respect
- Act courteously
- Contribute & participate
- Avoid naming individual members of the school community