

**MINUTES OF WESTFIELD FIRST SCHOOL PARENT FORUM MEETING
HELD ON THURSDAY 9TH OCTOBER 2014 AT 8.00PM**

PRESENT:

Liz Mitchell (Chair)	Holly Green (Y1/Y4)
Suzanne Stace (Headteacher)	Denise Arnold (Y1)
Fiona Thompson (School Secretary)	Denise Arnold (Y2)
Annamarie Wagner (YN)	Jo Harding (Y2)
Alex Danesh-Haeri (YN)	Sharon Mattingley (3AL)
Lucy Ellison (YR)	Rachael Hawkins (3EA)
Hannah Bolton (YR)	Claire Saunders (Y5)

APOLOGIES: Fiona Ripley

		Action
1.	The Chair welcomed everyone and members introduced themselves.	
2.	<p>Scope of Parent Forum Liz Mitchell gave an explanation of how the Parent Forum operates. Approximately two weeks prior to a meeting Reps should ask the parents in their respective classes if they have any items which they wish to be raised at the Forum. These should then be submitted to Fiona Thompson who will draw up an Agenda.</p> <p>Items on the Agenda should be relevant to more than just a few pupils or one class. Parents should be encouraged to speak to the Class Teacher if they have an issue which relates to their child and could be dealt with quickly. Unresolved issues can be brought to the Headteacher's attention.</p>	
3.	<p>Action Points from Previous Meetings The pedestrian gate is now held open at morning drop off and afternoon pick up times to allow for easier access for parents, particularly those with a buggy.</p> <p>A clear procedure has been introduced for the Pot of Gold system. There is now a consistent approach across the school relating to the number of times a child has to be on the Rainbow before they move up to the Pot of Gold.</p>	
4.	<p>Parent Volunteers The parents present reported that there was some concern about the change in policy regarding parent volunteers. From half-term parents who volunteer their time will not work with their own child's class but will be assigned a different class to help.</p> <p>Mrs Stace clarified the situation. At the moment some classes are better supported than others and the school must ensure that the needs of all the children are met. The support of all volunteers is really valued and parents are encouraged to continue to come in and support. A rota has been drawn up according to when parents have indicated that they are available and Mrs Stace has written to all the parents who have volunteered. Parents will still be able to build relationships with the children they work with and children will gain confidence from reading to an adult who is not the parent of one of their peers. Parents will still be able to help their own child's class on school outings.</p>	
5.	<p>School Ethos and Values The Forum spent some time discussing what they felt represented the ethos and values of Westfield Primary School.</p>	
6.	<p>Date of next meeting: The next meeting will take place on Monday 1st December at 8.00pm. The school will submit one topic and feedback on this, together with other Agenda items, should be submitted by Monday 24th November.</p>	