

## Parent Forum Meeting – 23<sup>rd</sup> May 2019 2019 6pm – 7pm

Present: Katharine Humphries (y1), Ian Davies (y1), Faye Wyatt (y5), Lesley Howell (Governor) and Helen Spearing (Head teacher)

Apologies: Justine Watkins-Fife (y1) and Karen Richards (y4)

Minutes of previous meeting held on 14<sup>th</sup> February 2019 were discussed. HS informed the forum that parents had not been sent an email to view the completed playground because it was not necessary as the children had promoted the work themselves.

### 1. Terms of reference to be shared with new Forum attendees

No new parents attending Forum

### 2. Feedback on changes to attendance awards.

Bronze, silver and gold attendance awards introduced after feedback from parents at last parent forum meeting. Positive comments and feedback from parents.

### 3. Feedback on communication between staff and parents (use of email)

Teacher 2 Parents email. HS requested thoughts about the new email system that has been put in place so that members of staff can contact parents/carers throughout the school day.

KH commented that it is a fantastic tool for school to use to be able to communicate with parents/carers. HS asked if parents thought that parents should have individual staff emails so that parents can contact members of staff directly. Discussed at length, the forum stated:

- Parents can make an appointment through the office to speak to a member of staff.
- Parents have the opportunity to speak to staff at the end of the day when classes are being dismissed.
- HS or a member of staff present at the school gate at the start of the school day to greet children and parents.
- Could it create extra workload for staff replying to emails?
- What time response would be acceptable for staff to reply to email?

Action: To continue with the parent email facility along with the texting service

#### 4. Parental engagement with school- How can this be further developed?

HS asked the forum if parents would like more interaction involvement with the school.

KH enquired what opportunities KS2 did to celebrate their learning as KS1 seemed to have more parent engagement such as DT days, library time and the children perform a Christmas nativity each year. Would it be possible for KS2 to perform a show for parents? HS explained that unfortunately there is not enough room to accommodate the numbers of parents that would attend a production. HS discussed other events that parents are invited to on a regular basis:

- Class assemblies
- Choir performance
- Mother's day lunch
- Father's day lunch
- Grandparents lunch
- Easter service
- Christmas service

FW enquired if there would be DT days for KS2 children so that parents could be more actively involved with their children's learning. HS replied that KS2 staff were in the process of arranging DT days to celebrate the children's learning.

HS discussed the website and all the information that was available for parents to view about their child's learning.

**Action:** HS to email parents to check the school website regularly to see updated learning and celebrations of each class.

FW requested that a link be attached to any emails to take parents straight to the website.

**Action:** HS to contact JWF to request a video for the school website to promote St Leonard's

HS spoke about a project that the school would like to roll out across the school and wider community. The school would like to display photographs of previous pupils and their achievements.

**Action:** KH to ask JWF to promote on the PTFA Facebook page.

**Action:** FW to promote on Stafford Remembered social network site.

#### 5. Contacts for aspirational talks

From September assemblies will take place inviting adults to talk to children about their profession. HS enquired if the forum knew of anybody who would be willing to talk to the children.

**Action:** HS to send an email to parents asking for people to come forward if they would like to take part.

**AOB**

FW enquired how much preparation and practise do children get when taking part in sporting activities with other schools.

**Action:** HS to speak to sports coordinator in connection to the question.

Meeting closed at 6.50pm

Next meeting Thursday 11<sup>th</sup> July 6pm