

## Parent Forum – 25.1.18

Attendees: Kathryn Kennedy (Acting Deputy Head)  
Jackie Bellfield (Chair of Governors)  
Helen Till (Governor)  
Clare Cotton (Learning Mentor)  
Niki C (Parent)  
Lisa B (Parent)  
Gemma C (Parent)  
Laura B (Parent)  
Lynne C (Parent)  
Helen A (Parent)  
Lucy M (Parent)  
Rachel S (Parent)  
Felicity D (Parent)  
Adele B(Parent)

### Welcome & Introductions

KK welcomed existing and new members to the forum. KK explained the purpose of the parent forum is to listen to the voice of parents within a structured meeting. KK reinforced that parents are instrumental in driving the school forward and the importance of obtaining parents points of view.

KK introduced Jackie Bellfield (Chair of Governors) and Helen Till (Governor) to the meeting. KK is very pleased that Jackie and Helen have attended as communication from school, governing body & parents is very important.

### Communication

Parents feel that the new format and layout of the newsletter is working well. One side of the newsletter includes year group information with celebrations/key points/reminders on the other side. Parents requested that feedback is given to the office staff that the newsletter is valued and worthwhile.

Parents have also welcomed the reminders that are featured on the school Facebook page.

It was noted that the school website is in need of an update. Some information is out of date and not as current as it should be. There are typos/spelling mistakes and grammar that need correcting. Jackie informed parents that she is due to meet with the school website creator to discuss and review the content of the website as it is crucial that it is constantly updated. ***This has now happened and a review with clear actions identified is underway.***

Clarification is needed as to whether there is a facility to include two email addresses on the school database. Currently only one email address is able to be stored on the database therefore newsletters/emails are only sent to one email address. ***This was clarified on a newsletter before the holiday for all parents. Both parents need to register independently to receive the newsletter.***

In the past, parents have appreciated examples of how to solve maths problems included on the website which have helped to support parents in understanding what children are working on and how best to support them.

KK reported that Mr Richard Harley & Mrs Isobel Ford have recently joined Woodlands as Assistant Heads – Mrs Ford is currently looking at the homework policy and what homework is being sent home. *Mrs Ford has reviewed current homework arrangements. Examples of methods for solving maths problems to be added to the year group website pages or to be in homework books.*

Learning links meetings have not been well attended. Parents were very surprised with attendance as they felt the sessions were very useful. It was suggested that the power point that was used during the sessions is uploaded to the website and at the next forum meeting, look at the format/slides from last year and discuss what parents actually want to know/get out of the sessions and ways that we can best share this information.

Jackie spoke about the importance of parents being able to communicate with Governors. Jackie is currently setting up an email address for parents to reach her: [chair@woodlands.cheshire.sch.uk](mailto:chair@woodlands.cheshire.sch.uk). Jackie reported that it is hoped that information on what governors are working on/planning/focus will be included in the school newsletter on a quarterly basis/twice per term.

KK spoke about a change of teacher in year 6. When told, the children asked really sensible questions and understood that the decision was made as we want what is best for them.

Parents asked if it would be possible to arrange parents evening appointments online through spider/parent pay. **Action: CC to check with office.**

It was felt there is no value added in sending out letters for menus/special lunches. It was suggested that this could be included in newsletters.

KK thanked parents and governors for their time.