

Parent Forum Minutes

Date: Wednesday 8.7.20

Venue: Google Meet

Time: 4.30pm

Attendees: Debbie McGloin, Kate Smith, Yvonne Martin, Alison Ives, Claire Hennessy, Sally Goodwin, Susan Steiger

ITEM	NOTES	ACTIONS
<p>1 Welcome and introductions</p>	<p>DMC thanked and welcomed all attendees for joining and discussed the rationale for planning Parent Forums and plans for the future. All attendees introduced themselves. DMc communicated the agenda for the meeting.</p>	
<p>2 Parent Forum terms of reference</p>	<p>DMc communicated the purpose and aims of the Parent Forum, summarising the terms of reference attached. It is the intention for a governor to join the next meeting, and invitations will be extended to all parents again.</p>	
<p>3 Consultation on students' phased return in September</p>	<p>KSm showed the proposed plans for students' phased return in September and discussed the rationale. <u>Questions/concerns raised:</u></p> <ul style="list-style-type: none"> • Safe drop-off and pick-up of students, given the encouragement not to use public transport • Attendance procedures for parents opting to keep children at home if other children show Covid-19 symptoms. • Students having an unsettled start to the year with some work at home and some in school. 	<p>DMc and KSm to include dropping off arrangements in plans and communications.</p> <p>DMc/KSm to clarify attendance expectations and procedures in communication with parents.</p> <p>DMc/KSm explained rationale for rigorous induction of all students. Work and expectations for remote learning will be communicated to students and parents in advance, monitored and followed up if not completed.</p>
<p>4 Consultation on remote learning: feedback and plans for 20-21</p>	<p>KSm invited feedback on parents' and students' experiences of remote learning since lockdown and suggestions for September.</p>	

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	<p>Feedback:</p> <ul style="list-style-type: none"> • Has improved since March. • Students have been more motivated by shorter deadlines rather than bigger projects. • Clarity needed in which online platforms are used for which subjects/tasks. Potentially too many different platforms. • Students may need support with managing deadlines. • Class Charts has been helpful for viewing rewards. • There is no mechanism for communicating with parents if work is incomplete or of less than expected quality. • Phone call from tutor appreciated – not all parents could take the call as it was during the working day. 	<p>Senior Leaders will continue to evaluate provision and engagement using a variety of means. Guidance will be provided to staff on appropriate deadlines.</p> <p>Streamlining and clear communication on the use of online platforms is needed. KSm to lead.</p> <p>A timetable for setting work will be used in the event of prolonged lockdown. ClassCharts will continue to be used and data monitored.</p> <p>Senior Leaders to implement a clear and robust system for identifying students not completing work and communicating with parents.</p> <p>Investigate the system of parents booking in an appointment with tutors/teachers for a progress phone call.</p>
<p>6 AOB</p>	<p>It is unknown whether future Parent Forums will be online or in person.</p>	<p>A calendar of dates for future Parent Forums will be published for review.</p>

