



## Parents Forum Meeting – 19 December 2018

Present: Tina Ball (TB)  
Fiona Hughes (FH)  
Nicola Dawson (ND)  
Zoe Wright (ZW)  
Jan Marshall (JM) School Business Manager  
Lynne Jepson (LJ) School IT Manager

### Apologies:

Linda Bennett (LB)  
Clare Shields (CS)

1. **Welcome**
2. **Communication Review**

### Website

Following the release of the new school website, Forum navigated the system assessing ease of user experience as a parent for common documents/items of information. It was agreed the new website was much more user friendly and showcased the school well. The following was noted as areas to improve:-  
*School Uniform – include information on how/when to buy uniform*  
*Contact Us – Drop down to select staff name/department*

### Parent Drop In

Forum felt this is a really valuable service which needs promoting more to parents and explanation as to how to access it.

### Notice of trips/fund raising events

Text messages often don't give enough notice for extra-curricular activities, fund raising events and educational visits

### Timing of meetings

A number of parents had expressed an interest in attending Forum but struggled with morning meetings due to work commitments, as a trail the following meeting dates and times were agreed:-

**29 January 6:30pm**

**26 February 2:00pm**

**4 April 9:00am**