

## Parent Forum 24-25 Meeting Date: Tuesday 11<sup>th</sup> March 2025

Attendees:

School staff: Mrs Connett, Mrs Bruce

Four parent/carers attended

### Matters arising from last meeting:

- Consider use of noticeboards to display key school events- ONGOING
- Mr Stace and Mrs Connett to consider events that may co-occur with parents' evenings- ONGOING

*A brief discussion took place about how parents evening could be extended to include activities in the hall. It was noted that previously books have been sold during parents evening, which was popular. Michelle noted that a lot of parents come through the Rainbow Gate and wouldn't necessarily come into the hall. If the school office was staffed, parents could be funneled in through the main door as their entry and exit point.*

- School staff to investigate whether the newsletter could be sent through text message – ONGOING  
*School staff are keen to use text messaging to share the school newsletter. However, there remains an issue with the cost for this through the Gateway app. Michelle noted that approximately 300 parents read the newsletter, which is significantly less than the number of pupils on role. Parents suggested that the newsletter be attached to the Facebook page. Michelle and Mrs Connett noted the difficulties of this regarding permissions. Some parents give permission for children to be in the newsletter but not on social media. Parents noted that QR codes are not as helpful as links on the newsletter. Mrs Connett noted that the Padlet usually has a QR code, and a link and she would check that this occurs on the most recent newsletters.*
- Calendar links to be attached to the newsletter if possible. ACTIONED
- 'Careers Fair' events to continue. S noted that Citizens Advice were likely to be happy to attend such events and Mrs Connett noted how useful this would be for a lot of our parents.- PLANNING UNDERWAY
- Mr Stace and Mrs Connett to discuss opportunities for pupils to make resources that could be shared on the website and in the newsletter. This might link to School council and so a discussion should take place with S Thomas. ONGOING
- School staff to consider how a networking event could be created to encourage parent volunteers to support schoolwork. ONGOING

### AGENDA

#### I. OAP at Boringdon

**Mrs Connett discussed the local authority's Ordinarily Available Provision document. This outlines what should be ordinarily available for pupils in school. This is a useful but very complex document. Mrs Connett noted that she had designed an Ordinarily Available Provision at Boringdon document. She had chosen to present it in a format which will make it easily**

accessible. Members of the parent forum reviewed the Ordinarily Available Provision at Boringdon document, which they felt was helpful. They identified where information could be made clearer. It was suggested that once shared with parents, they might benefit from the session where Mrs Connett talked through the document.

## 2. AOB

Mrs Connett noted that more volunteers are currently working in school, and Mrs McCabe is working through the DBS checks for parents who volunteered. It was noted that parents might wish to volunteer for roles other than teaching assistant. For example, could parents with admin experience support the admin team in any tasks that were not confidential? Michelle and Mrs Connett noted that it's difficult to find activities that don't include access to confidential materials, but due consideration will be given to this.

A discussion took place about easy read newsletters. There has been a request from a parent for an easy read newsletter. Through discussion, it's become apparent that the parent felt that the newsletter was not always direct enough to allow parents to understand what action needs to be taken. School staff are reviewing how this can be made clearer in the newsletter. Initially, the diary dates have been moved to the top of the newsletter underneath Mr. Stace's introduction. It was noted there are apps that could be used to support accessibility and that Sway itself has an accessibility setting which Mrs Connett will ask Mrs Bruce to share in the next newsletter. Mr. Secker has noted that there is an app that can be downloaded onto phones which will read the newsletter. Mrs Connett has contacted the IT department regarding suitable software to simplify the reading age of texts and sit within GDPR expectations.

Parents noted that more emails have been going out recently and they'd found this helpful. However, Michelle and Mrs Connett noted that some parents had noted some frustration at so many emails had been received. Parent forum members felt that too many emails were better than not enough.

It was noted that the recent showcase events had been well attended. Parents noted that it's difficult to attend these without your child because it's harder to understand the information available. It may be necessary to attend without your child if your child attends a club. Mrs Connett and Michelle noted that most teachers would offer alternative time for parents in this situation.

Actions for agreed.

- Mrs Connett to update the OAP at Boringdon Document and share with parents/carers
- Accessibility options for the newsletter to be shared with parents/carers and further options investigated
- Links to be used in the newsletter rather than QR codes where appropriate

Next Meeting Date: Tuesday 3<sup>rd</sup> June at 2:00pm

