

Agenda for Parent Forum Meeting – Tuesday 19th March – 6.30pm

Present: Louise Worrell, Hannah Lombardi, Lisa Hunter, Kate Axmacher, Camilla Luard, Carole Nicholls (Governor)

	Agenda Item	Discussion	Action
1	Matters arising from previous meeting	<ul style="list-style-type: none"> - Discussed pupils wearing proposed new uniform at recent parents evening. Positive feedback from parents. - Parents keen for a full list of uniform expectations to be sent out sooner rather than later – length of skirts, type of shoe etc. 	LW to write uniform expectation letter
2	Terms of reference	<ul style="list-style-type: none"> - Parents viewed and all happy with ‘Parent Forum’ terms of reference document. Parent Forum meetings will be chaired by the Headteacher. All parents welcome at any meeting. Meeting minutes to be written by a parent volunteer where possible. 	
3	Reports to parents	<ul style="list-style-type: none"> - Feedback on the recent reports (sent home at half term) - Some parents felt that the reports were sent home without sufficient explanation and at a time when they were unable to come in and discuss their thoughts/concerns with a teacher. LW explained that this was partly due to previous data entry systems not being able to be altered until next year so slightly ‘in limbo’ this year. - Discussion re the best time to send out these reports. Requirement to balance the need to give parents a very clear overview of their child’s progress vs. sending out a report sheet that could cause worry and panic. - Parents suggested giving these out during the parents evening. This would allow the teacher to explain the grades given and discuss any details/concerns. - Discussion then moved on to the summer term reports. Parents felt they would like a full written report – though not a commentary of what the children have covered this year. A focus on making it more personal and specific to the child. It was decided that we would look at possible report templates at the next meeting with the aim to make it manageable for teachers whilst also useful for parents. 	LW to bring different report templates to next meeting for discussion
4	Transition arrangements	<ul style="list-style-type: none"> - Discussion on how best to make the transition sessions useful and productive for the children. 	LW to discuss idea with

		<ul style="list-style-type: none"> - Parents keen for a 2-day transition process whilst the Eagles are at Hinchingsbrooke. Discussed the idea of doing a project of some sort with their new class and teacher – importance stressed that the project should be relevant/curriculum based so that children were still focussed and learning. - Discussion re the best time to release information to parents regarding next years class/teacher arrangements. A general feeling aired of ‘the sooner the better’. Early June was put forward as a suitable time - before the transition days and once staffing arrangements are clear at the end of May. This would give parents plenty of time to discuss any thoughts or concerns. 	staff and make a plan.
5	Parent Clinic	<ul style="list-style-type: none"> - LW informed parents that Ash Richardson (Governor) was organising a ‘Parent Clinic’ drop in for those parents who would like to meet/discuss ideas or issues with a governor. (possibly on a Monday evening?) 	
6	AOB	<ul style="list-style-type: none"> - Water Breaks → Issue raised by parent that some children may not be drinking enough during the school day. Parents discussed moving water bottles into classrooms during the school day. Perhaps teachers could remind children before break and after lunch? - Parent open evenings → Discussion: Could we hold a wine/cheese evening for all potential parents before they make their final selection? - Post SAT activities → outlined/discussed briefly - How can Spaldwick ‘stand out’? → Is there anything we offer that other schools don’t? Discussion re mindfulness/ house system/ use of parents skills/outside learning. Parents believe Spaldwick still stands out for its’ nurturing/caring ethos. 	<p>LW to discuss water reminders with staff</p> <p>LW to look into this</p>
7	Set date and agenda for next meeting	<p>Wednesday 22nd May - 6.30pm</p> <p>Agenda:</p> <ul style="list-style-type: none"> - reports - report templates - feedback on potential ‘wine and cheese’ evening - upcoming release of transition information 	