



Cliffe (V.C.) Primary School
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 Head teacher: Mrs S Hay

Minutes of Parents Forum held on Wednesday 22nd June 2016 at 6.00pm	
Present: Mrs Hay (Head teacher), Miss Ware (EYFS Class Teacher), Mrs Stacey (Office Manager), Mrs Ruttle, Mr Richardson, Mrs Richardson, Mr Brennan, Mrs Dollimore, Mrs Plaxton, Mr Johnson, Mrs Johnson, Mrs Lyons, Mrs Middleton (Chair of Governors)	
	Action
<p>1. <u>Welcome</u></p> <p>Mrs Hay welcomes everybody to the meeting. Everyone introduces themselves.</p> <p><u>Communication</u></p> <p><u>School Website</u></p> <p>Parents agreed that they didn't feel they needed to look at the school website apart from when they were initially choosing a Primary School.</p> <p><u>Text Messages</u></p> <p>It was agreed that the text messaging service was really good and an essential part of communication for reminders.</p> <p>Parents questioned whether we could send a text to both parents. Mrs Stacey said that the Teachers 2 Parents text messaging service would only allow us to send one text per pupil. It was agreed that if required we could send a text to one parent for one child and another parent for another child. Parents to see Mrs Stacey if required.</p> <p>It was agreed that a closed facebook page would be the way forward but to continue sending text messages for those parents not on facebook.</p> <p>Mrs Hay mentioned that she had asked the PTA to pay half of the Teachers 2 Parents invoice as it is expensive.</p>	<p>Office Manager</p>

	<p><u>Weekly Class Emails</u></p> <p>A parent mentioned that they found it difficult to read East Wings weekly newsletter as when opening on an ipad the layout was all over the place. Mrs Hay agreed to talk to Mrs Fogg and ask her to remove all the picture detail.</p> <p>Weekly emails to be added to the facebook page.</p> <p><u>Monthly Head teacher emails</u></p> <p>Mrs Hay asked the forum if there was anything else they would like including in her monthly newsletters. Parents agreed that they were very useful for diary dates.</p> <p><u>Chair of Governors Newsletter</u></p> <p>Mrs Middleton informed the parents that she sent out a newsletter to parents termly as during the last Ofsted visit it was brought to our attention that parents didn't know who the governors were. She asked the parents if they thought it was sent out often enough? Parents agreed it was.</p> <p><u>Home School Journals</u></p> <p>Parents thought they were great. They can get a feel for what their child is doing. Also it was thought they were good for communicating between teachers and parents.</p> <p><u>Gate Duty – Head teacher</u></p> <p>Nice to be greeted. Can ask questions. Friendly. Pupils like being greeted. More informal. Opportunity to ask questions.</p> <p><u>Gate Duty – Governors</u></p> <p>Parents can now recognise who the governors are. Mrs Middleton said that the governors found it very good. They also get a tour of the school afterward by pupils and a chance to meet with subject leaders.</p> <p><u>Parents Evening</u></p> <p>Shared targets Great way of finding out. Managed well. Work being out is good. Saves time.</p> <p>Mrs Hay advised that on Monday 27th June 2016 we would be having a children/parents meeting. A chance for children to show parents their</p>	<p>Mrs Hay</p>
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