

Minutes of the Parent Forum Held on Wednesday, 6 June 2018

Present: **APC, KWL, AFY**
 Martin Bamber
 Katy Horler
 Kirsty Lavers
 Dan Lear
 Ayse Phaneuf
 Samantha Presley
 Gill Ricketts
 Carol Tompkins
 Liz Slater
 Helen Norton

1. Amy Pearce, Assistant Principal, opened the meeting with an overview of the meeting.
2. Rachel Hutchinson updated the Parent Forum on the latest plans, aims and considerations going forward for 2018-19 and specifically on one of our topics of the evening; Communication. The Principal asked the Forum to consider how we might improve communication and interaction with parents such that we regularly collate their views and feedback more with a greater response across the Key Stages.
3. Katy Feeney thanked the Parent Forum for the hard work put into the Transition Booklet such that there is now a parent page detailing how to support your son/daughter at Ivybridge as well as top tips and how to join the Parent Forum. There were further suggestions and offers of support to new parents living outside the catchment area, which Katy Feeney and Mrs Horler are going to follow up outside of the meeting.

The following notes are typed notes of sheets completed during the meeting. These points will now be further reviewed and actions put against them. In some cases, the College will act upon these now and feedback in September and in others Parents may assign follow up actions in September at the first meeting.

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WHERE ARE WE NOW?

Positive Outcomes

- Tutor Evenings
- Snow day – very clear communication
- Texting very clear!
- Facebook Gym page
- The importance of the Tutor – they know your child and family over several years and this relationship is very important.
- Email communication – initially poor. No contact has improved recently.
- Great response from Tutor when needed to contact them (same day).

Points to further consider

1. Only called in, in older years (9) prefer having access with Tutors.
2. Tutor name changes and never met them and do not know who they are.
3. Year 10 Parents Evening – **too late** with mocks.
4. Not knowing what Year 10s need to know about revision/support if Parent Evening is later.
5. Ten Tors communication with children.
6. There is a Facebook group. Could there be an official College one to prevent spin offs?
7. Data on current website hits and when to see when people access information?

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HOW CAN WE GET THERE?

1. Any time tutors are absent, sticker in Planners, name, acronym and how to contact for Parent Evening/catch up or simply to say hello! (AFY to action)
2. Share short teacher profile to parents of tutors when they take a group on; picture, name, acronym and a little bit about themselves. (AFY to action)
3. Planners – Point of contact KS3/4/5? FRONT OF PLANNER – website and contact details; as well as Parent Forum and how to register on the website. (AOV to action)
4. Staff Induction – sharing expectations of 24/48 hour response time to parent contact. (APC to action)
5. Website – change system from emails going to central ICC mail to 'triage' emails via Key Stage offices if possible (P to consider)
6. Transition book – add how to get in touch with key personnel in College? (AFY to consider)
7. Facebook/Twitter Account – trial a Parent Forum Facebook → vehicle to access our silent parents. (APC to consider with regard to parents and College communication policy)
8. Different style of event, not just corporate events – 'not staged all the time!' Parents commented they love the Forum and its relaxed discussions with a 'we are in it together feel'. Parents would like more relaxed opportunities to discuss College life. (APC to action ParentMeet trial in the Autumn Term)

Various engagement opportunities discussed

- Facebook/Twitter rather than website for 'news' and updates.
- Summary 'news' – email bulletin? Weekly?
- Please bring back the Echo in paper form. Such a good advert. Far more likely to be read.

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NEXT YEAR'S PARENT FORUM

- Continue with termly meetings please
- More regular meetings – 8?
- Timing – 5.00pm/6.00pm (ish)
- Linked to other events to encourage other participants.
- Current meeting set up works well for me! Happy to meet with smaller group more often to look at specific areas.
- Time 5.30pm works. One meeting per term with additional if needed.
- Current time works well.
- Possible topic for wider parent event could be around helping prepare for exams/revision, etc? (both academic and wellbeing aspects).

OTHER TOPICS FOR FUTURE DISCUSSION

- Site
- Communication
- What 'beyond outstanding' looks like
- What happened to Outdoor Education?
- Teach like a Champion

Any Other Business;

Enrichment Week Feedback

- Grateful for efforts and admin that went in!
- Year 7 booklet very clear, very thorough.
- All activities – very positive.
- Clear email.