

## Meeting of Parents Forum Thursday 18<sup>th</sup> November 9:00

### Present

Mrs. Musgreaves

Mrs. Aslam

Mrs. Morrisson

### Aims of group

- To help the head teacher to evaluate the work of the school in a strategic sense e.g. by looking at the school improvement plan and policies together so that we can have parents' view points on how we are going to develop the school.
- To bring groups together once they feel confident.
- To be inclusive.
- To be large enough to be representative and to make discussion useful.
- To help to raise the confidence of parents and carers so they can contribute their ideas. This may mean that there are separate groups for some parents initially.
- To liaise with the P.T.A. and school (via the head), the governors and staff in relation to different projects where necessary.
- To develop an understanding of each other's faiths and cultures.
- To problem solve together about larger whole school issues so good solutions can be found together.
- To facilitate links with feeder schools.
- There should be a chance to socialise.

### Protocols

- Comments are general and no one should be named in the minutes
- Everyone will know who is invited.
- Everyone will know what we will be talking about in advance as the agenda will be circulated.
- There will be a chance for any other business.
- The time of the event will be well advertised in advance so all can come if they want to.
- It is the Head Teacher's responsibility to communicate with other stake holders.
- Everyone should feel comfortable.
- The meetings will be in English although time will be given to translate if necessary.
- Parents from other groups should be given a chance to feedback to the group.
- The Head Teacher will chair the meeting.
- The school will facilitate a minute taker who will write and send out minutes.

### **Advertising**

- Newsletter – date and brief explanation of what talked about
- Flyers for book bags for all children
- Posters around the school
- Leaflet for parents sent out on an annual basis about the work of the group

### **Action**

- Make the leaflet (BM)
- Need date for the next meeting
- Need to join Asian group and the main forum together BM and ZA