

Bridgewater Primary School Parent Forum Minutes			
Date of Meeting:	25.09.2017	Time of Meeting:	2.00pm-3.00pm
Number in attendance:	10 parents Mrs Henderson (Headteacher) Mr Doherty (Deputy Headteacher) Mrs Byard (Assistant Headteacher/Staff Governor) Mrs Morris (HLTA and Breakfast Club and After School Club Leader)		
Agenda:	<ol style="list-style-type: none"> 1. Welcome- aims and purpose 2. Attainment update for 2016-2017 3. Homework policy 4. Breakfast and After School Clubs 5. AOB 6. Agenda for next meeting. 		
<ol style="list-style-type: none"> 1. Mrs Henderson welcomed all parents to the first Parent's Forum. Purpose was explained- that regular, open communication and consultation with parents is highly valued and that the forum aims to represent the views of parents and to be a voice to inform school of the needs of children and families. Also, to involve parents and carers actively in school decisions and make plans to support the school to develop and improve outcomes for children. The aim is to have a range of parents representing different classes and year groups. Mrs Henderson explained that the meetings would be held each half-term and that the agenda would be prepared in advance and circulated via a letter. Introductions were made by both staff and parents (covering a range of year groups- Nursery, Reception, Years 1, 2, 3 and 4). Mrs Henderson discussed effective methods for communicating with parents and agreed this would be added to the agenda of the next Parent Forum. 2. Attainment results were shared with parents (letter with results had been sent to all parents in July 2017). Parents were pleased with the results and happy with the format they were presented in- and the comparisons to national. Parent queried how the results compared to other local schools- Mrs Henderson explained that there was a website for comparing schools and parents were asked to provide e.mail addresses and Mrs Henderson would e.mail the link. 3. Homework Policy and procedures were shared. Parent raised a concern from another parent re homework and level of support for their child. Mrs Henderson explained that the first step for any concerns regarding homework is to speak to the class teacher who will explain the homework and discuss issues with parents. Homework is differentiated to the needs of children. Mrs Henderson explained that parents could inform her if concerns aren't being addressed. Mrs Henderson went through the policy and asked parents to email her if there were any further comments on homework. 4. The school's breakfast club was discussed and Mrs Morris explained the Health and Safety reasons for a 40 child limit. Mrs Henderson explained how it was funded by Gregg's Bakery and that this was the third and final year of the project. Plans for next year were discussed and that a charge would occur due to staffing and food costings. The current location of the library would need to change as this would be a classroom. Mrs Morris explained the food and activities on offer. Parents were happy with the Breakfast Club and the organisation. Mrs Henderson explained that she would update parents on the changes throughout the year. But that one suggestion could be a 6 week or half-termly rota. After school clubs were discussed. Parent discussed that Reception Classes did not receive 			

all letters due to staggered start. Mrs Henderson explained this would be remedied and club letters would be sent out prior to half-term. Mrs Henderson asked if £1 charge per session was reasonable. All parents agreed it was. Mrs Henderson explained that for fairness, the different children would be selected for each different club each half-term and that a raffle-like system would be put into place. All parents agreed with this decision. Mrs Morris would be in charge of sending out place confirmation letters. An overview description of the club would also be sent with the letter. Mrs Henderson explained some clubs- Ukulele etc are invite only.

5. Mrs Henderson asked if there were any workshops that the parents would like the school to organise and if they would like a rolling programme like last year for Phonics, Maths, Reading etc. Parents were to inform Mrs Henderson if there were any particular requests. Timings of the meetings were discussed that 1 half-term the meeting would be in the day time and the following half-term the meeting would be in the evening in order to accommodate parents work patterns. All parents agreed this was a good idea. School meals were discussed. Mrs Henderson explained that Citywide are Bridgewater's providers and that the meal pattern is sent out to parents. Mrs Henderson explained that any feedback would be passed onto the kitchen staff and that they are very accommodating and adapt menus according to children's likes/dislikes.
6. Mrs Henderson asked if there were any requests for the next meeting's agenda and that parents could notify her in advance for any items they would like to be discussed.