

# West Oxford Community Primary School

## Parent Forum Meeting 13 October 2017

Present

Lynne (6), Claudia (5), Heidi (4), Katie (3), Amit (2), Sophie (1), Dani & Georgina (R), Clare (head), Matt (Staff, Governor & parent), Jo (Office)  
Susanna, Louise, Robin, Joanne (Governors)

Apologies – Stuart.

### **1. Dates for the Parent Forum meetings :**

24 November 2017, 26 January 2018, 9 March 2018, 4 May 2018, 29 June 2018

### **2. Thoughts on how to prepare the agenda for future Parent Forum meetings**

Currently Claudia reminds us to ask for items for the agenda a couple of weeks before the meeting, these items are collated into ones to be discussed and those that fit better as questions and answers, or addressed in other ways. The agenda is agreed with the school and then circulated for comments. We will try to give a bit more notice so people have more time to feed in any issues.

We discussed the role of parent forum - 'To have a parent voice within school'

The terms of reference can be found on the school website <http://westoxfordschool.co.uk/our-school-2/parent-forum/> along with previous minutes to give a flavour of the types of things discussed.

### **3. School Vision**

A very productive meeting on the 28<sup>th</sup> September with members from across the school (staff, governors and parents) was held to continue the work on the school vision that was started last year.

Clare has requested that 2 parent forum members join her with Mrs Hart (year 5 teacher) and one of the governors to take this to the next stage.

### **4. Communication – Parents**

The teachers are on the playground after school whenever possible if you would like a quick chat, or you can always make an appointment to see them via the office. It would be helpful if parents could try not to catch up with staff at the beginning of the day as they are keen to help the children get on with their day. Obviously, anything urgent should be communicated to the teacher or office as soon as possible. We ask all parents to treat staff with respect. Please also bear in mind that members of staff are also members of the wider community and may not wish to discuss school matters outside of school.

With teachers, governors and the parent forum, there are many channels of communication open to parents. Clare Bladen is going to put together a flow chart to explain which people to contact for which issue.

### **5. Reception Class:**

Laura Cheeseman and the early years staff start working with the new children and their parents in the summer term before they start school with an array of visits, activities and information to help make the transition to school as smooth as possible.

Laura will follow up on the queries raised and we would all like to join her in welcoming all new parents to the school community.

### **6. AOB**

Susanna Pressel wanted to encourage all parents to contact governors if they want more information regarding the role of the governing body, and also to contact herself over any community issues.