

**DATE:** Friday 16<sup>th</sup> July 2017

**TIME:** 2pm

**LOCATION:** School, Room 13

## Parent Council MINUTES

**MEETING CREATED BY:** J Howlett, G Taylor

**MINUTE TAKER:** J Howlett

**TYPE OF MEETING:** Parent Council

**TIME KEEPER:** Mr Taylor

**FACILITATOR:**

### ATTENDEES PRESENT:

Laura Granados Julie Howlett (Chair)

Stephanie Fuller Mr Taylor (DHT)

Marie Henderson

## AGENDA TOPICS

### Behaviour Survey Feedback

**TIME ALLOCATED:** 25 min

**PRESENTED BY:** G Taylor

**Discussion:** Mr Taylor shared the headline findings of the Behaviour Survey with Parent Council. There were 66 responses in total. Mr Taylor thanked council for its suggestion of the use of Survey Monkey and described how he was pleased with the information that was able to be collected in a short time. Council were impressed how effective Survey Monkey had been in quickly and effectively getting feedback from parents. Mr Taylor explained how much information could be drawn out from the survey and the supplementary comments from parents, and demonstrated how he had started to categorise these responses into key themes (explaining that, due to the nature of data collected, it is a work in progress currently).

**Conclusion:** Overall, the headlines seem to be:

- 1) The values within school (Christian, British and School) are seen as strong by parents.
- 2) Children had a good understanding of the behavior policy and what it meant for them in real terms.
- 3) Consistency in the delivery of the behavior management policy came out as something which parents felt needs to be examined and addressed
- 4) Communication around behavior with parents came out as something which parents felt needs to be examined and addressed. (Council felt this tied in well with the work they were doing on a survey regarding Communication, which will be sent out early in the Autumn Term)

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
<ul style="list-style-type: none"> <li>Place the Communication issues highlighted onto the PC agenda within the Autumn term, so these comments can be considered in a joined up way, alongside the results from the upcoming Communication Survey</li> </ul>	Julie Howlett	Term 1 and 2, 2017-2018
<ul style="list-style-type: none"> <li>A summary of these Communication comments from this survey to be brought to the table when discussing the outcomes of the Communication Survey</li> </ul>	Mr Taylor	Term 1 and 2, 2017-2018

## Parent Communication Survey Draft

**TIME ALLOCATED:** 15 min

**PRESENTED BY:** Julie Howlett

**Discussion:** Julie shared the questions on Communication she had drafted and PC discussed them.

**Conclusion:** It was felt that although all aspects of communication were covered thoroughly, the survey may be too long in its current state, and might be better presented in two shorter surveys: one to establish parents' feelings about communication currently and a second to identify ways in which they would prefer to communicate going forward. There was also special mention of working parents and being mindful of establishing avenues of communication which work for them.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Take the draft survey to SLT/Governors as appropriate for discussion, prior to publishing.	Mr Taylor	End of September 2017
Discuss proposed version to publish with Parent Council at next meeting	Mr Taylor	Friday 15 <sup>th</sup> September

## How to introduce new Parent Council

**TIME ALLOCATED:** 10 min

**PRESENTED BY:** Julie Howlett

**Discussion:** Julie briefly asked for ideas on how Parent Council can be promoted and explained to parents, in terms of its structure, roles and ongoing communication with the parent body.

Julie expressed that she may have difficulty in attending all the Meet the Teacher meetings for all year groups due to work commitments, but suggested a video introduction to Parent Council instead. This was welcomed by parent council who thought it might achieve a consistent message across all year groups.

Julie also shared a draft version of some information about Parent Council which could appear on the website to explain and promote its work. It was agreed that it was a good start but might need a little refinement before publishing.

**Conclusion:** A date was agreed for Julie and Mr Taylor to meet to discuss the website information and video message for the meetings prior to the school summer holidays.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
<ul style="list-style-type: none"> <li>Meet to discuss the Website information about Parent Council and Video Message for Meet the Teacher meetings.</li> </ul>	Julie Howlett and Mr Taylor	End of last week of school, prior to Summer Holiday.
<ul style="list-style-type: none"> <li>Create a Video Message for the meet the teacher meetings. Share on Google Drive for PC to view prior to meetings.</li> </ul>	Julie Howlett	End of Summer Holidays
<ul style="list-style-type: none"> <li>Publish the agreed information (website and video message) at appropriate times.</li> </ul>	Mr Taylor	Friday 15 <sup>th</sup> September

### Setting up ongoing communication within Parent Council

**TIME ALLOCATED:** 5 min

**PRESENTED BY:** Julie Howlett

**Discussion:** Julie asked Parent Council if it was felt that a way of sharing opinions and documents was needed outside the meetings, in order that members could be prepared for meetings and make the most of the time available. It was agreed this was a positive idea.

**Conclusion:** It was agreed that a shared Google Drive Folder would be set up, in order that PC representatives can view agendas and documents prior to any meeting. A private FB group was also agreed to be set up, to enable brief chat about the issues arising informally.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
<ul style="list-style-type: none"> <li>Set up Shared Google Drive folder for Parent Council documents and private FB group for informal discussion about the issues arising.</li> </ul>	Julie Howlett	End of last week of school, prior to Summer Holiday.

**Date of Next Meeting:** Friday 15th September at 2pm, Room 13.