

Minutes of Parent Council Meeting

Date: 8th March 2010

Present: Lucy Chambers, Colleen Hopkinson, Tracy Pollard, Mandy Smith, Kirsten Morris

Apologies and absences: Mrs Murphy, Becky Barrett, Louisa Bruce, Mrs Chapman, Kulbant Kang, Neil Jones, Alison Jones, Linda Shaw, Stuart McAuliffe, Nuria Raison, Mrs Sheppard, Mrs Flood

Minutes of items:

1. Progress towards next steps from last minutes

Next steps were covered by agenda items. Minutes from last meeting were agreed.

2. Development of role of parent envoys

A draft role profile and letter were shown to members, and a systems and processes procedure will be put in place. Parent envoy role information will be put into induction packs for new parents. The school will approach new parents for 10/11 intake to be parent envoys in the September their child begins. Other new parents will also be offered the opportunity but this will ensure there are envoys with experience of the school to support new parents as their child begins. Current parents will be asked now if they would like the role via a letter. Any applicants will be informed of the role boundaries, where it would be preferable to stand (i.e. under gazebo) so not to be too obvious if parents want to approach an envoy etc. Prospective envoys will be invited to next parent council where this will be discussed in more detail.

3. Collation of parent helper skills

A list of parent helper skills has been started, further letter to be sent to ask for new parents and enable us to update information which will be collated into a spreadsheet by Mandy and Tracy.

4. Review of "at a glance" guide

Draft of guide shared with group; FAQs list could also be put on website.

5. Parent council contributions to newsletter and website

Council members were happy to agree this on a rota basis. Stuart McAuliffe had previously volunteered to write the first article for the newsletter, due third week of March for the April edition. Mandy Smith volunteered to then write the next article for the May edition, due third week in April. It was agreed the items did not need to be lengthy but a short synopsis of the council's work and progress towards key items.

AOB:

- art club to make a red flag, which will be put outside when a letter is sent out.
- Questionnaire reviewed again in light of Junior questionnaire. Minor amendments made.

DATE OF NEXT MEETING: Monday 17th May 9.15am

Items for next agenda

- Parent envoys
- Questionnaires and update of what you told us, what we did
- Involvement of parent council at new parents' evening
- Review parent council section of website - ideas for content and layout
- Review of community cohesion audit and materials

Next steps:

Resp

By

Agenda

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|---|---------|--------------------------------|----------------|
| List of parent helper skills to be prepared and input into a spreadsheet. | MS TP | May | Parent council |
| Advertise parent envoy role, ask for volunteers | LC CH | asap | |
| Parent questionnaire onto surveymonkey and distributed to parents | LC/KR | 20 th March | |
| Finalise at a glance guide | LC | asap | |
| Contribute to newsletter | council | 3 rd wk of each mth | |

Minutes checked by chair, agreed and signed: _____