

# Minutes of Parent Council Meeting

Date: 18<sup>th</sup> January 2010

Present: Lucy Chambers, Colleen Hopkinson, Stuart McAuliffe, Tracy Pollard, Nuria Raison, Mandy Smith, Mrs Sheppard Mrs Flood

Apologies and absences: Mrs Murphy, Becky Barrett, Louisa Bruce, Mrs Chapman, Kulbant Kang, Kirsten Morris, Neil Jones, Alison Jones, Linda Shaw

Minutes of items:

## Progress towards next steps from last minutes

Parent council agenda and minutes to be put on noticeboard and on website. Future events for each year group and reminders also on board and website.

Other steps are listed as agenda items

Transition questionnaire -

### 1. Media Plans

Draft media plan was shared and feedback requested. Parent Councillors reviewed plan during course of the meeting.

### 2. Development of role of parent envoys

Work of the parent council to be publicised on the website and shared in the newsletter monthly. This to include a summary for the year which is also sent to parents and published on web. Action plan created with timescales for the development of parent envoys; envoys to be advertised for and draft role profile prepared (see attached) to go with advert. Volunteers to come to next parent council meeting to finalise role profile. It was decided that there will be verbal communication between parents and envoys rather than written. Envoys would need a way of being recognised - possible high vis jacket or clipboard. A proforma to be created for recording notes of discussions including a checkbox to record how parents wish comment to be dealt with and by whom.

### 3. Draft parents questionnaire

Questionnaire shared and agreed with group> These will be computerised using surveymonkey and parents will have the opportunity to complete e copy or hard copy in March. Computer suite will be open at parents evening to provide additional computer access.

### 4. Review of "at a glance" guide

Draft of headline info for guide shared with group; ideas suggested for additions. To be finalised and included with induction pack given out during the evening meeting and put on website. Request from parent to collate all info given out at induction session into 1 pack instead of given at separate sessions but others felt it could be collated by parents as the pack had space to store things. Request was made to put all booklets/info onto website and also onto a CD. This is to be investigated.

### 5. Collation of parent helper skills

List of parent helper skills to be collated into a spreadsheet by Mandy and Tracy.

### 6. Feedback on whiteboard pens

Whiteboard pens - - alternatives being looked at, but we have been able to remove stains using "stainaway".

### 7. Transition questionnaire

11 replies, no issues raised. Suggestion that parent envoys are used for Y2 - Y3 transition.

AOB:

- Concern raised regarding difficulty of organising dressing up day on first day back after a long holiday such as Christmas when things are busy. Discussed the possibility of moving this to the second day back to allow for parents to remember and organise the return to school more easily. LC to discuss with staff to gauge the impact on topic launches.

DATE OF NEXT MEETING: 8<sup>th</sup> March 2010 at 2.15pm

Items for next agenda

- Feedback from staff discussion re: dressing up on 1<sup>st</sup> day back after break to launch topic.

<i>Next steps:</i>	<i>Resp</i>	<i>By</i>	<i>Agenda?</i>
List of parent helper skills to be prepared and input into a spreadsheet.	MS TP		
Draft role profile for parent envoy	LC		
Advertise parent envoy role, ask for volunteers	LC CH		
Parent questionnaire onto surveymonkey and distributed to parents	LC/KR		
Finalise at a glance guide	LC		

Minutes checked by chair, agreed and signed: \_\_\_\_\_