

Minutes of the first Spittal Parent Forum Committee

Held on Monday 20 May 2019 at 6pm

In attendance:

- Alison Botarelli (AB)
- Heather Hannah (HH)
- Liz Hamlett (LH)
- Samantha Bradbury (SB)
- Caroline Evans (CE)
- Anna-Marie Butterfield (AMB)
- Rebecca Bojanowski (RB)
- Jo Rees-Wigmore (JRW)
- Karen John (KJ)
- Kelly A John (KAJ)
- Victoria Evans (VE)

AB introduced herself as the school's Challenge Advisor and explained she would attend the first few meetings to help in the set up. However the ultimate aim of the SPFC was for parents to run it and, with the assistance of the elected Parent Governors, to send feedback, suggestions and comments on draft policy to the Governing Body for their consideration.

The terms of reference were reviewed and agreed with the following amendments: a quorum of at least 50% of representatives is needed for a meeting to take place; meetings will initially be every half term but this can be reviewed as the SPFC establishes itself; and the selected parent representatives will stay in post until the end of the following school year – moving up one class in September 2019 (any Year 6 parent representatives will leave at the end of July 2019) and new nursery parent representatives will be selected in September 2019. As part of this discussion a suggestion was made by AB for the SPFC to review the School's Complaints Policy to see if it needed to be made more user friendly for parents. Amended terms of reference are attached to the minutes.

1. Apologies

Jo Griffiths and Nicola Miles-Bevan sent their apologies.

2. Election of joint chairs

AB explained why a chair from the parent representatives and the parent governors was necessary. CE confirmed she was happy to stand as chair – VE seconded the motion.

SB and KAJ left the room whilst the parent representatives selected the parent governor chair – the vote was tied and as VE was unable to get hold of JG by phone, it was agreed to defer selection to the next meeting.

3. Election of Secretary

The duties of the secretary were set out – monitoring the SPFC emails and the preparation of agendas with the joint chairs in advance of the meetings, sending the agendas to all representatives at least one week in advance of the meeting and the taking and disseminating of minutes from the meetings. VE confirmed she was happy to take on this role.

4. Code of Conduct

AB had prepared a draft code of conduct – this was discussed point by point and final terms are agreed as attached and will be signed by the joint chairs at the next meeting. It was agreed to review the code of conduct each September when new representatives are elected. It was also agreed to ask the school for a folder to be provided in the office to store the documentation relating to the SPFC for reference and review.

5. Discussion points for the next meeting

The following areas of discussion were agreed on for the next meeting:

- Communications from the school
- Use of Dojo

It was agreed that the parent representatives would seek feedback in advance of the next meeting from parents regarding Dojo specifically – what was thought to work well and what was not working well. KAJ would seek feedback from the teaching staff about how they viewed and valued Dojo. SB confirmed that she would ask that this item be added to the Friday newsletter with a request that parents provide feedback to the SPFC and would set out the ways in which that feedback can be provided.

At the next meeting, the parent representatives are asked to bring ideas on what they feel can be done to improve the use of Dojo app.

6. AOB

Following on from the communication discussion, it was agreed that the creation of an annual school dates calendar in the September – noting key dates such as concerts, sports days, parents evening weeks etc. would be very helpful and this would be put to the GB to see if it can be implemented. It was agreed that dates are provisional and can be subject to change, but having a general idea of key dates would be very helpful for parents.

7. Agenda items and date of the next meeting

The following draft agenda was agreed:

- Apologies
- Minutes of the last meeting
- Matters Arising – election of PG chair
- Communication / Dojo discussion and review
- AOB
- Date of the next meeting

The date of the next meeting was agreed as **Monday 17 June at 8pm.**

ACTION POINTS

- Provide email password for the forum page to VE
- GB to approve the Terms of Reference for the SPFC
- GB to be asked to approve the creation of an annual calendar of key school events and dates each September
- Dojo feedback letter to be sent on Friday
- SPFC folder to be set up in the school office

ATTACHMENTS

- Updated terms of reference
- Agreed draft code of conduct