



## Parent Forum Minutes

<b>Date</b>	17.03.2021
<b>Held at</b>	1.30pm via Microsoft Teams
<b>Present</b>	Donna Knight – Rec Crystal Jolene Abrey (Chair) and Sumera Asif – Rec Topaz Claire Mould – Y1 Coral Sam Samantilleke – Y2 Jade Claire Langley – Y3 Diamond and Y6 Garnet Kerri Hartman – Y4 Sapphire Ben Day (Vice Chair) – Y5 Quartz Eileen Anderson – Principal
<b>Apologies:</b>	Y5 Jasper – Isobel Fellas

	ITEM	ACTION
<b>1.</b>	<p><b>Welcome and introductions</b></p> <p>EA welcomed the reps and thanked them for volunteering. She outlined the purpose of the Parent Forum.</p> <p>The reps introduced themselves and explained why they wanted to get involved.</p>	
<b>2.</b>	<p><b>Minutes of last meeting &amp; matters arising from minutes</b></p> <p>None. This was the first meeting.</p>	
<b>3.</b>	<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• EA had provided draft Terms of Reference in advance of the meeting.</li> <li>• Draft approved with the addition of the Parent Forum will have a parent Vice Chair.</li> <li>• Terms of ref to be uploaded to school website along with minutes.</li> </ul>	<p>EA</p> <p>EA</p>
<b>4.</b>	<p><b>Elect a Chair and Vice Chair</b></p> <ul style="list-style-type: none"> <li>• Chair – Jolene Abrey</li> <li>• Vice Chair – Ben Day</li> </ul>	

5.	<p><b>Communicating with parents</b></p> <ul style="list-style-type: none"> <li>• Discussion around how reps will communicate with the parents in their class. Agreed each rep will manage a WhatsApp group restricted to communication for Parent Forum meetings.</li> <li>• GDPR requirements mean parents have to decide if they want to opt into this and have their contact details shared with their rep. EA to organise this with the admin team.</li> <li>• A rep asked a question about how to respond if parents use the WhatsApp group for other means. EA advised to firmly but politely inform the parent the group was for Parent Forum communication only. Reps to contact EA if they need advice on individual situations that may arise.</li> </ul>	EA  All Reps
6.	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 26<sup>th</sup> May 2021 1pm via Microsoft teams. EA to send link.</li> <li>• Agenda items to be sent to Jolene by 1pm on Wednesday 12th May 2021.</li> <li>• Agenda to be sent to reps and EA by 1pm on Wednesday 19<sup>th</sup> May 2021.</li> </ul>	EA  All Reps  JA
Meeting closed: 2.10pm		