**Parent Forum**

**Minutes of Meeting – Thursday 20th April 2023**

Present: Mrs Davies, Deputy Headteacher; Mrs Duggal, parent; Mrs Yates, parent; Mrs Chattha, parent; Mrs Jones, parent; Mrs Stringer, parent and Mrs Allmark, parent.

Apologies: Miss Wood

Mrs Davies welcomed parents and introduced Mike Greer. Mrs Davies apologised for confusion regarding the start time of the meeting.

Mike Greer was invited to the meeting to discuss methods of communication with parents via an app called School Life. He presented features of the app and how this will benefit parents/carers. Mike informed parents that when the app is due to be launched, parents/carers will receive notification and they will be given ‘log on’ instructions etc. Mrs Chattha asked how school would help should parents have difficulty in downloading the app etc. Mrs Davies told parents that school would let parents know they could come into school where they can be supported with this. The parents thought this was a good idea. Mike informed parents that with the initial setup, parents would receive emails and messages. There will also be a calendar on the app. The parents thought this was a good idea. Mike said that initially, it is better to let the app run for a short time before adding any other features on e.g. blog.

Mrs Jones asked if the calendar feature would just be whole school events or does the app provide facility for events for specific year groups. Mike confirmed the app can do both. Again, parents liked this feature and said it would be beneficial for them if they had an overview of planned events for the academic year rather than termly or even at short notice. Mrs Davies said that this was the intention that when SLT met, this would be organised in preparation for the new academic year in September. Parents felt that all parents/carers of the school would appreciate the notice even if some events have no identified date but they know in which term an event is taking place.

Mrs Duggal asked if the new app would also replace the current app ‘parent pay’ as she felt it could confuse some parents/carers having got used to the app we set up last year. Mrs Davies informed the parents that Mr Marshall would help to make this decision. All parents felt the current system should remain in place.

Parents asked about the set-up process and how long it takes, Mike informed them that the app can be set up in a few weeks. He advised that school has it running for two weeks prior to parents being notified as the app will link with the school’s new website. This will need to be checked first before officially launching the app.

Mrs Duggal asked if there is a back up system should the system fail and result in parents not receiving important messages. Mike informed parents that there is a back up system. Should a message not be sent, it is stored and automatically re-sends.

Mrs Duggal asked if curriculum information can be improved as parents feel they receive little information other than what is on the website. If parents had more detail on curriculum subjects e.g. history, they would be able to support their child’s learning at home. This in turn would have an impact in respect of our Ofsted issue for improvement – children’s retention of subject knowledge.

Mrs Yates shared two examples of class curriculum newsletters. Mrs Davies informed parents that these used to be completed for parents but since Covid, the newsletters have not been completed. She agreed with parents that curriculum newsletters would be beneficial for all parents.

Mrs Stringer added that she felt brief information is better than too much information which she said can be time consuming to read through when work and homelife is so busy. We discussed briefly that some parents would prefer this whilst others would prefer more detailed information from school.

Mrs Duggal asked if the app had facility for simple questionnaires. Mike said it has but it would be best to introduce this once parents were confident with the app.

Parents also asked if there is a short video demonstrating how to set up the app and one that shows how to navigate through the app. Mike said that the company do have a video, but as the app has been the updated, the video would not be helpful as it is not current. Mrs Chattha asked if it something school could produce and share with parents. Mrs Davies thought this was a good idea and will feedback to Mr Marshall.

Mike ended the session by letting parents know they could contact him via the chat facility on the school life website. Mrs Davies asked if he gave permission for her to email parents with his email address. Mike confirmed he is happy for this. Mrs Davies will add this to the email when the minutes are sent out.

Any other business:

* Mrs Davies requested could parents liaise with their year group they represent if any parents are willing to support and help out as part of the school’s PTA. Mrs Davies let parents know there were very few parents available currently with no one able to lead the PTA. She explained that school will ensure that events continue to take place as the funds raised help to provide resources for the children. Mrs Stringer said she would like to help and will put a message on the Y5 group chat.
* Mrs Davies asked parents if they would prefer a later meeting in the summer term as she knows some of the parents work. All present said they would prefer an afternoon meeting. We decided to keep the next meeting to a 2.20pm start. Mrs Davies will send out a date for the second half of the summer term.
* Mrs Chattha asked if ‘parental involvement in school’ could be on the agenda for the next meeting. Mrs Davies agreed this is a good idea.

Mrs Davies concluded the meeting by thanking the parents and Mike for their time given. The meeting finished at 2.25pm.