



NORTHSIDE Meeting Proforma

AREA/STAFF:	Parent Forum		
PRESENT:	LL, LM, AB, CS, DT, GB, LP, LMH, NB, SM, SL, VN	DATE:	11/12/2018

Summary of Action from previous meeting	Action Taken	Additional Comments?
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Discussion Items	Key Points	Agreed Action
1. Outline of aims	Terms of reference shared	•
2. Communication	Has improved. Dates well in advance for working parents.	<ul style="list-style-type: none"> • Ensure dates go on the website as soon as possible
3. Newsletter	More about learning. Students writing more would be good if younger children had that opportunity as well. Information about clubs. Clarifying which events parents are invited to. Open up the newsletter to include as much information/updates/dates/events as possible.	<ul style="list-style-type: none"> • Arrange younger children to write up events. • Ask club leaders or club attendees to write a small piece about their club for the newsletter
4. Breakfast club/ASC	Staff on duty for playground of little children Double bell for lining up. Discussion about refunds for ASC – explained that still incur the staffing cost.	<ul style="list-style-type: none"> • A member of staff on the gate • Check arrangements in the morning • Consider 2 week notice refund.
5. Parent workshops	Coding workshop Mental well being First Aid English – Grammar Y6 Phonics – Y1/2	<ul style="list-style-type: none"> • Speak to relevant staff members
6. Website	Will be updated by January List of workshops for the parents Discussed assessment weeks decided to leave off the website dates Add a page with the organisations we work with.	•
7. ISS	Food poor quality.	<ul style="list-style-type: none"> • Monitor more tightly



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	<p>Hungry children, options running out, children being rushed. Stickers should not only be used for children that finish their food.</p>	<ul style="list-style-type: none"> ○ Rushing of children ○ Eating all their food ○ Options running out ○ Portion sizes ○ Use of stickers ○ Relationships with MTS
8. Water Bottles	<p>Not communicated. Discussion about cleanliness and procedures. Water fountains – need to be checked as dirty.</p>	<ul style="list-style-type: none"> ● Inform staff that water bottles to be on tables ● Check cleanliness of water fountains.
9. Target sheet	<p>Good feedback. Request for more time, additional meeting is an option.</p>	
10. Procedures for worms	<p>What is the procedure? Not sure.</p>	<ul style="list-style-type: none"> ● Follow up
11. Shows/Assemblies	<p>Equal opportunities for all? Same children seem to get the main parts year on year.</p>	<ul style="list-style-type: none"> ● Mention to all staff.
Items for next meeting	<p>Homework</p>	