



# Copley Junior School

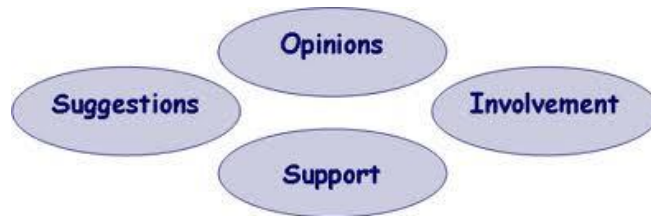
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Head teacher Mrs. E.A. Crayton



## Parent Forum



### Parent Forum Minutes

28<sup>th</sup> November from 2.15-3.15pm

Present:

Mrs Wales

Mrs Ryder

Mrs Smith

Mrs Case

Apologies - Mr Swales, Mrs Norton, Mrs Holdsworth, Mrs Jones (Mrs Jones met with Mrs Crayton to discuss agenda items prior to the Parent Forum meeting in the light of her apologies for the meeting)

- Minutes of the previous meeting of 14.10.16 were discussed. Matters arising:
  - Parent Forum member raised need for clarification regarding the terms of reference -Parent Forum agendas are set by the school and are driven by school improvement priorities. Parent Forum views and those of other parents are invited on the school's Parent Forum agenda



items and feed into the review and development of practice. EC asked to ensure information, via the terms of reference, is provided so that parents are aware that queries re. other aspects of school provision should be referred to the appropriate member of staff and are not the remit of the Parent Forum.

- In the meeting of 14.10.16 Parent Forum reviewed the findings of the pupil and parent homework surveys. It was suggested that for future parent surveys, parents to be asked to indicate the year group their child is in, to determine whether views differ according to the age of the child.
  
- **ACTION 1** - EC to share via the newsletter and terms of reference that Parent Forum meetings welcome views on the agenda items and specific queries regarding aspects of school provision should be referred to the appropriate member of staff.
- **ACTION 2** - EC to continue to share Parent Forum agenda items via the newsletter, Parent Forum website page and to invite parents to share views on upcoming agenda items with Parent Forum members or by email to the school.
- **ACTION 3** - School to ask parents to indicate the year group their child is in for future surveys where appropriate. Minutes approved.
- **ACTION 4** - EC to post minutes on the website and signpost parents to minutes and agendas via the weekly newsletter.
- Parent Forum review of new lunchtime arrangements with the introduction of the wristband choice system. Positive feedback received by members at the meeting and from those who provided views prior to the meeting. Query whether sufficient paper towels are available for washing hands. EC responded that all toilet areas have hand driers and a hand sanitiser is near the hall. Year 5 pupils devised a poster re. the importance of washing hands. This has been shared in assemblies and laminated copies are displayed in every toilet area.
- **ACTION 5** - School to invite parents to share a meal with their child in the Spring term.
- Discussion of new termly reports for parents. School considering this in order to provide termly information about National Curriculum expectations for the year group, achievement and areas where further practice and support is required.
- Four views received from parents prior to the meeting indicated this would be welcomed.
- Discussion re. the wording of the letter for parents/carers. Some re-ordering of the letter agreed. Discussion re. colour coding of statements. Parent Forum members felt it important that the report indicates where

objectives have been taught and children need more practice as objectives not yet achieved - parents then know to support at home. Discussed that parents need to know how catch up/intervention sessions work in school and if their child is receiving additional support.

- **ACTION 6** - School to ensure colour coding indicates if objectives have not yet been taught or assessed in one colour and colour coding for not yet achieved in a different colour for clarity.
- **ACTION 7** - Letters to be sent to parents in January if their child attends an intervention group, following review of Autumn assessments and the provision map. Letters to be sent termly as part of the school's assessment cycle.
- **ACTION 8** - School to provide parent workshops for Assessment (three for Year 6 and three for Years 3-Year 5). Dates to be shared via the weekly newsletter, website calendar and a separate letter.
- Dates of next meetings discussed, as one parent who would be interested in joining Parent Forum can only attend on Fridays owing to work commitments.
- **ACTION 9** - To set the next date for a Friday, in consultation with members, and to set future dates at the next meeting.