



## Minutes of Parents' Forum 6<sup>th</sup> October 2022

Present: Mrs Seymour (Headteacher), Mrs Fryer-Kelsey (Office Manager/Governor), 4 parents (including a parent Governor)

Agenda item: Communication

***Question: Which method of messaging do parents find most useful?***

Parents agreed that School Gateway is the simplest method of communication as this does not need lengthy login details.

Parents preferred, where possible, for emails to carry information rather than having to access attached documents.

Online booking systems were discussed. Difficulties in using the system were brought to light. It was agreed that the website will include guidance on who to contact if difficulties occur. An email with a link to this will be sent out to parents.

Parents attending reported that the welcome meetings held in the Autumn term were useful. They suggested that a 'Meet the Team' be included in the new parents' welcome pack and that photos of staff be displayed at school. Termly meetings will take place for each year group. We will continue to publish the information on the school's website for parents who are unable to attend.

Parents would like a link to the Forum minutes sent out by text so parents who are unable to attend can keep informed.

***Question: Do parents find the monthly newsletter informative?***

Parents agree that they enjoy reading the newsletter as it gives them a flavour of what is on offer for other year groups. It was agreed that this could be published on the school's website with a link sent via a text message to parents each month rather than being sent out by email. It was agreed that the diary dates being published in the newsletter are very useful to parents.

***Question: What would parents like to see available as quick links on the school website?***

Information on who to contact if they are having difficulty with online booking.

Friends of Commonswood information including dates of events and how to get involved.

***Question: Would parents like a phone system which includes specific choices?***

Parents agreed that e.g., 'select 1 for reporting an absence' would be useful as long as there were not too many choices. They would like the choices published in the parents' section of the website.

Parents agreed the next parent forum focus: Enrichment activities (school trips out and visitors in). **The next forum** will take place on **Friday 3<sup>rd</sup> February at 9am**. This will be held at school, however, parents can join and contribute to the meeting online.