**Minutes of Parents Council – 28th November 2021 at 4.30pm**

**Present** : IL (Iestyn Lewis), Emily Thornley (ET), James Elliott (JE), Deleasa Davies (DD), Cathryn Rayner (CR), Nicola Holt (NH), Sam Crompton (SC), Serena Heathcote (SH), Mary Lofthouse (ML), Jessie Johal (JJ), Claire Pear (CP), Aleza Livesey   
(AL)

**Apologies :** None

**Clerking :** KB

1. Welcome – IL welcomed everyone and each person introduced themselves.
2. Apologies – None.
3. Declaration of AOB – None
4. Aims and Objectives of the Parent Council – Information was circulated regarding the aims and objectives. All agreed. IL will set up a tab on the website to show the aims and objectives and minutes of meetings.
5. Roles and Responsibilities – Information was circulated. The roles are to be for 3 years so as the roles of all members began at the start of the meeting they would all end in 3 years. It was however agreed by all members that there would be a natural drop off of members as their children leave. NH suggested that point 8 of the roles and responsibilities was changed to read ‘opinions and viewpoints in a constructive manner’. IL to action.
6. Emails – At the minute school blind copies members of the parent council to ensure that there email addresses are not passed on. IL asked what everyone thought about having a school email address to use for the parents council. DD said that she though it was a good idea as they could share information to the parents of their child’s class as some might not be aware of who the representatives are. CR said that she struggles with juggling e-mail accounts but felt that it was a good idea. All agreed that email address would be beneficial.
7. School suggestions for future agenda items: Homework, focus for stay and play, parents’ information evenings (Family Learning Events), Parents Code of Conduct, Parent’s Evenings, RSE Curriculum, Christian distinctiveness, Collective Worship and Family Services – CP said it would be nice to have more details about the new deputy and when she would be starting. IL said that he could not give an exact starting date as she was on maternity leave but would communicate details in January.

NH said it would be nice to have a welcome from the teachers, at the beginning of each school year, and details of what is expected. CR pointed out that there is a bigger gap in communication because of COVID. She suggested that there could be an introduction to each teacher on the website.

AL said that all things should be up to date on the website as that is the main point of call and suggested that a note is put on the newsletter to refer to the website.

NH said that we need to go back to basics and identify the different types of communications and the most efficient ones. She said that she would be happy to help with that.

CR said that it would be helpful if dates for events could be put out as soon as possible to enable parents to get time off work.

JE said that it would be useful to have an archive of newsletters on the website then people can refer back to them.

NH suggested that it might be a good idea to have a skills audit of the members and them any expertise can be used.

1. Parents Council suggestions for future agenda items – It was agreed that the suggestions above will be discussed in future meetings.
2. AOB – No other business discussed.
3. Setting a date for the next meeting – It was agreed that initially meetings will take place monthly initially and then go to half termly. The date of the next meeting was set for 10th January 2022 at 4.30 pm.