



AGENDA

Meeting date/ time:	22 nd May 2019 @7pm	Meeting Place:	Chichester Free School Dining Hall
Forum:	Parent Forum	Title:	Meeting #3 2019

AGENDA ITEMS

ITEM NO.	DETAIL	WHO
1.	<p>Admin</p> <ul style="list-style-type: none"> - Vacancies Out of 26 positions we have 11 vacancies <ul style="list-style-type: none"> o Vacancies Yr 12 x 2, Yr 8, Yr 7, Yr. 6, Yr. 5, Yr. 4, Yr 3, Yr. 11, Yr. 2, Yr. R - Reps who are stepping down: <ul style="list-style-type: none"> o Heide Williams – Yr R o Rachel Sanders – Yr 12 o Susanna Valenzuela – Yr 6 o Jo Scott – to resign in July o Charli Milne – Yr 1 o Louise Streeter – Yr 3 o Emma Nichols – Yr 7 o Morag Hill – Yr 4 - Discussed that many reps are not attending the meetings, difficult to attract new interest and what to do different. - Actions arising: <ul style="list-style-type: none"> o ER to contact all reps who have not attended the last 2-3 meetings to confirm interest. ER o To post on the newsletter a reminder about the PF meeting 2 weeks before and to request feedback and also to advertise positions. To put a note out that parents who have previously been a rep are not excluded from re-applying for any spaces. ER/KW o All to post on year group and school gate Facebook pages to canvas interest. All o As part of wider long-term school communication review to look at options of using web casting although it was recognised it is not currently used and would need to be explored. LN 	
2.	<p>MAIN TOPIC FOR DISCUSSION/ IDEA SHARING</p> <p>Communication policy</p> <p>A discussion took place about Communication Policy which included the following:</p> <ul style="list-style-type: none"> - Discussed frequency of general communication weekly Email newsletter Vs. half termly magazine - It was confirmed by the school that it is possible for parents/grandparents etc to all receive the newsletter directly and it is not the case it only goes to a primary/secondary contact. If multiple parents/carers want to receive the newsletter they should notify the office and this can easily be updated/refreshed. - School confirmed they do get analytic data about who has read the newsletter/Emails and who has clicked on the links and can check if parents have received/accessed correspondence and this helps inform what information is of interest and what proportion of parents are being reached. Consideration also needs to be given to small percentage of 	



	<p>parents who are not able to access information online or who may have reading difficulties.</p> <ul style="list-style-type: none"> - Discussed the best format of news/reminders - Email Vs. Website Vs. social media - School highlighted a lot of info was available on the school calendar via website e.g. all letters associated with any trips are attached to the calendar event – School to do more PR on this. - With letters and info about events/trips/curriculum activity it was suggested the school approach with a “think like a parent logistics approach” e.g. what do I need to give my child/ what do they wear/ where do they need to be at what time – school are already working on this. - Information about SATs or other tests is always sent by Email or via newsletter as well as hard copy to students. Mr Hanna. Confirmed information about Yr. 2 SATs was Emailed out. If parents are not receiving, they should contact the office to re-confirm their Email. - PF gave positive feedback about the shape of the year. - Discussed communication of clubs and the inconsistencies between method of communication with primary and secondary – this is already being addressed/reviewed by the school but may not be ready until next year but the intention is to ensure it is an “all through” ethos so all years access clubs online. It was highlighted that they struggle with getting the volume or responses needed from secondary which makes it challenging for them to plan/confirm club options – PF agreed to assist in lobbying parents to return selection forms until system changes. - Discussion took place about payments required for trips and being able to stage payments – school have plans for this which will be communicated before summer holidays. - Discussion about responses to communication from office, inconsistencies with responses from teachers/office and knowing who to contact for what. The school recognised there were inconsistencies at the moment and different approaches and this is in part down to how to adequately resource – a survey has gone out to staff about what the right approach could be and with the role changes communicated in the recent principal communication the school intend to confirm in writing who to contact about what and to confirm what parents should expect by way of response. PF suggested this could be as simple as an acknowledgement Email. - Discussion about how PF can improve communication <p>Actions arising:</p> <ul style="list-style-type: none"> - School to issue dates for next year’s “Shape of the Year” prior to Summer Holidays. LN - School to issue club options for September 2019 by 14th June (2 weeks after half term). LN - PF to assist school in lobbying secondary parents to return club options form. ALL - School to confirm the details for sports day in terms of the timings/logistics of the day ASAP after half term. LN - School to confirm trip payment options prior to Summer Holidays LH/LN - School to confirm who to contact for what and role changes prior to Summer Holiday LH/LN 	<p>LN</p> <p>LN</p> <p>ALL</p> <p>LN</p> <p>LH/LN</p> <p>LH/LN</p> <p>ALL</p>
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	<ul style="list-style-type: none"> - Once School has confirmed who to contact for what PF will encourage parent body to direct queries/complaints to the school so they are aware as too much is going through Facebook Schoolgate and the school are not hearing directly about the concerns e.g. Uniform 	
3.	<p>SMALLER TOPICS FOR DISCUSSION</p> <ul style="list-style-type: none"> - <i>Homework</i> – Secondary report - had several reports about homework being set but not collected, not marked, no feedback given etc. <i>Homework is not necessarily a marked activity it can be set in preparation for a lesson topic and as part of development. School to think about confirming expectations in regards to this.</i> - <i>Ipads</i> – Will these be updated before summer hols? <i>iPads will be updated in the Autumn term and not prior to school holidays and exact details for this are still being worked upon and further communication can be expected in Sept.</i> - <i>Detentions</i> – lots of comments about same day detentions, no notice of detentions given to parents impacting collection of the kids after school (can't rely on kids for this), parents don't know reasons why detentions are given and kids do not always know either <i>School confirmed where possible the majority of detentions are within the school day with a lose of a break for example. Parents should always be informed of after school detentions and the reason and the will review and remind staff of what procedures are but if any parents has concerns or has logistical concerns with regards to after school detention or have not received that communication they should call the school office.</i> - <i>Mini Buses</i> – Recognise that mini buses are needed in the mornings but not clear why they can't be parked in parking bays or at the exit end of the drop off zone – it is a frequent source of complaint and safety concern. <i>PF to contact G. Grimwood for response.</i> 	<p>LN</p> <p>-</p> <p>-</p> <p>ER/GG</p>
5.	<p>Next Meeting Agenda Topic:</p> <ul style="list-style-type: none"> - Suggestions were KS2 reading/homework - Rewards/Sanctions - Feedback following Principal Presentation going out via Newsletter - Update on permanent car-park creation – managing expectations for logistics in Sept if there are any changes <p>Any feedback, other suggestions?</p>	All
6.	AOB	All

POSITIVE FEEDBACK RECEIVED

1.	Emma on the reception desk is always very helpful and friendly and informative.
2.	Positive feedback from many parents about the presentation from Mrs New about the changes to the school and the energy and clarity of the information across a number of evenings allowing both parents to attend.
3.	Great to have G.C.S.E options streamed making it easier for students to select and students positive about language not being a compulsory option.



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
VACANT	Yr. 12			
VACANT	Yr. 12			
Jo Golby	Yr. 11	Oct 18	Oct 20	Apologies x2
Pat Connors	Yr. 11	Jan 17	Jan 19	Y
Jo Ayling	Yr. 10	Oct 18	Oct 20	Apologies x2
Beth Meek	Yr. 10	Nov 17	Nov 19	N x3
Caroline O'Dwyer	Yr. 9	Oct 18	Oct 20	Y
John Holcroft	Yr. 8	Oct 17	Oct 19	Apologies x3
Jemma Robinson	Yr. 8	Oct 17	Oct 19	Apologies x2
VACANT	Yr. 7			
Hannah Cecil	Yr. 7	Oct 15	Oct 17	Y
Jo Scott	Yr. 6	Nov 17	Nov 19	Y
Emma Perkins	Yr. 6	TASTER		Apologies
VACANT	Yr. 5			
Sam Stowell	Yr. 5	Nov 17	Nov 19	N x1
Niki Cath	Yr. 4	May 17	May 19	Apologies x1
VACANT	Yr. 4			
VACANT	Yr. 3			
Libby Kearsley	Yr. 3	Oct 17	Oct 19	Y
Nicole Bridger	Yr. 2	Oct 17	Oct 19	Y
VACANT	Yr. 2			
Catherine Foster	Yr. 1	June 19	June 21	TASTER
Emma Keen	Yr. R	Oct 18	Oct 20	Y
VACANT	Yr. R			

Blue = Vacant Position

Purple = Trial

SCHOOL REPRESENTATIVES

NAME	TITLE	EMAIL	HERE Y/N
Jenny Clough	Principal	principal@chichesterfreeschool.org.uk	Y
Louise New	Principal to be	lnew@chichesterfreeschool.org.uk	Y
Luke Hanna	Head of Primary	lhanna@chichesterfreeschool.org.uk	Y
Sian Williams	Head of Secondary	swilliams@chichesterfreeschool.org.uk	N
Gay Grimwood	Business Manager	ggrimwood@chichesterfreeschool.org.uk	N
Karie Wright	Admissions and Marketing Officer	karie@chichesterfreeschool.org.uk	Y