

Parent Council Working Party Meeting Minutes

Date: Tuesday 10th March 2015

Time: 7.30 – 9.00pm

Location: Bowmansgreen Primary School - Year 4M classroom

Attendees

Parents: Lee David; Claire Nikitas; Rav Dighe; Michaela DeGale; Sarah Klinger; Sam Gentleman; Lisa Busby; Iain Edwards; Evelyn Akbolat; Nicola Lucas; Julia Brent; Mark Castle

Governors: Simon Morriss (Chair of Governors); Louise Calder (Parent Governor); Abigail Bude (Parent Governor)

School Senior Leadership: Mr Chetty (Headteacher)

Agenda

- Welcome and introductions for all attendees
- What is a Parent Council? (refer PowerPoint attachment)
- Setting up the Parents Council: The Governors' perspective
- Linking the Parent Council with Bowmansgreen school objectives / priority areas: Mr Chetty
- Agree first goals / objectives
- Review number of parents attending and discuss further recruitment if needed
- Arrange communications – email addresses and telephone numbers
- Next steps – planning for first Parent Council Meeting (agenda items, date)
- Any actions prior to next meeting

Points Noted

Parent Council Structure

- Formal structure to be agreed for Parents Council, to include Terms of Reference, Chair, Secretary, and Meeting Dates (proposal for 3-6 meetings per year, with the chair/secretary changing on an annual basis)
- Agreed Lee David to act as Chair of Parents Council and Claire Nikitas to act as Secretary for the first year
- Agreed Michaela DeGale will be FOBS representative at Parent Council meetings

Objectives

- Noted importance of working closely with school leadership to support the school
- Governing Body have identified 1 or 2 points they would like Parent Council to look at
- Need to set SMART objectives / realistic goals
- Possible goals include: review of Parent View survey and consultation with wider parent community about any negative responses made, establish networks of communication with parents,

Communication

- Noted importance of finding appropriate routes of communication (e.g. at Consultation Evenings, Celebration Assemblies, Reading Breakfasts, possible dedicated Facebook page, email etc).
- Need clear communication on difference between FOBS and the Parent Council
- Webpage for Parent Council on Bowmansgreen School website

Recruitment

- Need a variety of ways to do recruitment for the Parent Council
- Noted importance of networking to encourage participation in the Parent Council and identifying people who may want to share their skills (noted FOBS matrix has been successful).

Next Meeting

Date: Tuesday 5th May
Time: 7.30pm

Next Meeting – Draft Agenda Items

- Welcome and agree minutes / review of actions from previous meeting
- Formal arrangements: Meeting Dates
- Agree first objective(s) for the Parent Council
- Agree best approach / communication to achieve objective(s)
- Review class representation and discuss if further recruitment is needed
- Review school timetable for summer term activities
- Next steps

Action Items

- Information on what the Parent Council is (distinguishing Parent Council from FOBS), for distribution to school along with pdf slidepack - Lee
- Meeting Minutes – Claire
- All Parent Council members to disseminate information about the Parents Council to at least 2 other parents