



MINUTES

Meeting date/ time:	27 th February 2018 @7pm	Meeting Place:	Chichester Free School Dining Hall
Forum:	Parent Forum	Title:	Meeting #1 2019

AGENDA ITEMS

ITEM NO.	DETAIL	ACTION
1.	<p>Recruiting new parent reps. Vacancies Out of 26 positions we have 8 vacancies</p> <ul style="list-style-type: none"> - Vacancies with no interim 4 in total – <ul style="list-style-type: none"> o Yr 12, 11, 9, 6, 5 - Forthcoming vacancies in May <ul style="list-style-type: none"> o Yr. 7, 4 <p>N.B Update since the meeting – Jo Peek expressed interest in Yr 4 Rep. Emma Perkins expressed interest in Yr 4 or Yr 6 rep. Jayne Boyd has stepped down as Yr 12 rep – the PF would like to thank Jayne for her contribution to the group.</p> <p>Action – All to canvass other parents and Year Group pages to attract new parent forum reps, include in each newsletter.</p> <p>Action – ER/CM to create a Bio sheet for the parent reps with photo to create more awareness about what Parent Forum do. All reps to send a photo and bio.</p>	<p>All</p> <p>ER/CM</p>
2.	<p>Format of Parent Forum</p> <p>It was agreed from the discussion that took place that PF meetings should be used to engage with school on specific topics and engage on policy items and to share ideas - be more proactive and less reactive.</p> <p>Everyday concerns and questions should be directed to the relevant person at school and dealt with as it arises. If the same concerns or issues were occurring or if the issue would be of interest to wider parents this could be included via newsletters. If a problem was a more personal concern that had not been resolved, then it is important to get specific details to allow the school to investigate and respond.</p> <p>Discussed how to get responses back out to wider audience – Facebook remains an unofficial platform but is effective alongside the newsletter. For reoccurring matters an FAQ could be issued. This was to be discussed in more detail at the next meeting.</p> <p>It was raised that a number of secondary parents were concerned about interruptions during classes and “parking” of students. More information was needed about the concerns for the school to be able to investigate. School council would also be asked for their views.</p> <p>Action – C Mills – To contact parents for more information and collate details.</p>	<p>N/A</p> <p>C Mills</p>



3.	<p>Topic for discussion/ Idea Sharing – Reading</p> <p>Following an introduction from Mr Hanna outlining the importance of reading engagement at home, the school requested input from parents on the following questions:</p> <ol style="list-style-type: none"> a. How can the school support parent at home with reading (what information/ guidance can be provided and in what format and what would people like included?) b. How can the school support families who struggle to encourage children to read? c. What else could the school do to motivate reluctant readers? d. How to encourage older readers to continue reading at home <p>The PF broke into groups to write down ideas and these were then shared and discussed.</p> <p>Action – LH to draw upon parts that will best support the children and discuss with the teaching staff best ways to take forward some of the ideas. Some aspects in relation to information parents would like should be available shortly online and communicated to parents. To report back at the next meeting an action plan.</p>	Mr Hanna
4.	<p>TOPIC FOR DISCUSSION – Access to teachers before and after school</p> <p>A number of parents across a range of year groups but particularly primary had raised concerns about having difficulties in getting access to teachers before and after school and not receiving the support, help and information that the parent needed.</p> <p>This was discussed during the meeting and mornings are particularly busy for teachers to speak with parents as they are often engaged in receiving children, playground duties, preparing lessons, having staff meetings. Equally after school with the parking regime, clubs and other commitments staff have to be available to support and fulfil these tasks which means that there are challenges after school too.</p> <p>All parents are reminded that the only way they can enter the building is to go via the main reception on the chapel side, there is no reception or staffed primary entrance. Concerns were raised about inconsistencies experienced in responses to emails from teachers and the office and parents needed to trust that messages are getting back to the relevant staff and being responded to.</p> <p>Action – LH to include within the newsletter that week clarification about what parents should be doing if they need to contact a teacher.</p> <p>Action – All – It was agreed this point could be explored further at the next meeting where the subject to be discussed is the Communication Policy.</p>	Mr Hanna All
5.	<p>Update On Mobile Phone Policy</p> <p>SW shared the revised mobile phone policy following input from the PF and wider school engagement. The policy is to remain confidential until published and communicated officially. The policy would imminently be published and once in force would be enforced. The school, staff and parents are therefore to be</p>	



	supportive of the policy and it is recognised this may result in challenges for staff and may result in an increase in behavioural consequences for pupils until the policy became accepted. Action All – SW to circulate the draft policy and to proof the policy and identify any FAQ to help the school communicate the changes to parents.	SW/All
6.	AOB Set new date for March meeting – clash with Governor meeting	All

PARENT ATTENDEES

NAME	YEAR GROUP	TERM START	TERM END	HERE Y/N
CHAIR - Emma Randall	Yr1	Oct 17	Oct 19	Y
VICE CHAIR - Claire Mills	Yr. 9	May 18	May 20	Y
Rachel Sanders	Yr. 12	Oct 18	Oct 20	Y
VACANT	Yr. 12			
Jo Golby	Yr. 11	Oct 18	Oct 20	Y
Pat Connors	Yr. 11	Jan 17	Jan 19	Apologies
Jo Ayling	Yr. 10	Oct 18	Oct 20	Y
Beth Meek	Yr. 10	Nov 17	Nov 19	Apologies
Caroline O'Dwyer	9	Oct 18	Oct 20	Y
John Holcroft	Yr. 8	Oct 17	Oct 19	Apologies
Jemma Robinson	Yr. 8	Oct 17	Oct 19	Y
Emma Nichols	Yr. 7	May 17	May 19	Y
Hannah Peter	Yr. 7	Oct 15	Oct 17	Apologies
Susanna Valenzuela	Yr. 6	Oct 15	Oct 17	Apologies
Jo Scott	Yr .6	Nov 17	Nov 19	Y
VACANT	Yr. 5			
Sam Stowell	Yr. 5	Nov 17	Nov 19	Apologies
Morag Hill	Yr. 4	Oct 18	Oct 20	N
Niki Cath	Yr. 4	May 17	May 19	Y
Louise Streeter	Yr. 3	Oct 18	Oct 20	N
Libby Kearsley	Yr. 3	Oct 17	Oct 19	Y
Nicole Bridger	Yr. 2	Oct 17	Oct 19	Y
VACANT	Yr. 2			
Charli Milne	Yr. 1	Oct 17	Oct 19	Apologies
Emma Keen	Yr. R	Oct 18	Oct 20	Y
Heide Williams	Yr. R	Oct 18	Oct 20	Apologies
Suzanne Jackson	Yr. 7	TASTER		N
Kelly Tomsett	Yr. 2	TASTER		Y

SCHOOL REPRESENTATIVES

NAME	TITLE	EMAIL	HERE Y/N
Jenny Clough	Principal	principal@chichesterfreeschool.org.uk	Y
Luke Hanna	Head of Primary	lhanna@chichesterfreeschool.org.uk	Y
Sian Williams	Head of Secondary	swilliams@chichesterfreeschool.org.uk	Y
Gay Grimwood	Business Manager	ggrimwood@chichesterfreeschool.org.uk	Apologies
Joe Appleby	Parent Governor	jappleby@chichesterfreeschool.org.uk	Y