



STOKENCHURCH PRIMARY SCHOOL & NURSERY



AIMING HIGH ... FLYING HIGHER

Everything we do makes a difference to our children; empowering minds and shaping futures.



PARENT FORUM MEETING 28.06.24

DISCUSSION POINT / QUESTIONS	SOLUTIONS / ACTION(S)
<ul style="list-style-type: none"> Welcome Agreed and signed terms of reference Discussed and shared vision of the purpose of the PF – outlined in presentation 	<ul style="list-style-type: none"> NS to speak to Mrs Whelan re. setting up a PF page on the website with details.
<ul style="list-style-type: none"> How do parents know who PF members are? 	<ul style="list-style-type: none"> Onto the website – agreed first name, surname, child’s first name (only) and class – no photos. Add the list to a newsletter introduction too.
<ul style="list-style-type: none"> When do we meet? 	<ul style="list-style-type: none"> Each half term with additional meetings should there be a need.
<ul style="list-style-type: none"> What will the (informal) structure of the meetings be? 	<ul style="list-style-type: none"> Key discussion point – shared beforehand General discussion / AOB
<ul style="list-style-type: none"> How will issues discussed at PF be fed-back to the school community? 	<ul style="list-style-type: none"> Notes of meeting kept and shared on the website – signposted through the newsletter too Links in these notes to other sources of info. where appropriate
<ul style="list-style-type: none"> How will you let the HT know about issues you’d like to discuss? 	<ul style="list-style-type: none"> NS speak to Mrs Whelan about creating a simple ‘contact me’ form on the webpage Google form that automatically links to a spreadsheet that the PF can access to inform agenda for each meeting
<ul style="list-style-type: none"> How will parents let us know about issues they would like to raise? 	<ul style="list-style-type: none"> Cautious communication through WA, but directing queries for PF to the contact form on the website Signposting non-PF information directly to school / class teachers
<ul style="list-style-type: none"> What happens to representation when the classes get mixed up? 	<ul style="list-style-type: none"> Request further volunteers where there are gaps and double up where it happens.
<ul style="list-style-type: none"> Tasks for next meeting 	<ul style="list-style-type: none"> Review behaviour policy and come with suggestions / feedback / amendments...policy on the school website Behaviour Policy AOB discussion – improving communication with and from school
<ul style="list-style-type: none"> Need to introduce the PF to the Parent Body 	<ul style="list-style-type: none"> NS to share via the newsletter – make it clear the distinction between the PF and the PTA
<ul style="list-style-type: none"> General actions 	<ul style="list-style-type: none"> NS to type up notes and circulate to PF on group email HT email to be kept confidential Attach contact details, presentation, Terms of Reference Link to behaviour policy above NS to set up web-page via Mrs Whelan

Next Meeting: Thursday 11th July, 5pm