



**St Chad's C of E (C) Primary School
Parent Forum Meeting
Thursday 10th October 2019 at 3:30pm
MINUTES**

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| 1 | Present | Miss S. Clarke (Head Teacher) Mrs J. Marshall (Teacher) Rev. S Greensmith (Governor), Mrs S Bryan and Mrs K. Cooper |
| 2 | Apologies | Mrs K. Rawlin, Mrs Z.Comley & Mrs L. Hunt |
| 3 | Welcome and introductions | Mrs Marshall introduced everybody and asked Rev. Greensmith if she would open with a prayer. |
| 4 | Terms of reference | New terms of reference given out. |
| 5 | Matters Arising | Summer Term cancelled due to lack of interest. |
| 6 | Behaviour Policy | Miss Clarke asked the parents if they would have a look at the new policy and feedback via e-mail if they had any comments to add. |
| 7 | Anti- Bullying policy | This policy is to be reviewed and Miss Clarke asked the parents if they would feedback if they thought anything needed to be added. |
| 8 | Promoting Early Years | Our Open day was discussed and the parents were asked how they felt about delivering leaflets to the houses in their street. All agreed it was a good idea. Parents suggested other places to drop leaflets off at and Wiggles and Giggles was suggested as a place to drop off some and Huggies. |
| 9 | Parent workshops | Miss Clarke asked if it would be a good idea to have a whiteboard on the playground so that parents could write down any workshops they would like. We could also use it to advertise events. |
| 10 | Parent Issues | Mrs Rawlin had asked via a message if Y3/4 could write down the spellings that the children got incorrect so that parents could continue to work with their child on them. Mrs Marshall agreed to pass the message to the teachers. We need to ensure that all lunchtime supervisors pass on any messages to the relevant teachers at the end of lunchtime so that the class teachers are aware if there have been any incidents. |
| 11 | Equality Issues | None |
| 12 | Health and Safety | None |
| 13 | Date of next meeting | Summer Term - Date to be arranged |